



Administration 1.9

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

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1 Settings

This section describes how to change general settings for your users. You can find the settings in the user menu.

1.1 Change password

This section describes how to change the password of the registered user.

1. To open the user menu, click on your user name.
2. Click on the menu entry **Change Password**.
The window **Change password** opens.
3. Enter the current password in the field **old password**.
4. In the areas **Password** and **Pwd. confirm** enter the new password.
5. To save the new password, click on the **Save** button.

1.2 Edit user profile

This section describes how to edit the user profile of the registered user.



Restriction: To edit your own user profile, you need the **EditOwnUserProfile** authorization.

1. To open the user menu, click on your user name.
2. Click on the menu entry **Edit own user profile**.
This opens the **Edit own user profile** tab.
3. Edit the data of the user.



Tip: To change the password of the logged in user, click on the menu entry **Change Password** in the user menu. You can find instructions on changing the password in section [Change password](#) on page 1.

4. To save the changes, click on the button **Save** in the area **Actions**.

1.3 Set standard programs

This chapter describes how to set standard programs. A standard program is a program that is linked to a file type by default. For example, you can specify which programme DAKOSY GE is to be used to open PDF files or XML files.

1. To open the user menu, click on your user name.
2. Click on the menu entry **Preferences**.
A new window opens.
3. Click on the **Settings** tab.
4. To set the default program to display a file type, click the **Choose Text Reader...** button in the appropriate area and select the program.
5. To save your entries, click on the **OK** button.

1.4 Set tooltip settings

This section describes how to set tooltip settings. You can display various information for each field in tooltip at any time, for example context-sensitive field descriptions.

In tooltips, three different types of information can be displayed:

- Validation messages (❌, ⚠️ or ℹ️): Validation messages show errors, warnings or information from the plausibility check for the active field. Validation messages help you to enter your data. However, for technical reasons, validation messages cannot entirely replace checks at the consignee, for example at customs.
- Entry aids (📄): You can fill out the editable entry aids. For this, the appropriate authorization is required. In the entry aids, you can include the particularities for the active field which are important for your company.



Important: The entry aids are not filled out by DAKOSY but by authorized users.

- Help (ℹ️): Help is a context-sensitive field description which should help you when entering your data. Help is filled out by DAKOSY and contains generally valid information for the active field.
1. To open the user menu, click on your user name.
 2. Click on the menu entry **Preferences**. Alternatively, you can click on the ⚙️ icon in the tooltip. A new window opens.
 3. Click on the tab **Validation settings**.
 4. Select your desired settings.

Field	Description
Enabled	To display the tooltip, activate the check box. The tooltip is displayed for the field in which the cursor is placed.
Visible in dialogs	To display the tooltip in the dialogue window, activate the check box.
Color scheme	Select a colour scheme for the tooltip: <ul style="list-style-type: none"> • Bright • Dark
Opacity	To change the opacity of the tooltip, adjust the controller.
Favorite position	Select a position for the tooltip: <ul style="list-style-type: none"> • Left • Right • Top • Bottom
Validation messages	Choose whether and when you would like validation messages to be displayed in tooltip: <ul style="list-style-type: none"> • Always visible • Hide • Only on error • Only on warning
Input help	Choose whether and when you would like editable entry aids to be displayed in tooltip: <ul style="list-style-type: none"> • Always visible • Hide • Only if field contains a validation message • Only if available

Field	Description
Online help	Choose whether and when you would like context-sensitive field descriptions to be displayed in tooltip: <ul style="list-style-type: none"> • Always visible • Hide • Only if field contains a validation message • Only if available

5. To save your entries, click on the **OK** button.

1.5 Change branch

This chapter describes how to change the branch.

- This function is available depending on the context.

In DAKOSY GE companies can consist of different organisational units. Organisational units can be departments or branches. Branches can have their own EORI numbers and different authorizations. You can change branches in DAKOSY GE at any time if you are organisationally assigned to several branches. A change of branch may be necessary if you wish to send with the EORI number of the branch or if you require the authorizations of the branch. The visibility of data can be restricted via the branch.



Restriction: You can only change the branch if you are assigned to the user group **NL-Wechsel**.

1. To open the user menu, click on your user name.
2. Click on the menu entry **Switch current Org Unit**.
The window **Switch current Org Unit** opens.
3. In the **Org Unit** text field, enter the new branch.
4. Click on the button **OK**.
The changed branch appears in the title bar.



Tip: The documents of the new branch will appear in the document filing.

1.6 Change time zone

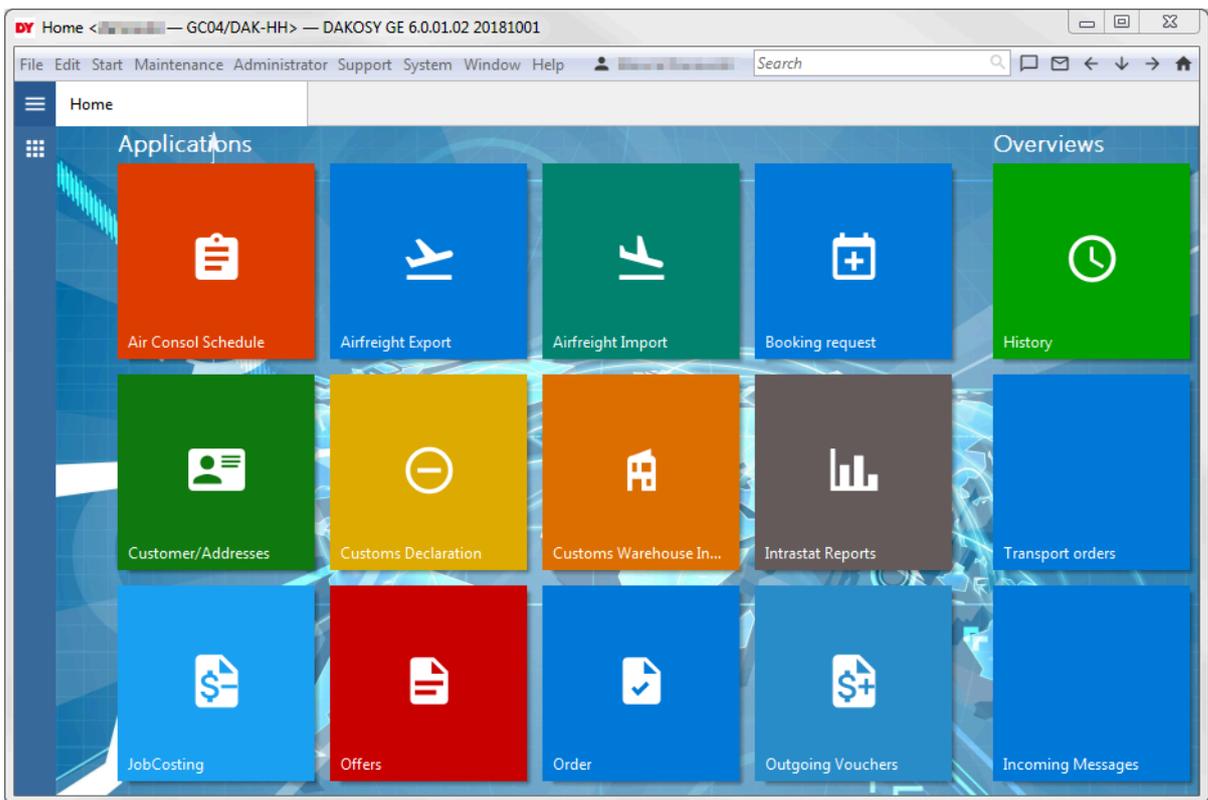
This chapter describes how you can change the time zone.

1. To open the user menu, click on your user name.
2. Click on the menu entry **Switch current Timezone**.
The window **Switch current Timezone** opens.
3. Select the time zone from the drop-down menu for the **Current Timezone** field.
4. To save the changes, click on the **OK** button.

1.7 Switch off tabs

This chapter describes how to disable the tile view introduced with DAKOSY GE version 5.4.

1. Open the homepage.



2. You have several options:

- To activate the classic homepage, right-click on the **🏠** icon and select **Reset > Classic** in the context menu.
- To use any overview as the homepage, open the overview, right-click on the **🏠** icon and select **Make this home** in the context menu.



2 Voucher setups

This chapter describes how to work with Voucher setups.

2.1 Charge Codes

This chapter describes how to work with charge codes. Charge codes are settlement texts to which several prices can be assigned.

2.1.1 Search for charge code

This chapter describes how to search for charge codes.

You can filter the charge codes using various search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Charge Codes**.
This opens the overview **Charge Codes**.
3. Enter the search criteria for searching for a charge code.

Field	Description
Code	Code of the charge code
Name	Name of the charge code. The name appears as invoice text in billing.
At least valid from	<ul style="list-style-type: none"> • Date as of which the charge code is at least valid. • Date until which the restriction is at least valid.

4. Click on the button **Search**.
5. Highlight a search result in the table.
6. You can open, copy or delete the charge code.
 - To open the charge code, click in the area **Actions** on **Open**.
 - To copy the charge code, click in the area **Actions** on **Copy**.
 - To delete the charge code, click in the area **Actions** on **Delete**.

2.1.2 Create charge code

This chapter describes how to create a charge code.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Charge Codes**.
This opens the overview **Charge Codes**.
3. In the area **Related actions**, select the menu entry **New Charge Code**.
This opens the **Charge Code** tab.
4. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.
5. To enter tax codes, click on the **Tax Codes** tab and fill out the fields.
6. To enter data for airfreight, click on the **Airfreight** tab and fill out the fields.
7. To create the charge code, click in the area **Actions** on the entry **Save**.



Tip: You can combine charge codes into charge sets.

2.2 Charge sets

This chapter describes how to work with charge sets. Several charge codes can be combined in charge sets.

2.2.1 Search charge set

This chapter describes how to search for charge sets.

You can filter the charge sets using various search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Charge Sets**.
This opens the overview **Charge Set**.
3. Enter the search criteria for searching for a charge set.

Field	Description
Code	Abbreviation of the charge set
Name	Name of the charge set

4. Click on the button **Search**.
5. Highlight a search result in the table.
6. You can open, copy or delete the charge set.
 - To open the charge set, click in the area **Actions** on **Open**.
 - To copy the charge set, click in the area **Actions** on **Copy**.
 - To delete the charge set, click in the area **Actions** on **Delete**.

2.2.2 Create charge set

This chapter describes how to create a charge set.

You have created all charge codes that you want to group together in the charge set. You can find instructions on creating a charge code in section [Create charge code](#) on page 5.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Charge Sets**.
This opens the overview **Charge Set**.
3. In the area **Related actions**, select the menu entry **New Charge Set**.
This opens the **Charge Set** tab.
4. Fill out at least the mandatory fields.

Field	Description
Code	Abbreviation of the charge set
Name	Name of the charge set
Customer	The customer allocated to the charge set.



Important: Add at least one charge code.

5. To add a charge code, click on the icon **+**.
The window **Charge Code** opens.
6. Fill out the field **Charge code**.
7. Click on the button **OK**.

8. To improve the overview, you can move charge codes up or down in the charge set. Highlight the customs declaration and click on the icon ↑ or ↓.
9. To remove a charge code, select the charge code and click on the icon 🗑️.
10. To create the charge set, click in the area **Actions** on the entry **Save**.



Tip: If the charge set does not appear in the overview, update the display by clicking on the icon **C**.

2.3 System vouchers

This chapter describes how to work with system vouchers. System vouchers enable the automated creation of outgoing invoices according to predefined criteria.

You use a system voucher to enter a settlement rule. If this rule applies to a shipment, an invoice is created automatically. You can process the invoice or print the original directly.

The system voucher function ensures that important settlements are not forgotten.

2.3.1 Search system voucher

This chapter describes how to search for system vouchers.

You can filter the system vouchers using various search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **System Vouchers**.
This opens the overview **System Voucher**.
3. Enter the search criteria for searching for a system voucher.

Field	Description
Transport Mode	Place of transport. <ul style="list-style-type: none"> • Airfreight: Transport takes place by air. • Seafreight: Transport takes place by air.
Shipment Type	Type of shipment. <ul style="list-style-type: none"> • Back-to-Back: Back-to-back • Master: Consol • Direct: Direct • Generalposition (virtual shipment for not assignable costs): General position • House: House
Delivery Term	Type of Inco terms.
Forwarder Role	Own role
Customer	The customer for whom the system voucher is created. References a customer/address data set.

4. Click on the button **Search**
5. Highlight a search result in the table.
6. You can open the system voucher. To open the system voucher, click in the area **Actions** on **Open**.

2.3.2 Create system voucher

This section describes how to create a system voucher.

You have created all charge sets that you want to state in the system voucher. You can find instructions on creating a charge code in section *Create charge set* on page 6.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **System Vouchers**.
This opens the overview **System Voucher**.
3. In the area **Related actions**, select the menu entry **New System Voucher**.
This opens the **Voucher Setup** tab.
4. Fill out at least the mandatory fields.



Important: Add at least one charge code.

5. To add a document type to the list, click the icon **+**.
The window **System generated vouchers** opens.
6. Fill out at least the mandatory fields.



Tip: You can add a charge set.

7. To add a charge set to the list, click the icon **+**.
8. Click on the button **OK**.
9. To remove a charge set, select the charge set and click on the icon **■**.
10. To create the system voucher, click in the area **Actions** on the entry **Save**.

2.4 Tariffs

This chapter describes how to work with tariffs. In the tariffs your purchase and sales conditions are stored. This enables an automated calculation.

2.4.1 Search tariff

This chapter describes how to search for tariffs.

You can filter the tariffs using various search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Tariffs**.
This opens the overview **Tariff**.
3. Enter the search criteria for searching for a tariff.

Field	Description
Code	Code for the tariff.
Tarifftype	Type of tariff. <ul style="list-style-type: none"> • Buying-type • Selling-type • Buying-/Selling-type • Selective-type • Compare-type
Charge	Code of the charge code.

Field	Description
Valid from, to	<ul style="list-style-type: none"> • Date as of which the tariff is valid. • Date until which the tariff is valid.
Customer/Address	Customer for which the tariff applies.
Role	Address roll of the customer. The field is activated via the Tarifftype field.
Mode of Transport	Place of transport. <ul style="list-style-type: none"> • Airfreight: Transport takes place by air. • Seafreight: Transport takes place by air.

4. Click on the button **Search**.
5. Highlight a search result in the table.
6. You can open, copy or delete the tariff.
 - To open the tariff, click in the area **Actions** on the menu entry **Open**.
 - To open the tariff, click in the area **Actions** on the menu entry **Copy**.
 - To delete the tariff, click in the area **Actions** on the menu entry **Delete**.

2.4.2 Create tariff

This chapter describes how to create a tariff.

You have created a charge code to which the price should refer. You can find instructions on creating a charge code in section [Create charge code](#) on page 5.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Tariffs**.
This opens the overview **Tariff**.
3. In the area **Related actions**, select the menu entry **New Tariff**.
This opens the **Tariff** tab.
4. Fill out the fields of the tab **General**. The mandatory fields can change after an entry.



Tip: If you leave the field **Code** empty, the system automatically assigns an abbreviation when you save the rate.

5. If you have selected the value **Tarifftype** or **Selective-type** for the field **Compare-type**, you must enter decision or comparison tariffs.
6. To enter decision or comparison tariffs, click on the tab **Selective-/Compare-tariff**.
7. Fill out at least the mandatory fields.
8. To create the tariff, click in the area **Actions** on the entry **Save**.

2.5 Exchange rates (transport)

This chapter describes how to work with the exchange rates for the forwarding area. The exchange rates list the relationships between system currencies and foreign currencies.

2.5.1 Create currency relations

This chapter describes how to create a currency relations.

1. Select the menu entry **Maintenance > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Currency Exchanges**.
The overview **Conversion from system to foreign Currencies** opens.
3. In the section **Currency relations**, click the icon **+**.
The window **Currency Relation** opens.

4. Fill out at least the mandatory fields.
5. To save the currency relation, click on the button **OK**.

2.5.2 Create an exchange rate

This chapter describes how to create an exchange rate.

1. Select the menu entry **Maintenance > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Currency Exchanges**.
The overview **Conversion from system to foreign Currencies** opens.
3. Click on the icon **+** in the area **Exchange rates**.
The window **Exchange Rate** opens.
4. Fill out at least the mandatory fields.
5. To save the exchange rate, click on the button **OK**.

2.6 Air tariffs

This chapter describes how to work with air tariffs. Conditions are stored in the air tariffs. This enables an automated calculation.

2.6.1 Search air tariff

This chapter describes how to search for air tariff.

You can filter the air tariff using various search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Air Tariffs**.
This opens the overview **Air Tariff**.
3. Enter the search criteria for searching for an air tariff. Fill at least all of the mandatory fields out.

Field	Description
Area	<ul style="list-style-type: none"> • IATA • Forwarders Sales • Carrier net rates
Departure	Airport from which the transport departed
Destination	Airport where the transport arrived.
Currency	Currency code
Carrier	AWB prefix and name of the airfreight company.
Customer	Customer
Valid from, to	<ul style="list-style-type: none"> • Date as of which the airfreight date is valid. • Date until which the airfreight date is valid.

4. Click on the button **Search**.
5. Highlight a search result in the table.
6. You can open or copy the airfreight rate.
 - To open the air tariff, click in the area **Actions** on the menu entry **Open**.
 - To open the air tariff, click in the area **Actions** on the menu entry **Copy**.

2.6.2 Create air tariffs

This chapter describes how to create an air tariff.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews**, click on the menu entry **Air Tariffs**.
This opens the overview **Air Tariff**.
3. In the area **Related actions**, select the menu entry **New Air Tariff**.
This opens the **Air Tariff** tab.
4. Fill out at least the mandatory fields.



Tip: You can add a rate.

5. To add a rate, click on the icon **+**.
The window **Edit rate** opens.
6. Fill out at least the mandatory fields.
7. Click on the button **OK**.
8. To remove a rate, select the rate and click on the icon **■**.
9. To create the air tariff, click in the area **Actions** on the entry **Save**.

2.6.3 Import air tariffs

This chapter describes how to import air tariffs.

- You have an Excel file with air tariffs.
1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
 2. In the area **Overviews**, click on the menu entry **Air Tariffs**.
This opens the overview **Air Tariff**.
 3. In the area **Related actions**, select the menu entry **Import air carrier tariffs**.
The window **Open** opens.
 4. Select the Excel file with the air tariffs. If necessary, change to the directory in which the file is stored.
 5. Click on the button **Open**.
The air tariffs are added.

3 Air Waybill (AWB)

This section describes the Air Waybill (AWB).

The Air Waybill is used to transport goods by air freight. It serves as:

- Proof of the contract of carriage (conclusion, acceptance of the conditions of carriage, extended liability)
- Certificate of receipt
- Document for freight calculation
- Certificate of insurance
- Customs declaration
- Transit instructions (handling of goods, delivery)
- Proof of right of disposal (Original No. 3)

AWB types

- Master AWB

The master AWB maps the complete shipping process from the forwarding agent to the receiving carrier. The master AWB references any number of house AWBs. The transport contract is concluded with the airline.

- House AWB

A house AWB represents the transport of a single dispatch from the sender to the consignee. The forwarder acts as carrier. The transport contract is concluded with the transport company.

- Direct AWB

The Direct AWB maps the complete shipping process from sender to recipient. The freight forwarder acts only as an agent. The transport contract is concluded between the consignor and the Carrier.

3.1 Create Master/Direct AWB Pool

This chapter describes how to create a Master/Direct AWB Pool.

- An air freight company must exist for which the pool is to be created.
1. Select the menu entry **Maintenance > Forwarding > Air Carriers**.
 2. To open an air freight company, double-click the air freight company in the table. The tab **Air Carrier** opens. The table below shows the AWBs of the airfreight company.
 3. To create a new AWB pool for the air freight company, click the button **+**.
 4. Fill out the fields.

Field	Description
AWB Prefix	Prefix of the AWB numbers.
1st AWB Number	Number of the first AWB number in the pool.
Calculate last AWB number	If you clear the check box, you do not need to enter the last AWB number in the Last AWB Number field, but can specify the number of AWB numbers to be generated in the to be reserved field.
Last AWB Number	Number of the last AWB number in the pool.
to be reserved	Number of AWB numbers to be reserved.
Remainder to warn from	If the number of available AWB numbers falls below the value of this field, a warning is issued.

Field	Description
Ident	Ident
Lend from	Select the check box if the AWB numbers have been borrowed from a customer.
Lend To	Select the check box if the AWB numbers have been assigned to a customer.
Customer	Name of the customer
Account	Number of the customer

5. To create the pool, click on the button **OK**.

4 HAWB pool

This chapter describes the House AWB pool (HAWB pool).

4.1 Create HAWB pool

This chapter describes how to create a HAWB pool.

1. Select the menu entry **Maintenance > Forwarding > HAWB Pool**.
2. In the area **Related actions**, click on the entry **New**.
This opens the window **Create new AWB Pool**.
3. Fill out the fields.

Field	Description
AWB Prefix	Prefix of the AWB numbers.
1st AWB Number	Number of the first AWB number in the pool.
Calculate last AWB number	If you clear the check box, you do not need to enter the last AWB number in the Last AWB Number field, but can specify the number of AWB numbers to be generated in the to be reserved field.
Last AWB Number	Number of the last AWB number in the pool.
to be reserved	Number of AWB numbers to be reserved.
Remainder to warn from	If the number of available AWB numbers falls below the value of this field, a warning is issued.
Ident	Ident
Lend from	Select the check box if the AWB numbers have been borrowed from a customer.
Lend To	Select the check box if the AWB numbers have been assigned to a customer.
Customer	Name of the customer
Account	Number of the customer

4. To create the pool, click on the button **OK**.

5 Administration

This chapter describes how to administer DAKOSY GE.

5.1 User administration

This section describes the user administration. In order to manage user and user groups you need administrator rights to manage users. Authorizations can be set up for user groups or individual users. If the same authorizations are to be set up for many users, it is recommended to use user groups.



Important: Deactivate the user accounts of employees who leave the company.

5.1.1 Create user

This section describes how to create a user.



Restriction: To create a user, you need administrator rights.

1. Select the menu entry **Administrator > User Maintenance**.
2. Click in the area **Related actions** on the entry **New User**.
This opens the **Edit user** tab.
3. Fill out at least the mandatory fields.

Field	Description
Username	User name of the user. Der user name is require for the log-in.
Real Name	The complete name of the user.
Password expires	Date on which the user is asked to enter a new password.
Phone Number	Telephone number of the user
Email	Email address of the user
Work Org Unit	Assigned branch of the user
Permission Company Master	<p>If the check box is activated, the user is authorized to perform the following functions:</p> <ul style="list-style-type: none"> • Manage printers • Manages branches and the associated addresses • Manage company code mappings (implementation of foreign codes from an interface in internal codes)



Tip: In the Email field, enter a valid **Email** address so that the user can send and receive notifications.

4. Optionally, enter additional telephone numbers or email addresses in the **Communication** area. To add a new communication channel, click on the icon **+**.
5. Define the authorizations of the user on the following 2 tabs. You can find instructions in section [Assign permissions](#) on page 24.
The authorizations granted via the **Permissions** and **User Groups** tabs are displayed on the **Effective Permissions** tab.

6. To assign an automatic action for an event to the user, click on the **Event handler** tab. You can find further information on event handling in section [Event handling](#) on page 27.
7. For instructions on how to set a password for the user, see section [Set password](#) on page 16.
8. To save the user, click the **Save** button in the **Actions** area.

5.1.2 Edit user

This section describes how to edit a user.



Restriction: You need administrator rights to edit a customer.

1. Select the menu entry **Administrator > User Administration**.
2. Enter the name of the user in the field **Username**.
3. From the **Active** drop-down menu, select whether you want to search for active or inactive users.
4. Click on the button **Search**.
The users found appear in the table.
5. Double click on the user in the table.
This opens the **Edit User** tab.
6. Edit the data of the user.
7. To save the changes, click on the item **Save** in the area **Actions**.

5.1.2.1 Set password

This section describes how to set a password for a user.



Restriction: To set a password for a user, you need administrator rights.

The user is opened for editing.

1. In the area **Actions**, click on the menu entry **Set Password**.
The window opens **Set password**.
2. Enter the password in the **Password** and **Pwd. confirm** fields.
3. To confirm the password, click on the **OK** button.

5.1.3 Deactivate user

This section describes how to deactivate a user.



Restriction: You need administrator rights to deactivate a customer.

Users cannot be deleted. If a user is no longer working in your company, you can deactivate the user. A deactivated user cannot log on.

1. Select the menu entry **Administrator > User Administration**.
2. Enter the name of the user in the field **Username**.
3. Click on the button **Search**.
The users found appear in the table.
4. Double click on the user in the table.
This opens the **Edit User** tab.
5. In the **Actions** area, click on the entry **Deactivate**.
The user is deactivated.

5.1.4 Create user group

This section describes how to create a user group.



Restriction: To create a user group, you need administrator right.

1. Select the menu entry **Administrator > UserGroup Administration**.
2. In the area **Related actions**, click on the entry **New UserGroup**.
This opens the **UserGroup** tab.
3. Fill out at least the mandatory fields.

Field	Description
Code	Code for the user group
Description	Description of user group
Org Unit	Company unit which should apply to the user group.



Important: To assign users to the user group, you must first save the user group.

4. In the area **Actions**, click on the entry **Save**.
The table **Unselected User** is filled with users that can be assigned to the user group.
5. Assign several users to the user group. To assign a user to the user group, you must move the user from the **Unselected User** column to the **Selected User** column. To remove a user from the user group, you must move the user from the **Selected User** column back to the **Unselected User** column.
 - To drag a single user, highlight the user. Click on the > or the < button.
 - To drag several user, hold down the Ctrl key and highlight several user. Click on the > or the < button.
 - To drag several consecutive user, highlight the first user, hold down the Shift key and select the last user. Click on the > or the < button.
 - To drag all user, click on the button >> or <<.



Tip: You can also drag users by clicking on one user, holding the mouse button down and moving the mouse.

6. To define the authorizations of the user group, switch to the **Permissions** tab.
7. Assign several authorizations to the user group. To assign an authorization to the user group, you must move the authorization from the **Unassigned Rights** column to the **Assigned Rights** column. To remove an authorization to the user group, you must move the authorization from the **Assigned Rights** column back to the **Unassigned Rights** column.



Tip: You will find a description of the authorizations in section [Permissions](#) on page 18.

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

5.1.5 Delete user group

This section describes how to delete a user group.



Restriction: To delete a user group, you need administrator right.

1. Select the menu entry **Administrator > UserGroup Administration**.
2. Enter the name of the user group in the field **Code**.

- Click on the button **Search**.
The user groups found appear in the table.



Important: To delete the user group, no users must be assigned to the user group.

- Double click on the user in the table.
This opens the **UserGroup** tab.
- To remove users from the user group, click the button <<.
- In the area **Actions**, click on the entry **Save**.
- Close the user group.
- In the area **Actions**, click on the entry **Delete**.
- Confirm the security question in the dialog box.

5.1.6 Permissions

This section describes the permissions of DAKOSY GE.



Important:

- If you change user permissions, the affected user must log off and log on again.
- If the module **Permissions** is assigned to the company, each user must be assigned permissions, including the Admin and Support users.



Tip: The permission group **CargoCompliance** is only available for user groups and not for individual users.

AirExport

Airfreight export

AirExport → ExitDeclaration

Exit declaration

Permission	Description
☛ manuallyFinished	May complete an MRN manually.
☛ send	Can send an exit declaration.
☛ sendFairAtLink	Can send an exit declaration to Fair@Link.
☛ support	Can use the support functions for exit logon.

AirExport → HouseAWB

House AWB

Permission	Description
☛ send	Can send a House AWB.

AirExport → IataAWB

IATA AWB

Permission	Description
☛ send	Can send an IATA AWB.

AirExport → TruckManifest

Truck manifest

Permission	Description
✎ send	Can send a truck manifest.
✎ sendFairAtLink	Can send a truck manifest to Fair@Link.

BLSendRestriction

B/L sender restrictions

Permission	Description
✎ allowed	Can create, edit and delete B/L sender restrictions.

CargoCompliance

Compliance check

Permission	Description
✎ releaseBadResult	If a hit in a compliance check blocks processing, the user can confirm and proceed.

Customer

Customers and addresses

Permission	Description
✎ create	Can create a new customer.
✎ delete	Can delete a customer.
✎ edit	Can edit a customer.
✎ editEORI	Can edit the customer's EORI number.
✎ exportTable	Can export a CSV table from the customer data. If the customer wants to import his customer data, he must contact DAKOSY.
✎ show	Show customer data

CustomerCompliance

Compliance check for customers and addresses

Permission	Description
✎ multipleSelection	Can perform the compliance check for multiple addresses.

CustomsAuthorization

Create, delete, edit and display customs authorizations.

Permission	Description
✎ create	Can create customs authorizations.
✎ delete	Can delete customs authorizations.
✎ edit	Can edit customs authorizations.
✎ show	Can display customs authorizations.

CustomsCompliance

Customs-side compliance check

Permission	Description
🔑 prevent_check	Suppress compliance check at customs

CustomsDeclaration

Customs declarations

Permission	Description
🔑 create	Can create customs declarations.
🔑 edit	Can edit customs declarations.
🔑 notify	If this permission has been granted, the user receives a notification when he has received a notification from customs.
🔑 notifyDE_CWSINF	If this permission has been granted, the user receives a notification, if he has received an ATLAS inventory notification customs warehouse (CWSINF).
🔑 notifyDE_E_EXP_FUB	If this permission has been granted, the user receives a notification, if he has received a resubmission (E_EXP_FUB).
🔑 notifyDE_E_EXP_URG	If this permission has been granted, the user receives a notification, if he has received a warning for an additional/replacing declaration for export (E_EXP_URG).
🔑 notifyDE_ECWINF	If this permission has been granted, the user receives a notification, if he has received an ATLAS settlement information customs warehouse (ECWINF).
🔑 notifyDE_SCWINF	If this permission has been granted, the user receives a notification, if he has received an ATLAS transfer information customs warehouse (SCWINF).
🔑 notifyNLDocument	If this permission has been granted, the user receives a notification, if he has received a notification from Dutch customs.
🔑 send	Can send customs declaration.
🔑 show	Can view customs declarations.

CustomsDeclaration → CustomsDefaultOrgUnitDeclaration

Department templates

Permission	Description
🔑 create	Can create department templates.
🔑 delete	Can delete department templates.
🔑 edit	Can edit department templates.

CustomsDeclaration → CustomsDefaultOrgUnitDeclaration

User templates

Permission	Description
🔑 delete_other	Can delete "foreign" templates.
🔑 edit_other	Can edit "foreign" templates.

CustomsGuaranteeAccount

Guarantee

Permission	Description
✎ correct	Can correct bookings to a guarantee account.
✎ create	Can create guarantee account.
✎ edit	Can edit a guarantee account.
✎ show	Can access a guarantee account.

DefermentAccount

Deferment accounts

Permission	Description
✎ create	Can create a new deferment account.
✎ delete	Can delete a deferment account.
✎ edit	Can edit a deferment account.
✎ show	Can access a deferment account.

DGRCommissary

Dangerous goods safety adviser

Permission	Description
✎ approval	Can verify dangerous goods in a shipment.

DocumentArchive

Document archive

Permission	Description
✎ companySearch	Can search for documents in the document archive company-wide. An additional check box is displayed in the document archive to control the company-wide search.

EconomicOperator

Economic operator, EORI

Permission	Description
✎ activate	May activate and deactivate an economic operator with a validity period (fields Valid from and Valid to).
✎ create	Can create an economic operator.
✎ edit	Can edit an economic operator.
✎ show	Can access an economic operator.
✎ transfer	Can transfer data from one economic operator to another economic operator.

Intrastat

Intrastat message

Permission	Description
✎ delete	Can delete Intrastat messages.
✎ edit	Can edit Intrastat message.
✎ editMasterdata	Can edit Intrastat master data.
✎ send	Can send Intrastat message.

JobCosting

Receipt vouchers, returns, etc.

Permission	Description
✎ breakEven	Can create a list of thresholds.
✎ ecSalesList	Can create a EC sales list.
✎ monthlyBalance	Can create a monthly accounts.

Offer

Offers

Permission	Description
✎ approval	Can release an offer before print.
✎ create	Can create a new offer.
✎ delete	Can delete an offer.
✎ edit	Can edit an offer.
✎ print	Can print an offer.
✎ show	Can access an offer.

PortVoyage

For the maintenance of Bremen vessel departures

Permission	Description
✎ create	Can create a vessel departure.
✎ delete	Can delete a vessel departure.
✎ edit	Can edit a vessel departure.
✎ show	Can access a vessel departure.

SeaCarrierBooking

Booking queries

Permission	Description
✎ send	Can send a booking query.

SeaExport

Seafreight export

SeaExport → **ExportContainerBL**

Export Container B/L

Permission	Description
✎ send	Can send a Container B/L.

SeaExport → ExportPortOrder

Export port order

Permission	Description
✎ send	Can send an Export port order.

SeaExport → ExportSeaBL

Export-Sea B/L

Permission	Description
✎ send	Can send a Sea B/L.

SeaExport → SeaExport

Seafreight export

Permission	Description
✎ sendVermas	Can send a VERMAS.

SealImport

Seafreight import

SealImport → Disposal

Import procedure instruction

Permission	Description
✎ send	Can send an order.

SealImport → ImportPortOrder

Import port order

Permission	Description
✎ send	Can send an Import port order.

ShipperInventory

Seafreight import

Permission	Description
✎ changeTariff	Can use the tariff code exchange and change the tariff numbers.
✎ support	Can see the support view.
✎ warehouseCharge	Can manage warehouse money.

StatisticQuery

for (chargeable) statistics queries

Permission	Description
🔑 execute	Can run a statistics query.

TrackingAndTracing

Tracking and tracing

Permission	Description
🔑 createConfig	Can create a tracking and tracing configuration.
🔑 deleteConfig	Can delete a tracking and tracing configuration.
🔑 editConfig	Can edit a tracking and tracing configuration.

WarehouseInventory

Customs warehouse

Permission	Description
🔑 changeTariff	Can use the tariff code exchange and change the tariff numbers.
🔑 support	There are special support permissions in the customs warehouse and these may then be issued, e.g. tariff code exchange.

WWW

Internet

Permission	Description
🔑 login	Can log in to special web services.

Admin

Permission	Description
🔑 Admin	Actual administrator

EditOwnUserProfile

Permission	Description
🔑 EditOwnUserProfile	User can edit his own user profile.

5.1.6.1 Assign permissions

This section describes how to assign permissions to a user. If the company does not use permission control, the **Permissions** and **Effective Permissions** tabs are not displayed. In this case, the administrator rights are assigned via the **Administrator** check box on the **General** tab.



Restriction: To assign a permission to a user, you need administrator rights.



Tip:

New companies are set up without permission control. If you would like to use the permission function, please contact servicedesk@dakosy.de.

1. Select the menu entry **Administrator > User Maintenance**.
2. Double click on the user in the table.
This opens the **Edit user** tab.

3. Click on the tab **Permissions**.
4. To expand a permission group, click on the **+** symbol.

 **Tip:** To assign a permission group, select the group heading.

5. To assign a permission, you must move the permission from the **Unassigned Rights** column to the **Assigned Rights** column. To remove an assigned permission, you must move the permission from the **Assigned Rights** column back to the **Unassigned Rights** column.
 - To drag a single permission, highlight the permission. Click on the **>** or the **<** button.
 - To drag several permissions, hold down the **Ctrl** key and highlight several permissions. Click on the **>** or the **<** button.
 - To drag several consecutive permissions, highlight the first permission, hold down the **Shift** key and select the last permission. Click on the **>** or the **<** button.
 - To drag all permissions, click on the button **>>** or **<<**.

 **Tip:** You can also drag permissions by clicking on one permission, holding the mouse button down and moving the mouse.

 **Tip:** You can temporarily revoke a permission by selecting the **Deny** check box for a permission in the **Assigned Rights** area.

6. To assign a user group to the user, click on the tab **User Groups**.

 **Important:** To display available user groups, save the user.

7. To assign a permission, you must move the permission from the **Unselected UserGroups** column to the **Selected UserGroups** column. To remove an assigned permission, you must move the permission from the **Selected UserGroups** column back to the **Unselected UserGroups** column.
8. In the area **Actions**, click on the entry **Save**.

5.2 Printer

This chapter describes how to administer Printer. Printers are generally set up by DAKOSY. Special users with company manager rights can perform this task for large companies. You can assign printers.

5.2.1 Set up printer

This section describes how to set up a printer. Printers are generally set up by DAKOSY. Special users with company manager rights can perform this task for large companies.

 **Restriction:** You need company manager rights to set up a printer.

1. Select the menu entry **Administrator > Printers**.
2. Click on the **+** icon in the **Output Device** area.
The window **Printer** opens.
3. Fill at least all of the mandatory fields out.

Field	Description
Service provider	The Server field defines via which system the printer will be connected: <ul style="list-style-type: none"> • CUPS: the printer will be connected via CUPS (a spool system). • JAVA: the printer is connected via Java.
Printer	Name of the printer

Field	Description
Output Type	Type of product: <ul style="list-style-type: none"> • PRINTER_LABEL: label printers are currently only required for the air freight module. • PRINTER_PDF: with the exception of the label printer, the system only supports printers that produce pdf documents.
Organization Unit	Branch of the company
Physical Location	Designation of the printer location.
Offset Top	Distance from top start of page.
Offset Left	Distance from left edge of page.

4. To save the printer, click on the button **OK**.

5.2.2 Assign printer

This section describes how to assign a printer.



Restriction: You need administrator rights to assign a printer.

At least one printer has been set up.

1. Select the menu entry **Administrator > Printers**.
2. Highlight a printer.
3. Click on the icon **+** in the **Output Device Assignment** area.
The window **Output Device Assignment** opens.
4. Fill at least all of the mandatory fields out.

Field	Description
User	Name of user
Document Type	You can choose the document type via search.
Organization Unit	Branch of the company

5. To enter templates for the printer, click on the **Preassignments** tab. Fill out the fields.

Field	Description
Copies	Number of copies created.
Tray (1. page)	Designation of the paper drawer triggered to print the first page.
Tray (following pages)	Designation of the paper drawer that is used for the subsequent pages.



Tip: The user can overwrite the templates in the print dialogue.

6. To save the printer allocation, click on the button **OK**.

5.3 Event handling

This section describes how to handle events. You can assign an automated action to a user for a certain event in user administration.



Restriction: You need administrator rights to manage users. To manage your own users, you need the **EditOwnUserProfile** authorization.

5.3.1 Events

This section describes how to work with events.

Events are changes in the sequence of a document for which an automated action can be executed. Events can be triggered automatically by the system or manually by a user. Events can be incoming error messages or the creation of a shipment, for example.

The following events can be automatically responded to with an action. Depending on the context, different Events are provided.

Order

Order → Consol

Event	Description
All House Shipments removed	Is initiated when all house shipments have been removed from a console.
New Consol created	Is initiated when a new Consol is created.

Order → House

Event	Description
Deconsolidated	Is initiated when a new house shipment is deconsolidated.
New House shipment created	Is initiated if a new house shipment is created.

Customer

Customer → Sanctionslist

Event	Description
Problem occurred	Is initiated if a problem is detected during the compliance check.

Air export

Air export → AWB → TRAXON

Event	Description
Status update	Is initiated if the TRAXON status has been updated.

Air export → AWB → ZAPP

Event	Description
Status update	Is initiated if the status of ZAPP has been updated.

Air export → Consol

Event	Description
All House Shipments removed (System)	Is initiated when all house shipments have been removed from a console.
New Consol created	Is initiated when a new Consol is created.

Air export → Direct/B2B

Event	Description
New House shipment created	Is initiated when a new house shipment is created.

Air export → Exit → Messages → Fair@Link

Event	Description
'Msg ack error' message received	Is initiated if a 'F@L - technical acknowledgement errors' Message has been received.
'Msg ack OK' message received	Is initiated if a 'F@L - technical acknowledgement OK' Message has been received.
'Msg ack functional error' message received	Is initiated if a 'F@L - technical acknowledgement functional error' Message has been received.
'Msg ack technical error' message received	Is initiated if a 'F@L - technical acknowledgement errors' Message has been received.
'TPA Response rejection' message received	Is initiated if a 'TPA Reply Reject' message has been received.
'TPA Response acception' message received	Is initiated if a 'TPA Reply Confirmation' message has been received.

Air export → Exit → Messages → Zapp Air

Event	Description
'Departed' (DEP) FSU message received/confirmed	Is initiated if a 'Departure' (DEP) FSU message has been received/confirmed.
'Finished' (FIN) FSU message received/confirmed	Is initiated if a 'Completion' (FIN) FSU message has been received/confirmed.
'Gate-In' (GIN) FSU message received/confirmed	Is initiated if a 'Completion' (GIN) FSU message has been received/confirmed.
'Customs inspection' (CTL) FSU message received/confirmed	Is initiated if an 'Inspection' (CTL) FSU message has been received/confirmed.
'Outgoing Permission' (STA) FSU message received/confirmed	Is initiated if an 'Outbound Permission' (STA) FSU message has been received/confirmed.
'Stop' (STP) FSU message received/confirmed	Is initiated if a 'Stop' (CTL) FSU message has been received/confirmed.
'Cancellation Zapp Air' (CAN) FSU message received/confirmed	Is initiated if a 'Cancellation Zapp Air' (CAN) FSU message has been received/confirmed.
'Repositioning' (RPS) FSU message received/confirmed	Is initiated if a 'Transfer' (RPS) FSU message has been received/confirmed.

Event	Description
'Pre declaration accepted' (ANA) FSU message received/confirmed	Is initiated if a 'Pre-declaration' (ANA) FSU message has been received/confirmed.
'Pre declaration not accepted' (ANN) FSU message received/confirmed	Is initiated if a 'Pre-declaration not accepted' (ANN) FSU message has been received/confirmed.
'Warning' (WRN) FSU message received/confirmed	Is initiated if a 'Warning' (WRN) FSU message has been received/confirmed.
'Customs Error' (CER) FSU message received/confirmed	Is initiated if a 'Customs error' (CER) FSU message has been received/confirmed.
'Customs status' (CST) FSU message received/confirmed	Is initiated if a 'Customs status' (CST) FSU message has been received/confirmed.

Air export → House

Event	Description
Deconsolidated	Is initiated when a new house shipment is deconsolidated.
New House shipment created	Is initiated if a new house shipment is created.

Air export → Truck manifest → Messages → Fair@Link

Event	Description
'Msg ack error' message received	Is initiated if a 'F@L - technical acknowledgement errors' Message has been received.
'Msg ack OK' message received	Is initiated if a 'F@L - technical acknowledgement OK' Message has been received.
'Msg ack functional error' message received	Is initiated if a 'F@L - technical acknowledgement functional error' Message has been received.
'Msg ack technical error' message received	Is initiated if a 'F@L - technical acknowledgement errors' Message has been received.
'TPA Response rejection' message received	Is initiated if a 'TPA Reply Reject' message has been received.
'TPA Response acception' message received	Is initiated if a 'TPA Reply Confirmation' message has been received.

Air import

Air import → Consol

Event	Description
All House Shipments removed (System)	Is initiated when all house shipments have been removed from a console.
New Consol created	Is initiated when a new Consol is created.

Air import → House

Event	Description
Deconsolidated	Is initiated when a new house shipment is deconsolidated.
New House shipment created	Is initiated if a new house shipment is created.

Offer

Offer → Notifications

Event	Description
Unfinalized Offers	Notification service for offers that have not had a status change for a specified number of days.

Sea export

Sea export → Bill of lading → Sea

Event	Description
Cancellation confirmation received	Is initiated if a confirmation for the cancellation of a BL has been received.
Error received	Is initiated if an error for a BL has been received.

Sea export → Consol

Event	Description
All House Shipments removed	Is initiated if all house shipments have been removed from a console.
New Consol created (System)	Is initiated when a new Consol is created.

Sea export → House

Event	Description
Deconsolidated	Is initiated if a new House Shipment is deconsolidated.
New House shipment created	Is initiated if a new House Shipment is created.

Sea export → Port Order → BHT

Event	Description
Storage place received	Is initiated if the warehouse has been received.
Port reference received	Is initiated if a Port Reference has been received.

Sea export → Port Order → BHT → Container

Event	Description
Supply container import ACU received	Is initiated if a message for the Container ACU DELIVER CONTAINER IMPORT has been received.
Customs order to verify received	Is initiated if a container inspection has been received.
Cancellation confirmation received	Is initiated if a confirmation for a cancelled container has been received.
Container turnaround verification CPA received	Is initiated if a message for the Container CPA handling output has been received.

Sea export → Port Order → BHT → Message processing

Event	Description
Message confirmation received	Is initiated if a confirmation has been received.
Cancellation confirmation received	Is initiated if a confirmation for a cancellation has been received.
Error received	Is initiated if an error has been received.
Error	Is initiated if a content error has been received.

Sea export → Port Order → BHT → Customs

Event	Description
Verification	Is initiated if a content-related customs-house examination has been ordered.
Error	Is initiated if a content error from customs has been received.
Stop	Is initiated if a loading stop has been received.
Customs clearance received	Is initiated if a customs release has been received.

Sea export → Port Order → Dakosy

Event	Description
Port reference received	Is initiated if a Port Reference has been received.

Sea export → Port Order → Dakosy → Third-Party systems

Event	Description
Confirmation received	Is initiated if a confirmation of a third party has been received.

Sea export → Port Order → Dakosy → ECS

Event	Description
Confirmation received	Is initiated if an ECS confirmation has been received.

Sea export → Port Order → Dakosy → Message processing

Event	Description
Cancellation confirmation received	Is initiated if a confirmation for a cancellation has been received.
Error received	Is initiated if an error has been received.
Content error received	Is initiated if a content error has been received.

Sea export → Port Order → Dakosy → Customs

Event	Description
ATLAS error received	Is initiated if an ATLAS error has been received.
MRN declared invalid	Is initiated if an MRN has been declared invalid by customs.
MRN internationally forwarded	Is initiated if an MRN has been forwarded internationally by customs.
Stop	Is initiated if a loading stop has been received.

Event	Description
Customs clearance received	Is initiated if a customs release has been received.
Customs status changed	Is initiated if the customs status has changed.

Sea import

Sea import → Consol

Event	Description
All House Shipments removed (System)	Is initiated when all house shipments have been removed from a console.
New Consol created (System)	Is initiated when a new Consol is created.

Sea import → House

Event	Description
Deconsolidated	Is initiated if a new House Shipment is deconsolidated.
New House shipment created	Is initiated if a new house shipment is created.

Sea import → IMP → Automatic confirmation

Event	Description
Automatic confirmation triggered	Is initiated if an automatic confirmation has been initiated.
Automatic confirmation not triggered	Is initiated if automatic confirmation has not been initiated.

Sea import → IMP → Disposal → Container

Event	Description
Confirmation received	Is initiated if an IMP message for a container has been received.
Error received	Is initiated if an IMP message for a container has received an error.
Status received	Is initiated if an IMP message for a container has received a status.

System

System → Tasks

Event	Description
Assigned Task expired	Is initiated when a task allocated to you has passed the deadline.

System → Incoming message interface

Event	Description
Reply 'Rejection'	Is initiated if an XML rejection has been received.

System → Incoming message interface → Shipment

Event	Description
Imported	Is initiated if a new shipment was imported via the XML interface.

Customs declaration

Customs declaration → AT → e-Zoll → Export

Event	Description
Rejection to 'cancellation request' (EZ921)	Is initiated if a rejection of the order has been received.
Documents required (EZ900)	Is initiated if a document request has been received
Export confirmation (EX431)	Is initiated if a departure confirmation has been received.
Error message to 'cancellation request' (EZ918)	Is initiated if an 'Incorrect cancellation' has been received.
Error message (EX401)	Is initiated if an error message has been received.
Error message to 'correction of export declaration' (EX403)	Is initiated if an error message has been received.
Error message to 'confirmation of arrival at location of goods' (EX415)	Is initiated if an error message has been received.
Error message to 'presentation to customs' (EX420)	Is initiated if an error message has been received.
Error message to 'deferment presentation to customs' (EZ934)	Is initiated if an error message has been received.
Error message to 'cancellation of arrival at Location of goods' (EX422)	Is initiated if an error message has been received.
Formal confirmation acceptance (EZ906)	Is initiated if a formal confirmation of receipt has been received.
Information to 'cancellation request' (EZ919)	Is initiated if an information about cancellation has been received.
No clearance - Annulment (EZ902)	Is initiated if 'No release' has been received.
Control announcement (EZ903)	Is initiated if a control notification has been received.
Acceptance to 'cancellation request' (EZ920)	Is initiated if 'Granting the application of Annulment' has been received.
Annulment of predeclaration (EZ901)	Is initiated if an annulment has been received.
Release EAD (EZ923)	Is initiated if a release of goods has been received.

Customs declaration → AT → e-Zoll → Export → Supplementary declaration

Event	Description
Disposal deadline (without attachments) received (EZ924)	This is initiated if a release of goods with a presentation deadline for an supplementary export declaration has been received from customs.

Event	Description
Disposal deadline incl. attachments received (EZ924)	This is initiated if a release of goods with a presentation deadline for an supplementary export declaration has been received from customs.

Customs declaration → AT → e-Zoll → Import

Event	Description
Customs tax assessment (EZ922)	Is initiated if a duties assessment has been received.
Rejection to 'cancellation request' (EZ921)	Is initiated if a rejection of the order has been received.
Documents required (EZ900)	Is initiated if a document request has been received
Error message to 'cancellation request' (EZ918)	Is initiated if an 'Incorrect cancellation' has been received.
Error message correction of import data (IM503)	Is initiated if an Error message Correction Import data has been received.
Error message import data (IM501)	Is initiated if an error message import data has been received.
Formal confirmation acceptance (EZ906)	Is initiated if a formal confirmation of receipt has been received.
Information to 'cancellation request' (EZ919)	Is initiated if an information about cancellation has been received.
No clearance - Annulment (EZ902)	Is initiated if 'No release' has been received.
Control announcement (EZ903)	Is initiated if a control notification has been received.
Acceptance to 'cancellation request' (EZ920)	Is initiated if 'Granting the application of Annulment' has been received.
Annulment of predeclaration (EZ901)	Is initiated if an annulment has been received.
Release EAD (EZ923)	Is initiated if a release of goods has been received.

Customs declaration → AT → e-Zoll → Import → Supplementary declaration

Event	Description
Disposal deadline (without attachments) received (EZ924)	This is initiated if a release of goods with a presentation deadline for an supplementary export declaration has been received from customs.
Disposal deadline incl. attachments received (EZ924)	This is initiated if a release of goods with a presentation deadline for an supplementary export declaration has been received from customs.

Customs declaration → CH → Import

Event	Description
Delivery order received	Is initiated if a delivery order has been received.
Import list received	Is initiated if an import control list has been received.

Customs declaration → CH → NCTS → Shipping opening → NCAA

Event	Description
Acceptance export departure	Is initiated if a CH801C message has been received.

Customs declaration → CH → NCTS → Shipping opening → NCAD

Event	Description
Export declaration	Is initiated if a CH802C message has been received.
Coupon	Is initiated if a CH802C message has been received.

Customs declaration → CH → NCTS → Shipping opening → NCAG

Event	Description
Acceptance export departure	Is initiated if a CH801C message has been received.

Customs declaration → CH → NCTS → Shipping opening → NCAI

Event	Description
Acceptance export departure	Is initiated if a CH801C message has been received.

Customs declaration → CH → NCTS → Shipping opening → NCNA

Event	Description
Arrival notification	Is initiated if a CH805C message has been received.

Customs declaration → Export → Message processing

Event	Description
Error received	Is initiated if an error for sent message has been received.

Customs declaration → Export → Customs

Event	Description
Confirmation received	Is initiated if a confirmation from customs has been received.
Inspection measure ordered	Is initiated if control measures ordered by customs has been received.
Statusrequest	Is initiated if a status request from customs has been received.
Customs document received	Is initiated if a PDF document (EAD or AVM) has been placed in the document filing.

Customs declaration → Export → Customs → Supplementary declaration

Event	Description
Customs reminder received	This is initiated if a warning for the supplementary export declaration has been received from customs.

Customs declaration → Export → Customs → Status message

Event	Description
Rejected	Is initiated if the status report "Rejected" by customs has been received.

Event	Description
Closed	Is initiated if the status report "Closed" from customs has been received.
Not accepted	Is initiated if the status report "Not accepted" from customs has been received.
No release	Is initiated if the status report "Not transferred" has been received from customs.
Under clarification	Is initiated if the status report "Under clarification" from customs has been received.

Customs declaration → ICS → Message processing

Event	Description
Confirmation received	Is initiated if a confirmation has been received.
Message error received	Is initiated if a message error has been received.

Customs declaration → ICS → Customs

Event	Description
Customs intervention	Is initiated if measures ordered from customs have been received.

Customs declaration → ICS → Customs → Message processing

Event	Description
Error received	Is initiated if an error has been received.

Customs declaration → Import → Message processing

Event	Description
Rejection received	Is initiated if a rejection has been received.

Customs declaration → Import → Customs

Event	Description
Findings (CUSTAX)	Is initiated if findings from customs have been received.
Intervention received	Is initiated if an inspection has been received.
Confirmation received	Is initiated if a confirmation has been received.
Combined document (Normal Procedure)(CUSTAX)	Is initiated if a tax assessment from customs has been received (standard procedure).
Presentation modalities received	Is initiated if a message of the presentation modalities has been received.
Notice-Depreciation received	Is initiated if a message of the write-off has been received.
Not finally fixed Taxes (NFFTAX)	Is initiated if a NFFTAX has been received from customs.
Tax assessment (CUSTAX)	Is initiated if a tax assessment from customs has been received (standard procedure).
Tax assessment, Combined document (Normal Procedure) (CUSTAX)	Is initiated if a tax assessment from customs has been received (standard procedure).

Event	Description
Tax assessment without a relation to a customs declaration.	Is initiated if a CUSTAX message from customs has been received that cannot be assigned to a specific customs declaration.
Cancellation-Notification received	Is initiated if a confirmation of a notification has been received.
Decision Precheck (CURREL)	Is initiated if a CURREL initiates the BoxCustomsStatus.Imp_Decision_Precheck.
Retransmission to main customs office	Is initiated if a forwarding to the main customs office has been received.

Customs declaration → NCTS → Customs

Event	Description
Reminder to unloadcomment received	Is initiated if a reminder for sending unloading notes from customs has been received.
Impermissible diversion received	Is initiated if an impermissible diversion from customs has been received.
Customs document received	Is initiated if a PDF document (TAD) has been placed in the document filing.

Customs declaration → NCTS → Customs → Transit

Event	Description
Search procedure started	Is initiated if a search procedure has been started.

Customs declaration → NL → DMS → Export

Event	Description
Request of additional informations message (1) received (DMSDOC)	Is initiated if a request for additional information for a DMS customs declaration has been received (DMSRES Code = 06).
Request of additional informations message (2) received (DMSGER)	Is initiated if a request for additional information for a DMS customs declaration has been received (DMSRES Code = 18).
Control announcement received (DMSCTL)	Is initiated if an order of an inspection for a DMS customs declaration has been received (DMSRES Code = 05).
Exit of goods message received (DMSEOG)	Is initiated if a departure confirmation for a DMS customs declaration has been received (DMSRES Code = 16).
Error message received (DMSREJ)	Is initiated if a factual error for a DMS customs declaration has been received (DMSRES Code = 03).
Invalidation message received (DMSINV)	Is initiated if an annulment for a DMS customs declaration has been received (DMSRES Code = 10).
Clearance received (DMSCLE)	Is initiated if an annulment (DMSEOG) for a DMS customs declaration has been received (DMSRES Code = 9).

Customs declaration → NL → DMS → Import

Event	Description
Request of additional informations message (1) received (DMSDOC)	Is initiated if a request for additional information for a DMS customs declaration has been received (DMSRES Code = 06).
Request of additional informations message (2) received (DMSGER)	Is initiated if a request for additional information for a DMS customs declaration has been received (DMSRES Code = 18).
Control announcement received (DMSCTL)	Is initiated if an order of an inspection for a DMS customs declaration has been received (DMSRES Code = 05).
Error message received (DMSREJ)	Is initiated if a factual error for a DMS customs declaration has been received (DMSRES Code = 03).
Tax assessment message received (DMSTAX)	Is initiated if a tax assessment for a DMS customs declaration has been received (DMSRES Code = 13).
Invalidation message received (DMSINV)	Is initiated if an annulment for a DMS customs declaration has been received (DMSRES Code = 10).
Payment instruction/reminder message received (DMSCPI)	Is initiated if a payment request/payment reminder for a DMS customs declaration has been received (DMSRES Code = 14).
Clearance received (DMSCLE)	Is initiated if an annulment (DMSEOG) for a DMS customs declaration has been received (DMSRES Code = 9).
Clearance received (DMSROG)	Is initiated if a release of goods received for a DMS customs declaration has been received (DMSRES Code = 08).

Customs declaration → NL → NCTS

Event	Description
Invalidation decision received (E_CAN_DEC)	Is initiated if a decision on annulment for a NCTS transit declaration has been received.
Error message received (E_DEC_REJ)	Is initiated if a factual error for a NCTS transit declaration has been received.
Control announcement received (E_CTR_DEC)	Is initiated if a control notification for a NCTS transit declaration has been received.
Transport terminated received (E_WRT_NOT)	Is initiated if a transport completed message for a NCTS transit declaration has been received.
Invalidation received (E_REL_NOT)	Is initiated if an annulment for a NCTS transit declaration has been received.
Release received (E_REL_TRA)	Is initiated if a release of goods for a NCTS transit declaration has been received.

Customs declaration → SumA → Customs

Event	Description
Sanction notification received	Is initiated if the announcement of a measure has been received.
Temporary storage message received	Is initiated if summary declaration temporary storage information (CUSTST) has been received.

Customs warehouse inventory

Customs warehouse inventory → Warehouse incoming (DE) → Customs

Event	Description
Inventory information (CWSINF) received	Is initiated if inventory information from customs has been received.
Rejection (CUSREC) received	Is initiated if a return declaration has been received.
Cancellation (ECWINF) received	Is initiated if a cancellation from customs has been received.
Transfer information (SCWINF) received	Is initiated if transfer information from customs has been received.

Customs warehouse inventory → Warehouse incoming (DE) → Customs → General

Event	Description
Inventory information (CWSINF) received	Is initiated if inventory information has been received from customs that cannot be assigned to a specific customs declaration.
Cancellation (ECWINF) received	Is initiated if a cancellation has been received from customs that cannot be assigned to a specific customs declaration.
Transfer information (SCWINF) received	Is initiated if a transfer information has been received from customs that cannot be assigned to a specific customs declaration.

Customs warehouse inventory → Warehouse incoming (DE) → Customs → Taxes (TAX)

Event	Description
Deviating Assessment (CUSTAX)	Is initiated if a deviating determination from customs has been received.
Not finally fixed Taxes (NFFTAX)	Is initiated if reasons for a deviating determination have been received.
Rejection (CUSTAX)	Is initiated if a rejection from customs has been received.
Tax assessment	Is initiated if a tax assessment from customs has been received (standard procedure).

Customs warehouse inventory → Warehouse incoming (DE) → Customs → Decision

Event	Description
Directive received	Is initiated if an order has been received per customs decision.
Rejection received	Is initiated if a rejection has been received per customs decision.

5.3.2 Actions

This section describes how to work with actions. An action is an automated reaction to an event relating to a document. For example, an action could be sending an email or creating a task. They are assigned to the user in a certain function, for example as the creator of a document.

The following actions can be automated for events. Different actions are possible, depending on context.

Action	Description
Create task	If the event occurs, a task for the user is created automatically.
Create tasks	If a shipment is imported, a task for the user is created automatically. Several tasks can be created, depending on the type of shipment imported.

Action	Description
Send email incl. order document	If the event occurs, an email is sent to the user automatically. The attachment to the email contains a pdf file with the order document.
Send email incl. document	If the event occurs, an email is sent to the user automatically. The attachment to the email contains a pdf file with a document, the type of which can be set using the icon  .
Send email with appended user name	If the event occurs, an email is sent to the user automatically. The email contains the name of the user who sent the declaration.
Send email incl. tax assessment	If the event occurs, an email is sent to the user automatically. The attachment to the email contains a pdf file with the tax assessment.
Send email	If the event occurs, an email is sent to the user automatically.
No action	No action is executed for the event or user.

Actions may be assigned to the user in one or several functions. Different functions are available, depending on context.

Function	Description
Executing user	The action is executed if the user executed the event themselves.
Sanctionslist user	The action is executed if the user has the CargoCompliance > releaseBadResult or CustomsCompliance > prevent_check authorization.
Document creator	The action is executed if the user has created the document.
Importing user	The action is executed if the user has taken a shipment from the overview Provisional Shipments .
Holder of authorization "notifyNLDocument"	The action is executed if the user has the CustomsDeclaration > notifyNLDocument authorization.
Last change user	The action is executed if the user was the last to edit the document.
Message sender	The action is executed if the user has sent the document, such as a port order.
Customs notification user	The action is executed if the user is the entity responsible for customs.
Assigned user	The action is executed if the task or message has been assigned to the user.

5.3.2.1 Assign action

This section describes how to assign an available action into the event handling.

- You need administrator rights to assign an action.
 - You need at least the **EditOwnUserProfile** authorization to assign an action for your own user.
1. To edit your user, select the user menu entry **Edit own user profile** in the user menu. This opens the **Edit own user profile** tab.
 2. Alternatively, you have the following option:
 - a) Select the menu entry **Administrator > User Administration**.
 - b) Search for the **Username**.
 - c) Double click on the user in the table. This opens the **Edit User** tab.
 3. Change to the **Event handler** tab.



Important: If the user has been assigned several identical actions in different functions, for example **Send email**, the action will only be executed once.

4. First, select an event for which you would like to assign an action. You can open the event group using the **+** symbol. You can use the **Expand node** or **Collapse node** menu items by right-clicking on the mouse.



Tip: Enter a search term in the text field above the events and click on the key  or Enter.

5. To assign an action, you must drag the action from the **Available actions** column into the column **Assigned actions**. To remove an assigned action, you must drag the action from the **Assigned actions** column into the column **Available actions**.
 - To drag individual actions, highlight the action. Click on the **>** or the **<** button.
 - To drag several actions, hold down the key Ctrl and highlight several actions. Click on the **>** or the **<** button.
 - To drag several consecutive actions, highlight the first action, hold down the Shift key and select the final action. Click on the **>** or the **<** button.
 - To drag all actions, click on the **>>** or the **<<** button.



Tip:

- You can also drag actions by clicking on one action, holding the mouse button down and moving the mouse.
- If you assign an action which is highlighted with the  icon, another window will open. Depending on the action, you can enter parameters in this window, such as an email address.

6. Assigned actions with an addition are automatically created from the settings for a company. They can be changed for the user.

Action	Description
Inherited from [company ID]/ [branch]	Assignment which is set at the level of the company unit and applies to all users of the company who are allocated to the company unit stated or a unit subordinate to it.
Inherited from [company ID]	Assignment, which is set at company level and applies for all users of the company.
Inherited from System	Standard assignment which is not company-specific.

If an event occurs, a search is done for settings in the following sequence:

- User
 - Company unit or branch to which the user is assigned.
 - All superior company units, for example in different countries.
 - Companies
 - System
7. You can change the parameters entered for assigned actions which are marked with the  icon. To open the **Edit configuration** window, double click on the action.
 8. To delete your own settings, click on the  icon.



Tip: Using the reset button deletes the specific settings of the user, the company unit or the company. The original configuration is displayed.

5.4 Message status

This section describes the message status DAKOSY GE. The message status indicates the severity or completion status of the message. Messages with a high severity level must be processed urgently. The completion status indicates the status of a message.

Severity level

Messages can have a severity level. The higher the severity level, the more important the message and the more urgent you need to respond to it.

Message status	Description
🚨 CRITICAL	Message has the highest severity level CRITICAL .
🚫 ERROR	Message has a high severity level ERROR .
⚠️ WARNING	Message has a medium severity level WARNING .
📌 INFO	Message has a low severity level INFO .

Completion

The completion status of a message indicates the status of a message. It says nothing about the severity of a message.

Message status	Description
✅ CHECKED	Message was delivered successfully.
❌ DELETE	Message was deleted.

Other

If a message has neither a severity level nor a completion status, it has the status **NONE**.

Message status	Description
NONE	Message has no status.

5.4.1 Change severity level of a message status

This chapter describes how to change severity level of a message status.

1. Select the menu entry **Administrator > Icon Status**.
The tab **Icon Status** opens.
2. Expand the structure tree and double-click a message group, for example **NCTS_DE_ATLAS_STATUS**.
The message group opens in the tab **Edit Icon Status**:. All permitted status values of the message group are displayed.
3. For a status, select the new severity level from the severity level drop-down menu in the **Severity** column.
4. In the area **Related actions**, click on the entry **Save**.
The severity level of the status changes. The value **Yes** is displayed in the **Changed** status column.

5.5 Parameter

You can customise DAKOSY GE to your company's needs using various parameters.

A distinction is made between the following parameter types:

- SYSTEM (system parameters)
- COMPANY (Company parameters)

- ORGUNIT (Company unit parameters)

5.5.1 Change system parameter

This chapter describes how to change system parameters.

- You need the user role Betriebsführer.
1. Select the menu entry **System > System Parameter**.
 2. Change a system parameter.
The changes are immediately active and do not have to be saved.

5.5.2 Change company parameter

This chapter describes how you can change company parameters and company unit parameters.

- You need the user role Unternehmensführer.
1. Select the menu entry **System > Company**.
 2. Select the company you want to edit and click on the area **Actions**, click on the menu entry **Open**.
The tab **Edit company** opens.
 3. You now have the following options:
 - To change company parameters, select the top node in the tree view.

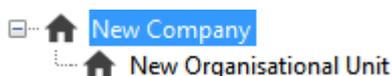


Figure 1: Company parameter

- To change company unit parameters, select the node of the company unit on the first level in the tree view.



Figure 2: Company unit parameters

4. Change the value of a parameter on the tab **Parameter** in the column **Value**.
5. To save the changes, click on the item **Save** in the area **Actions**.

5.5.3 Overview of all parameters

DAKOSY GE can be customised to customer needs using various parameters. This section describes all DAKOSY GE parameters.

A distinction is made between the following parameter types:

- SYSTEM (system parameters)
- COMPANY (Company parameters)
- ORGUNIT (Company unit parameters)

System



Restriction: To change system parameters, you need the user role Betriebsführer.

This section explains system parameters.

AUTOMATED_CUSDEC_SEND_TEST_RECEIVER
Recipient of the automatic customs declaration transmission test

AUTOMATED_CUSDEC_SEND_TEST_SEND_EMAIL_ALWAYS
Automatic customs declaration transmission test: Always send info email
Archive-Account-Event-Max-Age
Maximum age of AccountEvents in days (365d) or months (12M) before deletion
Archive-Customs-Declaration-Max-Age
Defines the maximum age of customs declarations in days (365d) or months (12M) before deletion.
Archive-Customs-Declaration-Reference
Inclusive pattern for customs declarations for cancellation Wildcards: * and ?
Archive-Customs-Declaration-Reference-Exclude
Exclusive pattern for customs declarations for cancellation Wildcards: * and ?
Archive-Document-History-Max-Age
Defines the maximum age of document filing in days (365d) or months (12M) before deletion.
Archive-ICS-ECS-Customs-Declaration-Max-Age
Defines the maximum age of IES customs declarations in days (365d) or months (12M) before deletion.
Archive-ICS-ECS-Customs-Declaration-Reference
Inclusive pattern for IES customs declarations for cancellation Wildcards: * and ?
Archive-ICS-ECS-Customs-Declaration-Reference-Exclude
Exclusive pattern for IES customs declarations for cancellation Wildcards: * and ?
Archive-In-Voucher-Max-Age
Defines the maximum age of incoming invoices in days (365d) or months (12M) before deletion.
Archive-Measuring-Result-Max-Age
Defines the maximum age of measurements in days (365d) or months (12M) before deletion.
Archive-Out-Voucher-Max-Age
Defines the maximum age of outgoing invoices in days (365d) or months (12M) before deletion.
Archive-Port-Voyage-Max-Age
Defines the maximum age of vessel departures in days (365d) or months (12M) before deletion.
Archive-Provision-Max-Age
Defines the maximum age of returns in days (365d) or months (12M) before deletion.

Archive-Seal-Max-Age
Defines the maximum age of seals in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Air-Exp
Defines the maximum age of airfreight export shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Air-Imp
Defines the maximum age of airfreight import shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Air-Order
Defines the maximum age of order-shipments in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Sea-Exp
Defines the maximum age of seafreight export shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Sea-Imp
Defines the maximum age of seafreight import shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Numbers
Inclusive pattern for shipment numbers for cancellation Wildcards: * and ?
Archive-Shipment-Numbers-Exclude
Exclusive pattern for shipment numbers for cancellation Wildcards: * and ?
Archive-SumA-DE-Max-Age
Defines the maximum age of summary declaration(Germany) in days (365d) or months (12M) before deletion.
Archive-SumA-DE-Reference
Inclusive pattern for German exit summary declaration for cancellation Wildcards: * and ?
Archive-SumA-DE-Reference-Exclude
Exclusive pattern for German exit summary declaration for cancellation Wildcards: * and ?
BHT_AGENT_IS_FORWARDER_PARTICIPANTS
BHT participants who are both representatives and forwarders
BOX-PDF-Document-Access-URL
BOX-PDF-Document-Access-URL

BOX-XML-Document-Access-URL
Master Data External Version Filter
BOX_MASTERDATA_FOREIGNSYSTEMVERSION
BOX-XML-Document-Access-URL
CUPS_HOST
Address of CUPS host IP address or localhost
CUSTOMS_CH_EDEC_TARIFF_INFO
Version and creation date of the last tariff data import
CUSTOMS_MASTERDATA_NL_URL
Download URL of the Dutch customs master data
DOCUMENTHISTORY_IMPORT_URL
Defines the directory into which generated documents, for example from the Export Control System (ECS), are moved and processed per job by DAKOSY GE.
DOCUMENT_TYPE_JAXB_DATA_CONTAINER_CLASS
Class used in DocumentTypeService for import and export functions
Domino_Compliance_Webservice_URL
URL of the Domino Sanction List web service
EDI-In-URL
URL of the directory for inbound EDI messages
EDI-Log-URL
URL of the directory for logging EDI messages
EDI-Out-URL
URL of the directory for outgoing EDI messages
EDI_INTERFACE_POLL_JOB_COMMUNICATOR_PATH_LOGGING
EDI-Interface-Participant-Poll-Job: Logging of the Communicator-Directory-Detection
EDI_TEST_MODE
EDI communication test mode
EMAIL_SUPPORT
Email address of the recipient of servicedesk emails
EXIT_OF_EXPORT_DATE_LIMIT
Minimum distance between obtaining the authorization for export and the sending date of the export exit

EXTERNAL_LOGIN_ENABLED
Enable registration of external IP addresses
FAX-Server-URL
URL of the fax server
FAX-Server-URL-Password
Password of the fax server connection
FAX_JOB_KILLTIME
Fax Job Completion Time
FAX_JOB_MAX_DIALS
Maximum fax calls
FAX_JOB_MAX_TRIALS
Maximum fax attempts
GENERAL_CUSTOMS_OFFICE_URL
URL of the customs office
Gegis_DGR_Webservice_URL
URL of the GEGIS-DGR web service
HELP_BASE_URL
Basic URL of the online help
HELP_FIELD_CONTEXT
Extension for the basis-URL of online help for the help messages for the entry fields
ICS_MASTERDATA_FOREIGNSYSTEMVERSION
Master Data External Version Filter
INCOMING_EMAILS_MAX_AGE_IN_DAYS
Maximum age of incoming emails in days before they are deleted from the database and the file system
INTRASTAT_WEBSERVICE_URL
URL of the Intrastat web service
Ics2Csge_Distribution_Url
URL of the general XML documents for IES
MEASURING-ALL-CLIENT-SYSTEM-ENABLED
Activation of the measurement of the client system environment (system level)

Master_Company_Code
Main company code
Nagios-URL
Nagios URL
PDF_CONVERTER_WEBSERVICE_URL
URL of the PDF-converter web service
PIMA_CODE_RECEIVER
PIMA receiver code for ZAPP-Air
POOL_SIZE_FOR_PERIODIC_DECLARATION_WORKING_PROCESS
Pool size for periodic declaration working process
PROCESSORACCESSOR_CLASS
Class used in the panel processor to generate GUI elements
RELEASE_DATE_GE_4_7
Release date of DAKOSY GE 4.7 Format: YYYY-MM-DD
SERVER_REQUEST_RESULT_PERIODIC_DELETION_NUMBER_OF_DAYS
Number of days after which ServerRequestResults are automatically deleted
SHOW_LOGO_IN_APPLICATION
Defines whether the logo is to be displayed in the application. Permitted values: true/false
SPECIFIC_CUSTOMS_OFFICE_URL
URL of the customs office
SUPPORT_PASSWORD
Default password of the servicedesk user
Temp-Dir-Access-URL
Temp-Dir-Access-URL
XML_SCHEMA_VALIDATION_DISABLED
Deactivate schema validation for an interface
archive_document_directory
Directory for archived documents
documenthistory_directory
Directory in which the binary files of the document filing are stored

fop.webservice.enabled
Defines whether the FOP web service is to be used to generate PDF documents.
fop.webservice.url
URL of the FOP web service
measuring_performance_check_poll_host
Host name that starts the PerformanceCheck_Poller (see JobDetailFactory)
measuring_result_dir_daily
URL of the directory
measuring_result_dir_monthly
URL of the directory
system-email_send_address
The email address of the system Pre-setting: noreply@dakosy.de
system-smtp_server
SMTP MTA server name or IP address

Companies

 **Restriction:** To change system parameters, you need the user role Unternehmensführer.

This section explains the company parameters.

ADD_ICNA_POSITIONS
Defines whether positions that have no positions are to be added to an ICNA before sending.
ADDRESS_PRINT_FORMAT
<p>Format of printed address</p> <p>Permitted values: {Name1}, {Name2}, {StreetOrPoBox1}, {FormattedStreet1}, {StreetOrPoBox2}, {FormattedCity}, {FormattedCountry}, {ZipCode}, {City}, {HouseNumber}, {HouseNumberAddon}, {Province}, {Country}, {State}, {NewLine}</p> <p>PostalAddress: (name1="DAKOSY AG", name2=null, streetOrPOBox1="Mattentwiete 2", zipCode="20457", city="Hamburg")</p> <p>Pattern: {Name1}{NewLine}{Name2}{NewLine}{streetOrPoBox1}{NewLine}{FormattedCity}</p> <p>Output:</p> <p style="padding-left: 40px;">DAKOSY AG</p> <p style="padding-left: 40px;">Mattentwiete 2</p> <p style="padding-left: 40px;">20457 Hamburg</p>

AIR_FREIGHT_REGISTRATION_NUMBER
Registration number of the forwarder
AIR_IATA_AGENTS_NUMBER
IATA agency number of the forwarder
ALLOW_EXTERNAL_FINDINGS
Determines whether external findings should be set. Permitted values: true/false (Pre-setting)
Archive-As-XML
Defines if customs declaration are to be saved as an XML file.
Archive-Customs-Declaration-Max-Age-Comp
Defines the maximum age of customs declarations in days (365d) or months (12M) before deletion.
Archive-Customs-Voyage-Max-Age
Period after departure to delete transports
Archive-ICS-ECS-Customs-Declaration-Max-Age-Comp
Defines the maximum age of IES customs declarations in days (365d) or months (12M) before deletion.
Archive-In-Voucher-Max-Age-Comp
Defines the maximum age of incoming invoices in days (365d) or months (12M) before deletion.
Archive-Out-Voucher-Max-Age-Comp
Defines the maximum age of outgoing invoices in days (365d) or months (12M) before deletion.
Archive-Provision-Max-Age-Comp
Defines the maximum age of returns in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Air-Exp-Comp
Defines the maximum age of airfreight export shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Air-Imp-Comp
Defines the maximum age of airfreight import shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Order-Comp
Defines the maximum age of order-shipments in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Sea-Exp-Comp
Defines the maximum age of seafreight export shipment in days (365d) or months (12M) before deletion.

Archive-Shipment-Max-Age-Sea-Imp-Comp
Defines the maximum age of seafreight import shipment in days (365d) or months (12M) before deletion.
Archive-Shipment-Max-Age-Comp
Defines the maximum age of summary declarations-Germany-customs declarations in days (365d) or months (12M) before deletion.
Archive-Task-Max-Age
Defines the maximum age of tasks in days (365d) or months (12M) before deletion.
Archive-TBN-Customs-Declaration-Max-Age
Defines the maximum age of TBN customs declarations in days (365d) or months (12M) before deletion.
Archive-TBN-Customs-Declaration-Reference
Inclusive pattern for customs declarations for cancellation Wildcards: * and ?
Archive-TBN-Customs-Declaration-Reference-Exclude
Exclusive pattern for customs declarations for cancellation Wildcards: * and ?
ATLAS_RECIPIENT_OFFICE
Customs office receiving ATLAS direct messages
AUTOMATIC_CONSOL_DATA_TAKEOVER
Automatic transfer of Consol data into Houses
AUTOMATIC_CUSTOMS_TARIFF_CHECK_ON_SAVE
Defines whether Electronic Customs Tariff is automatically checked upon saving. Permitted values: true/false
AUTOMATIC_DETERMINATION_DEFAULT_DEFERMENT_ACCOUNTS
Defines whether deferment accounts are to be determined automatically for a participant. Permitted values: true/false
AUTOMATIC_FILLING_LOCATIONS
Automatically fills places when other places are filled.
AUTOMATIC_FRN_CREATION
Determines whether the system generates fallback references. Permitted values: true/false
AUTOMATIC_FRN_CREATION_EORITIN
Pre-defined EORI number-TIN for fallback reference generation

AUTOMATIC_SAVE
Determines whether automatic saving takes place when an action is executed. Permitted values: true/false
AWB_CONSOL_TEXT
Goods description texts for air freight Consol AWBs
AWB_MULTIPAGE_TEXT
Goods description texts for multi-page air freight AWBs
AWB_SIGNATURE_CARRIER_REMARKS_CODE
Remark code for template of the carrier signature in the AWB
AWB_SIGNATURE_SHIPPER_REMARKS_CODE
Remark code for template of the shipper signature in the AWB
BASE_CUSTOMIZATION_FACTORY_CLIENT
Class name of the CompanyClientCodeFactory
BASE_CUSTOMIZATION_FACTORY_SERVER
Class name of the CompanyClientCodeFactory
BOX_BLACK_BOX_ENABLED
Automatic forwarding of the received messages to the box Automatic forwarding of received messages to the GE participant. If a CREATE SEND is delivered, it is also sent automatically from Classic (if error-free) Permitted values: true/false
BOX_CALCULATE_DV1
Activating DV1 calculation when importing GE Box data <ul style="list-style-type: none"> • true: DV1 currency rates are recalculated for import declarations that were created via GEBOX. • false (Pre-setting): Exchange rates are taken from CSV file
BOX_COMPACT_TYPE
Defines whether customs positions should be compressed to during data import. POSITION = Function activated (empty) = Function deactivated
BOX_COMPLIANCE_CHECK
Activates compliance check
BOX_DEFAULT_SHIPMENT_TYPE
Defines a default shipment type for an order.
BOX_DIRECT_SEND_DEFAULT_USER
Defines a standard box user for system processes.

BOX_DIRECT_SEND_ENABLED
<p>Activates direct sending. Permitted values: true/false</p>
BOX_DIRECT_SEND_TO_ATLAS_ENABLED
<p>Sending lock: Enable sending to BOX-ATLAS true: a SEND is transferred false: a CREATE is transferred</p>
BOX_ESCALATION_DELAY_NOT_RECEIVED_PDFS
<p>Delaying the escalation of box documents not received Format: HH:mm</p>
BOX_PRODUCE_CUSTOMS_DOCUMENTS
<p>Controls the generation of customs relevant documents from the article master when importing data from a previous system. Permitted values: true (Pre-setting)/false</p>
CARGO_CUSTOMIZATION_FACTORY_CLIENT
<p>Class name of the CompanyClientCodeFactory</p>
CARGO_CUSTOMIZATION_FACTORY_SERVER
<p>Class name of the CompanyClientCodeFactory</p>
CARGO_CUSTOMIZATION_FACTORY_VALIDATON
<p>Class name of the CompanyClientCodeFactory</p>
CHARGE_CODE_AVAILABILITY_DATE_TYPE
<p>Selection of the date for the cost category availability Permitted values: VOUCHERDATE or SERVICEDATE</p>
CHECK_ADDRESS_FOR_BILLOFLADING
<p>Defines whether the postal address is to be checked for B/L conformity. Permitted values: true/false</p>
CHECK_VERSION_BEFORE_SAVE
<p>Defines whether the version is to be checked before saving. Permitted values: true/false</p>
CLOSE_AFTER_SEND
<p>Defines whether the editor closes after sending. Permitted values: true/false</p>

COLLECTIVE_INVOICE_HAS_VOUCHER_NUMBER
<p>Defines whether the collective invoice should get the invoice number upon printing/cancellation.</p> <ul style="list-style-type: none"> • true: collective invoice gets the invoice number • false: outgoing invoice gets the invoice number
COLLECTIVE_INVOICE_OUTVOUCHER_STATUS
<p>Status of assignable A/R invoices for a collective invoice</p> <p>Permitted values: OPEN/ACCOUNTED</p>
COLLECTIVE_INVOICE_SHORT
<p>Defines whether the collective invoice should be short.</p> <p>Permitted values: true/false</p>
COMMON_WAREHOUSE_COMPLETION
<p>Defines whether the overview Common warehouse completions should be activated.</p> <p>Permitted values: true/false (Pre-setting)</p>
COMPANY_CODE_MAP_ALLOWED_VALUES
<p>Permissible values of the CodeMapEntries that a company manager can change</p>
COMPLIANCE_AUTOMATIC_CHECK
<p>Activate automatic compliance check when sending.</p> <p>Permitted values: true/false</p> <p>Compliance check</p>
COMPLIANCE_CARGO_AUTOMATIC_CHECK
<p>Activate automatic sanctions list check when sending to .</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  Important: If compliance check is set up for , this parameter must be activated. </div> <p>Permitted values: true/false</p> <p>Compliance check</p>
COMPLIANCE_CARGO_IS_ACTIVE
<p>Activates the compliance check functions in .</p> <p>Permitted values: true/false</p>
COMPLIANCE_CARGO_RELEASE_VALID_TIME
<p>Defines how many hours a manual compliance release should be valid in .</p> <p>[Hours]h</p>
COMPLIANCE_CARGO_SEND_MAIL_TO_SUPERUSER
<p>Defines whether an email is to be sent automatically to the superuser in the case of sanction list hits.</p> <p>Permitted values: true/false</p>

COMPLIANCE_CARGO_SENDABLE_DESPITE_WARNING
At a warning is issued for compliance check hits, but it can be sent without release by a superuser. Permitted values: true/false
COMPLIANCE_IS_ACTIVE
Activate compliance check. If the value is true, the automatic check in ZODIAK Classic is deactivated. Permissible values: true/false
COMPLIANCE_RELEASE_VALID_TIME
Defines how many hours a manual compliance release of a customs declaration should be valid. [Hours]h
COMPLIANCE_SEND_MAIL_TO_SUPERUSER
An email is sent to the superuser if errors, warnings or hits of a compliance check occur. Permitted values: true/false
COMPLIANCE_SENDABLE_DESPITE_WARNING
For customs declarations, a warning is issued for sanction list hits, but it can be sent without release by a superuser. Permitted values: true/false
CONSIGNOR_CH_IMPORT_MANDATORY
With IMGE customs declarations, an error is issued if the consignor field is left empty. Permitted values: true/false
CONSOL_CONTAINER_SEAL_NO_TAKEOVER
Controls if the seal number of the container should be broken down from the master into the House. Permitted values: true/false
COPY_DESTINATION_FROM_CONSIGNEE
Defines whether the location of the consignee should be copied into the Place of delivery field in export. Permitted values: true/false
CREATE_BILLOFLADING_FROM_OTHER
Create a B/L from another B/L in the GUI.
CREATE_OR_UPDATE_CUSTOMER
Creating or updating a customer via XML import
Create_Statistic-Data
Defines whether an entry should be made into the statistics table. Permitted values: true/false (Pre-setting)

CREDIT_LIMIT_CHECK_SEVERITY
<p>Defines the validation severity for validating credit limits. Pre-setting: WARNING</p>
CREDIT_LIMIT_CHECK_TIER
<p>Defines the customer credit limit check level against outstanding invoices Pre-setting: 1</p>
CRM_CUSTOMER_CODE_START_VALUE
<p>Defines the initial value for the missing CRM references in the customer master data.</p>
CRM_PARTICIPANT_CODE
<p>CRM company ID</p>
CTS_POSTFIX_FOR_NCNU
<p>Controls which suffix is to be used for summary declaration operations generated automatically from NCNU (NCTS receipt). popular string Pre-setting: NCNU</p>
CTS_SPECIAL_PRINT
<p>Special printing for customs warehouse locations (STAMP for airports)</p>
CUSTOMS_AT_DE_ADDRESS_VALIDATION
<p>Defines a special address validation for Germany and Austria.</p>
CUSTOMS_AT_ESCALATION_DELAY_NOT_RECEIVED_PDFS
<p>Delaying the escalation of Austrian customs documents not received. Format: HH:mm</p>
CUSTOMS_AUTOMATIC_CONFIRMATION
<p>Automatic confirmation for import customs declaration in Germany after the IMP.</p> <ul style="list-style-type: none"> • OFF • SEND • GENERATE • FULL (Pre-setting): Define additional EDI participants
CUSTOMS_CH_AUTOMATIC_LIST_REQUEST_CREATION
<p>Defines whether list queries for Switzerland are automatically generated. Permitted values: true (Pre-setting)/false</p>
CUSTOMS_CH_ESCALATION_DELAY_NOT_RECEIVED_DOCUMENTS
<p>Delay the escalation of non-received ATLAS documents Format: HH:mm</p>

CUSTOMS_CUSTOMIZATION_FACTORY_CLIENT
Class name of the CompanyClientCodeFactory
CUSTOMS_CUSTOMIZATION_FACTORY_SERVER
Class name of the CompanyClientCodeFactory
CUSTOMS_CW_DV1_CURRENCY_RATE_AIR
Defines whether an IATA-rate (customs warehouse) is automatically set. Permitted values: true/false (Pre-setting)
CUSTOMS_DE_ESCALATION_DELAY_NOT_RECEIVED_DOCUMENTS
Delay the escalation of non-received ATLAS documents Format: HH:mm
CUSTOMS_DECISION_TO_IMP
Forwarding of CURREL messages
CUSTOMS_DECLARATION_OVERVIEW_MAX_DAYS
Defines the maximum period for customs declarations status Pre-setting: 31
CUSTOMS_DECLARATION_SEARCH_ORGUNIT
Defines whether the customs search is allowed in other corporate entities. <ul style="list-style-type: none"> • true: searches can be done for customs declarations for other branches and also opened from the search. In this case, the change of branch is done automatically. The function can only be used with a master- or servicedesk authorization. • false (Pre-setting): The search for customs declarations is limited to the registered branch.
CUSTOMS_DEFAULT_COMMON_HANDLING
Defines which value should be the default in the Common Handling field in den completions customs warehouse. <ul style="list-style-type: none"> • true: The value Common Handling is pre-allocated to the field Yes. • false (Pre-setting): The value No is the default for the Common Handling field.
CUSTOMS_DEPOSITING_KINDOFKEY_VIEW_ENABLED
Summary Customs Spo Type View of Custodies
CUSTOMS_DOCUMENTS_FROM_POS1
Defines whether the documents in the first position should be copied into the others. Permitted values: true/false (Pre-setting)
CUSTOMS_DV1_CURRENCY_RATE_AIR
Defines whether the IATA rate should be automatically set. Permitted values: true/false (Pre-setting)

CUSTOMS_GUARANTEE_PERCENT_VALUE_OF_GOODS
Defines the percentage of the value of the goods in a guarantee Pre-setting: 25
CUSTOMS_GUARANTEE_SECURITY_AMOUNT_GT_ZERO
Defines whether the value of the goods in a guarantee for a NCTS-customs declaration has to be > 0. Permitted values: true/false (Pre-setting)
CUSTOMS_GUARANTEE_VALUE_OF_GOODS_MANDATORY
Defines whether the value of the goods in a guarantee for a NCTS-customs declaration has to be stated. Permitted values: true/false (Pre-setting)
CUSTOMS_LEARNING_COMMODITY_CODE_ENABLED
Self-learning static goods code
CUSTOMS_PARAMETER_WAREHOUSE_OWNER_AREA
Customs parameters of warehouse owner area
CUSTOMS_VALIDATE_GUARANTEE_PASSWORD
Verification of the security account password in a customs declaration
DEFAULT_AUTHORIZATION_NO
Preset authorization number of a customs address
DEFAULT_AWB_OTHER_CHARGES
Comma-separated cost categories codes as a template when generating a new AWB
DEFAULT_CUSTOMS_DECLARANT_CODE
Re-set code of the declarant when creating a customs declaration.
DEFAULT_CUSTOMSDECLARATION
Defines which customs procedure, which customs declaration type and which country should be superimposed when a customs declaration is created. Pre-setting: EXPORT;EXD;DE
DEFAULT_EMAIL_RECEIVER
Preset email address for the reception, which is displayed, for example, in the user administration and in the print dialog.
DEFAULT_EORITIN_FOR_DEFERMENT_ACCOUNT_DUTY
If it is not possible to determine a deferment account via the declarant and the consignee, a default EORI number can be entered for the automatic determination of the deferment account. Alphanumeric EORI number, for example DE1234567
DEFAULT_OUTVOUCHER_CHARGECODE
Pre-set charge code of a company

DEFAULT_PLACE_OF_LOADING
Pre-set place of temporary storage of a customs address
DEFAULT_PORTORDER_CONVEYANCE_CODE
Pre-set Port Order Travel Code
DEFAULT_PORTORDER_DBH_PORT_CODE
Pre-set Port-Order-DBH-Harbour code
DEFAULT_PORTORDER_PORT_CODE
Pre-set Port-Order-DBH-Harbour code
DEFAULT_PORTORDER_QUAY_CODE
Pre-set Port-Order-DBH-Harbour-Quay code
DEFAULT_SEND_DECLARATION_FORMAT
Pre-set format for sending a customs declaration
DEFAULT_TAXABLE_ACCOUNTNUMBER
Pre-set FIBU account number for amounts subject to VAT (DATEV interfaces only).
DEFAULT_TAXFREE_ACCOUNTNUMBER
Pre-set FIBU account number for amounts not subject to VAT (DATEV interfaces only).
DEFAULT_VALUE_DV1_INSURANCE_FREIGHT_AMOUNT_MANUAL
Pre-set value of the D.V.1 - insurance freight value calculation Permitted values: true/false (Pre-setting)
DEFAULT_VOUCHER_CURRENCY
Standard invoicing currency
DEFAULT_VOUCHER_CURRENCY_RATE_TYPE
Standard invoicing currency type
DMS_NAME
DMS name of a company unit in the document management system
DMS_PASSWORD
DMS password of a company unit in the document management system
DMS_USER_NAME
DMS user-name of a company unit in the document management system
DISABLE_GENERATE_SHIPMENT_NUMBER
Defines whether the shipment number field is to be deactivated after number generation. Permitted values: true/false

DOCUMENT_SEARCH_DATE_DECREASE
Number of days for from-date search fields in the past
DOCUMENT_SEARCH_DATE_INCREASE
Number of days for until-date search fields in the future
Domino_Compliance_Password
Password of the Domino Sanction List web service
Domino_Compliance_User
User of the Domino Sanction List web service
ECS_PARTICIPANT_CODE_BE
Participant code of the issuer for the Belgian Export Control System (ECS).
ECS_PARTICIPANT_CODE_NL
Participant code of the issuer for the Dutch Export Control System (ECS).
EDI_COMPANY_TEST_MODE
EDI communication test mode of the company
EDI_EMPTY_LINE_REPLACEMENT
Characters that replace blank lines
EGZ_WAITING_PERIOD_VALIDATION_SEVERITY
Severity level for non-compliant waiting periods Validations (supplementary customs declaration)
EMAIL_BOURNS_IMPORT
Email for Bourns import
EMail_Receiver_4CreateCustomerMail
Recipient of the email "Customer/address created"
EMAIL_RECEIVER_FOREIGN_DEPOSIT
Recipient of the email "Foreign deposit created"
EMAIL_SOS_ADDRESS
Recipient of the SOS email
EMAIL_SOS_ADDRESS_EDITABLE
Defines whether the SOS email addresses can be activated. Permitted values: true (Pre-setting)/false
ENABLE_BEAN_VALIDATION_EXPORT_DE
Defines whether the Bean validation for export customs declarations Germany are to be activated. Permitted values: true/false (Pre-setting)

ENABLE_BEAN_VALIDATION_IMPORT
Defines whether the Bean validation for import customs declarations are to be activated. Permitted values: true (Pre-setting)/false
ENABLE_CUSTOMS_REVERSAL_CH
Defines whether the customs reversal CH should be activated for import- and export customs declarations Germany. Permitted values: true/false (Pre-setting)
EXIT_AUTOMATIC_HOUSE_ASSIGNMENT
Automatic assignment of exit house to Consol, if possible
EXIT_MANUALLY_FINISHING
Defines whether the manual completion of MRNs is allowed. <ul style="list-style-type: none"> • true: the manual completion of MRNs is allowed. • false (Pre-setting): : the manual completion of MRNs is not allowed.
EXIT_TRUCK_GUI_DEFAULT_USER_RESTRICTED_VIEW_MODE
Standard mode of overviews for exit declaration and truck manifest. Permissible values: USER (Pre-setting), COMPANY
EZT_RESTRICTION_VALIDATION_SEVERITY
Evaluate ECT test results as WARNING or ERROR. The application cannot be sent via ERROR. WARNING (Pre-setting) or ERROR
FAIR_AT_LINK_PARTICIPANT_CODE
Fair@Link-ID für ZAPP-Air from DAKOSY GE for using the mobile app. Example: DZ10DUS
FILL_AUTOMATIC_INCO_TERM_PLACE
Defines whether the Inco-Term location is to be filled automatically.
FILL_ZIPCODE
Add XXXXX as a postal code to an address from a country without a postal code if it is empty
FINANCIAL_ACCOUNTING_ACCOUNT_NUMBER_VAT
Value-added tax account number of the financial accounting report
FINANCIAL_ACCOUNTING_ACCOUNT_NUMBER_VAT_REDUCED
Reduced value-added tax account number of the financial accounting report
FINANCIAL_ACCOUNTING_AREA
Four-digit current account area of a company unit in the financial accounting report.
FINANCIAL_ACCOUNTING_BUSINESS_DOMAIN
Committee office of a company unit in the financial accounting report.

FINANCIAL_ACCOUNTING_EMAIL_ADDRESS
Email address of the recipient of the financial accounting report. You can enter several email addresses separated by commas.
FINANCIAL_ACCOUNTING_EXPORT
Defines whether the FIBU invoice export is activated. Permitted values: true/false
FINANCIAL_ACCOUNTING_EXPORT_DAY
Defines the day on which the financial accounting report is to be created. <ul style="list-style-type: none"> • 01 - 31: Day of the month • m: last day of the month • w: each Friday • d: daily (Pre-setting) • 1: Sunday • 2: Monday • 3: Tuesday • 4: Wednesday • 5: Thursday • 6: Friday • 7: Saturday
FINANCIAL_ACCOUNTING_EXPORT_TIME
Defines the time at which the financial accounting report is to be created. Format: HH:mm Pre-setting: 20:00
FINANCIAL_ACCOUNTING_HOSTNAME
Host name of the financial accounting report
FINANCIAL_ACCOUNTING_LANGUAGE
Language of the user of the financial accounting report
FINANCIAL_ACCOUNTING_LAST_EXPORT_TIME
Time of the last export of the financial accounting report. Is set automatically by the system. Format: DD-MM-YYYY HH:mm:ss
FINANCIAL_ACCOUNTING_MANDATOR
Mandator number of a company unit in the financial accounting report
FINANCIAL_ACCOUNTING_PARTNER_ID
ID of a company unit in the financial accounting report
FINANCIAL_ACCOUNTING_PASSWORD
Password of the financial accounting report

FINANCIAL_ACCOUNTING_PORT
Port of the financial accounting report
FINANCIAL_ACCOUNTING_USERNAME
User name of the financial accounting report
FISCAL_REPRESENTATION_COLLECT_CUSTOMS_DATA_FOR_FISCAL_SUMMARY_ALLOWED
Fiscal Representation: Collection of customs data for customs declaration allowed
FISCAL_REPRESENTATION_COLLECT_CUSTOMS_DATA_FOR_INTRASTAT_ALLOWED
Fiscal Representation: Collection of customs data for Intrastat allowed
FLIGHT_SCHEDULE_IMPORT_AIRLINES
All airline codes that are to be imported by the flight plan import, separated by a ; (for example 'LH;OS')
GEBOX_CH_NCTS_DFT_DECLARATION_TYPE
Standard declaration type for GE-BOX NCTS Switzerland
Gegis_DGR_Webservice_PARTICIPANT_CODE
Company ID of the GEGIS-DGR web service
Gegis_DGR_Webservice_Password
Password of the GEGIS-DGR web service
Gegis_DGR_Webservice_User
User of the GEGIS-DGR web service
GUI_Default_TaskFilter
Defines which task overview is pre-set. <ul style="list-style-type: none"> • ALL_TASKS: All tasks • ALL_OPEN_TASKS: All open tasks • MY_TASKS: Own tasks • MY_OPEN_TASKS: Own open tasks
GUI_DEFAULT_USER_RESTRICTED_VIEW_MODE
Controls the preallocation in the user-specific overviews, for example in the overview Customs declarations . <ul style="list-style-type: none"> • USER: user-specific • COMPANY: company-specific
GUI_PRINTFIELDSTAB_SHOW
Display Print Text Tab
GUI_SHIPMENT_IMPORT_CHARGEAVISTAB_SHOW
Display tab Notification of Charges

GUI_SHIPMENT_IMPORTED_OVERVIEW_SHOW
Display imported shipment overview
GUI_TASK_FILTER_DISABLED
Deactivate task filter
GUI_TITLE_LOGINDATA_PATTERN
Pattern for user/company/OrgUnit data in the title
HELP_CONTEXT
Context as extension for the basis URL of online help
HELP_URL
Basic URL of the online help
HOUSE_SHIPMENT_HAS_SEA_BL
House Shipment can also have a Sea B/L
ICS_3RD_PARTY_COMMERCIAL_REFERENCE
Use the consignment's number instead of the MRN as a reference for a customs declaration
ICS_CERTIFICATION_MODE
Defines whether additional fields for ICS certification should be displayed.
ICS_CREATE_CUSTOMS_VALIDATION_ERRORS
Generates check errors for customs errors
ICS_FILL_ZIPCODE
Add XXXXX as a postal code to an address from a country without a postal code if it is empty
ICS_SHOW_DOCUMENT_ON_CUSTOMS_POSITION_TABLE
Displays document in the customs position table
IMPORT_SHIPMENT_COPY_ADRESS_TO_CONSIGNEE
Copy the customer to import shipments instead of the shipper to the recipient.
INVOUCHER_AUTOMATIC_PROVISION_RESOLVING
Automatic cancelling of accruals when an incoming invoice is posted
INVOUCHER_CREATE_SHOW_ALWAYS_SHIPMENT_DIALOG
Display of the shipment selection dialog when creating a new incoming invoice, even if a shipment already exists
INVOUCHER_EXTERNAL_VOUCHERNUMBER_UNIQUE_CHECK
Activates the external uniqueness validation of invoice numbers in incoming documents.

INVOUCHER_LINE_SUM_SEVERITY
Severity level of inbound document row total validation
INVOUCHER_SET_PAID_STATE_IS_ALLOWED
An incoming invoice can be set to status Paid
IS_NEGATIVE_VOUCHER_AMOUNT_ALLOWED
Defines whether negatives values are permitted in invoices. <ul style="list-style-type: none"> • true (Pre-setting): Negatives values are allowed. • false: negatives values are not allowed in invoices.
IS_USING_ADDRESS_ROLES
Defines whether the roles are displayed in the address search. Permitted values: true/false
IS_USING_MASTER
Defines whether the mark MASTER is used for customers Permitted values: true/false
MAX_NUMBER_OF_RECENTLY_USED_ENTRIES
Number of most recently used entries that are displayed in overviews, for example in the overviews Customs declarations or Customer/Addresses . Pre-setting: 100
MAX_NUMBER_OF_RECENTLY_USED_ENTRIES_TRUCK_MANIFEST
Number of entries which are displayed in the overview Truck manifests . Pre-setting: 300
MAX_VALUE_INVOICE_AMOUNT_AVUV
Defines if a warning is to be issued if the invoice price exceeds the value. Pre-setting: 0
MAX_VALUE_INVOICE_AMOUNT_IMPORT
Defines if a warning is to be issued if the invoice price exceeds the value. Pre-setting: 0
MAX_VALUE_INVOICE_AMOUNT_ZL
Defines if a warning is to be issued if the invoice price exceeds the value. Pre-setting: 0
MAXIMUM EDI FILE SIZE
Maximum file size for incoming messages in bytes

MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_AVUV
Maximum number of positions (AVUV). Pre-setting: 5000
MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_IMPORT
Maximum number of positions (import). Pre-setting: 5000
MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_ZL
Maximum number of positions (customs warehouse). Pre-setting: 5000
MEASURING-CLIENT-SYSTEM-ENABLED
Activation of the measurements of the client system
NCNU_CH_EDIT_DIALOG_USABLE
Defines whether it is possible to edit a Swiss NCNU in the NCNA editor. Permitted values: true/false (Pre-setting)
NCTS_DE_VALUE_OF_GOODS_WARNING
Defines whether a warning is issued for the value of the goods for NCTS Germany. Permitted values: true/false (Pre-setting)
NCTS_POS_SHOW_DOCUMENT_FIELDS
Number of fields for entering documents in the general positions overview and the NCTS shipping process shortcut. Permitted values: 1 (Pre-setting) or 2
NCTS_POS_SUMA_NUMBER_OF_PIECES_VALIDATION
Defines whether the number of packages between transit document entry (General > Item Details) and ATB completion (Item Details > Summary Completions) should be compared. If the number of packages differs, a warning is issued. Only relevant for previous document ATNEU and recording of the completions per position. Permitted values: true (Pre-setting)/false
NCTS_SUMA_REG
Defines if a field for the summary declaration completions are to be displayed in the shortcut dialog within NCTS dispatch operations. <ul style="list-style-type: none"> • true: summary declaration completions visible in shortcut. • false: summary declaration completions not visible in shortcut.

<p>NET_PRICE_VIA_ITEM_PRICE_FOR_AVUV</p> <p>Controls if it is possible to enter the charge code net price within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the procedure AV/UV.</p> <p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p> <p>Permitted values: true/false</p>
<p>NET_PRICE_VIA_ITEM_PRICE_FOR_IMPORT</p> <p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the import procedure.</p> <p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p> <p>Permitted values: true/false</p>
<p>NET_PRICE_VIA_ITEM_PRICE_FOR_IMPORT_EP</p> <p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the single administrative document.</p> <p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p> <p>Permitted values: true/false</p>
<p>NET_PRICE_VIA_ITEM_PRICE_FOR_WAREHOUSE</p> <p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the import procedure.</p> <p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p> <p>Permitted values: true/false</p>
<p>NEW_BHT_DATA_MIGRATED</p> <p>Defines whether BHT data can be migrated.</p> <p>Permitted values: true/false (Pre-setting)</p>
<p>NEW_BHT_MODUS</p> <p>Defines whether the screens for the new BHT clearance are to be used via the BHT Quick Entry tab.</p> <p>Permitted values: true/false (Pre-setting)</p>
<p>OFFER_CHARGE_APPROVED_LIMIT</p> <p>Above this limit, an offer must be confirmed by a specialist, for example 1000</p>

OFFER_NOTIFICATION_DAYS
<p>Defines the number of days after which a non-completed offer becomes relevant for the reminder service.</p> <p>Pre-setting: 7</p>
OPEN_EDITOR_WHEN_OVERVIEW_EMPTY
<p>Opens an editor if the overview is empty (currently implemented for shipping inbound/outbound document overview)</p>
ORDER_ENABLE_CHOOSING_SHIPMENTTYPE
<p>Defines whether the shipment type should be selected when creating an order.</p> <p>Permitted values: true (Pre-setting)/false</p>
ORGUNIT_ACCOUNTNUMBER_BLG
<p>BLG account number of a branch office</p>
ORGUNIT_ACCOUNTNUMBER_HHLA
<p>HHLA account number of a branch office</p>
OUTVOUCHER_ALTERNATING_FILE_NAME
<p>Defines whether an alternative file name should be used for the PDF export of the outgoing invoice.</p> <p>Permitted values: true/false (Pre-setting)</p>
OUTVOUCHER_ONE_TIME_ADDRESS_ALLOWED
<p>Allows one-off address in outgoing invoices, if the company has a FIBU interface, this parameter has no effect (one-off addresses are not allowed)</p>
OUTVOUCHER_PDF_PATH
<p>Pathway for saving the PDF of an outgoing invoice.</p>
PIMA_CODE_SENDER
<p>PIMA sender code for ZAPP air</p>
PO_DAKOSY_DEFAULT_ORDER_TYPE
<p>Pre-set order type when sending a port order (Hamburg)</p>
PO_DEFAULT_DECLARATION_TYPE
<p>Pre-set customs declaration type in a port order</p>
PO_SAC_SET_PORTREF_COMPLETE
<p>Sets PortrefKomplete in a SAC PO-ZA</p>
POSITIONS_CREATE_ENCLOSURE
<p>Create enclosure action</p>
PRERESTRICT_ADDRESS_SEARCH
<p>Activates the pre-selected address search</p>

PRINT_BL_SEAL_NUMBER
Defines whether the seal number of the container is to be printed in the B/L. Permitted values: true/false
PROVISIONAL_DEC_EXPIRATION_LIMIT
Number of days before a declarant is informed of import declarations (Switzerland) that will soon become invalid. This applies for the following types of import customs declaration: In this case, an automatic email is sent to the declarant of the customs declaration. Pre-setting: 7
REBUILD_CUSTOMER_ADDRESSES
Reset addresses when copying a shipment
RED_ALERT_MAIL
Send an email to a station.
SEA_EXPORT_AUTOMATIC_PORTVOYAGE_SEARCH
Automatic opening of the vessel departure dialog
SEA_PORTVOYAGE_ETA_TAKEOVER
Takeover of ETA from a vessel departure
SEA_SHIPMENT_GOODS_MAX_LEVEL
Maximum goods level in the sea freight tree
SEND_DECLARATION
Send a customs declaration to a participant.
SEND_XML
Defines whether a port order and B/L should be sent as XML.
SHIPMENT_BOOK_CONSOL_ENABLED
Possibility to book a Consol
SHIPMENT_COPY_AS_SUB_POSITION
Possibility to copy a shipment as a sub-position
SHIPMENT_CREATE_ACTION_ENABLED
Activate/deactivate the Shipment Create action
SHIPMENT_DEACTIVATION_ENABLED
Display Deactivation action
SHIPMENT_DGR_CLASS7_ALLOWED
Defines whether dangerous goods are permitted.

SHOULD_VALIDATE_ETD_IN_FUTURE_EXIT_DEP
Defines whether the Estimated Time of Departure (ETD) should be validated when sending departure messages.
SHOW_CUSTOMS_DECLARATION_COPY_ACTIONS
Other customs declaration copy options
SHOW_EXPIRATION_TASK_AT_START
Display of a dialog when tasks are completed in x hours
SHOW_SEND_SUCCESS_DIALOG
Shows the dialog Senden erfolgreich to The Anmeldung ... wurde erfolgreich gesendet window can be closed after sending a customs declaration by means of parameters. Permitted values: true (Pre-setting)/false
SHOW_SHIPMENT_NUMBER_IN_MRN_SEARCH
Displays the shipment number in the MRN search
SIMILAR_CUSTOMER_CHECK
Checking the customer name with existing customers
SUB_SHIPMENT_ALLOWED
Defines whether shipments can be split into main and sub-items
SUMA_MASTER_AWB_AS_CONSOL_REFERENCE
Defines if, when consolidating a summary declaration, the master AWB is to be superimposed as reference. Permitted values: true/false (Pre-setting)
SUMA_MASTER_AWB_AS_SPLIT_REFERENCE
Defines whether the master AWB is to be superimposed as reference when dividing up an exit summary declaration. Permitted values: true/false (Pre-setting)
SUMA_MASTER_AWB_FOR_CONSOL_AWB_INIT
Defines if for a summary declaration consolidation the master AWB is to be superimposed as new AWB. Permitted values: true/false (Pre-setting)
SUMA_MASTER_AWB_FOR_SPLIT_AWB_INIT
Defines if for a summary declaration apportioning the master AWB is to be superimposed as new AWB. Permitted values: true/false (Pre-setting)

SUMA_MULTI_SUCF
<p>Defines if a new confirmed summary declaration (SUCF) is to be created for each ATB item if a temporary storage change is made. The reference number has the format <ATB-Nummer>_<Positionsnummer>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  Tip: The requirement is that you are working from the summary declaration custody overview. </div> <p>Permitted values: true/false (Pre-setting)</p>
TASK_DISABLE_FINISH_CONFIRMATION_DIALOG
<p>Defines whether the confirmation dialogue should be deactivated to complete a task.</p> <p>Permitted values: true/false (Pre-setting)</p>
TRANSIT_DATE_LIMIT
<p>Defines the number of days before a declarant is informed about an expiring transit deadline.</p> <p>Pre-setting: 7</p>
URL_FOR_CLASSIC_EZT_WEBSERVICE
<p>URL of the ZODIAK Classic ECT web service</p>
URL_FOR_CLASSIC_EZT_WEBSERVICE_COMCODEINFO
<p>URL of the ZODIAK Classic ECT web service for the static goods number info function</p>
URL_FOR_CLASSIC_EZT_WEBSERVICE_DESCRIPTION
<p>URL of the ZODIAK Classic ECT web service</p>
URL_FOR_CLASSIC_EZT_WEBSERVICE_PRECALCULATION
<p>URL of the ZODIAK Classic ECT web service</p>
URL_FOR_CLASSIC_EZT_WEBSERVICE_SEARCH
<p>URL of the ZODIAK Classic ECT web service for search functions</p>
USE_SHIPMENTNUMBER_AS_HBLNUMBER
<p>Defines whether a change of the shipment type from DIRECT to HOUSE should copy the shipment number to the Waybill number.</p> <p>Permitted values: true/false (Pre-setting)</p>
USER_MAX_COUNT
<p>Defines the maximum number of users that can be logged on at the same time.</p>
USER_PASSWORD_LIFETIME
<p>Defines how many days the user's password is valid.</p> <p>Pre-setting: 0 = unlimited</p>

USER_PASSWORD_MAX_PERCENTAGE_OF_LAST_PASSWORD
Defines the maximum percentage of consecutive characters that may match in the user's new and old password. With the value 50 and the old password 01234567, the new password x123xxxx would be allowed and the password x1234xxx would not be allowed.
USER_PASSWORD_MAX_PERCENTAGE_REPEATING_CHAR
Defines how often the same character may occur in the user's password. The value is expressed as a percentage. With short passwords, small values quickly result in the password not fulfilling the condition, for example, with a 10-digit password, each letter makes up 10 percent.
USER_PASSWORD_MIN_COUNT_LOWER
Defines the minimum number of lowercase letters the user's password must contain.
USER_PASSWORD_MIN_COUNT_NUMERIC
Defines the minimum number of numbers the user's password must contain.
USER_PASSWORD_MIN_COUNT_SPECIAL
Defines the minimum number of special characters, for example _ or #, which the user's password must contain.
USER_PASSWORD_MIN_COUNT_UPPER
Defines the minimum number of capital letters the user's password must contain.
USER_PASSWORD_MIN_LENGTH
Defines the minimum number of characters the user's password must contain. Pre-setting: 4
USER_PASSWORD_NUMBER_OF_LAST_PASSWORDS
Defines after how many changes the user's password may be repeated.
USES_ACCRUALS
Display of the reset bar in a shipment
USES_BL_SEND_RESTRICTION
Activates B/L sender restrictions
USES_BRANCH_ID
Display branch ID
VOUCHER_ACCOUNT_NUMBER_ENABLED
Activates the settlement number
VOUCHER_EXPORT
Invoice export on/off Permitted values: true/false

VOUCHER_EXPORT_DAY
<p>Defines the day on which the invoice is to be exported.</p> <ul style="list-style-type: none"> • 01 - 31: Day of the month • m: Last day of the month • w: Friday • d: daily • 1: Sunday • 2: Monday • 3: Tuesday • 4: Wednesday • 5: Thursday • 6: Friday • 7: Saturday
VOUCHER_EXPORT_TIME
Export time for creating the invoice export (format 'HH:mm')
VOUCHER_LAST_EXPORT_TIME
Last export time for generating the invoice export (format 'dd-MM-yyyy HH:mm:ss')
VOUCHER_SETUP_AVAILABILITY_ERRORS
<p>Permitted values: true/false</p> <ul style="list-style-type: none"> • true: Validation message severity level is ERROR • false: Validation message severity level is WARNING
WAREHOUSE_GOODS_CODE_MANDATORY
<p>Defines if working with commodity codes in customs declarations is mandatory.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  Important: For customs warehouses with inventory management, the value must be true, without inventory management false. </div> <p>Permitted values: true/false (Pre-setting)</p>
WAREHOUSE_PROFILE_MANDATORY
<p>Defines if it is necessary to work with a warehouse profile.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  Important: For customs warehouses with inventory management, the value must be true, without inventory management false. </div> <p>Permitted values: true/false (Pre-setting)</p>
XML_CARGO_SOFT_IMPORT_600
Special case of the 600 interface
XML_CARGO_SOFT_IMPORT_AUTOMATIC_BL_CREATION
Defines whether a Bill of Lading is automatically created from the received (external) shipment.
XML_CARGO_SOFT_IMPORT_AUTOMATIC_PORTORDER_CREATION
Defines whether a Port order is automatically created from the received (external) shipment.

XML_CARGO_SOFT_IMPORT_SHIPMENTNUMBER_TAKEOVER
Defines whether the received (external) shipment number is to be used as the shipment number in .
XML_DAKOSY_EXPORT_ALLOWED
Switch for the Dakosy XML-Send function for shipments
XML_VOUCHER_EXPORT_ALLOWED
Switch for the XML-Send function for invoices
ZAPP_AIR_COMPANY_CODE
Code for ZAPP-Air communication, is FLID from the EDI point of view.

Company unit



Restriction: To change company unit parameters, you need the user role Unternehmensführer.

This section explains the company unit parameters.

AUTOMATIC_CUSTOMS_TARIFF_CHECK_ON_SAVE
Defines whether Electronic Customs Tariff is automatically checked upon saving. Permitted values: true/false
AUTOMATIC_DETERMINATION_DEFAULT_DEFERMENT_ACCOUNTS
Defines whether deferment accounts are to be determined automatically for a participant. Permitted values: true/false
AUTOMATIC_SAVE
Determines whether automatic saving takes place when an action is executed. true/false
BOX_DIRECT_SEND_DEFAULT_USER
Defines a standard box user for system processes.
COMMON_WAREHOUSE_COMPLETION
Defines whether the overview Common warehouse completions should be activated. Permitted values: true/false (Pre-setting)
CRM_PARTICIPANT_CODE
CRM company ID
CUSTOMS_CW_DV1_CURRENCY_RATE_AIR
Defines whether an IATA-rate (customs warehouse) is automatically set. Permitted values: true/false (Pre-setting)

CUSTOMS_DECLARATION_OVERVIEW_MAX_DAYS
Defines the maximum period for customs declarations status Pre-setting: 31
CUSTOMS_DECLARATION_SEARCH_ORGUNIT
Search for customs declarations across branches Permitted values: true/false
CUSTOMS_DOCUMENTS_FROM_POS1
When entering documents in import customs declaration: If another position is created, the documents are automatically copied from the first position. Permitted values: true/false
CUSTOMS_DV1_CURRENCY_RATE_AIR
When entering the charge code LK, the exchange rate type 01 = Zollkurse is output as standard. If you want participants to automatically assign the exchange rate type 02 = IATA-Kurse , set this parameter to true. Permitted values: true/false
DEFAULT_CUSTOMSDECLARATION
Defines which customs procedure, which customs declaration type and which country should be superimposed when a customs declaration is created. Pre-setting: EXPORT;ECD;DE
DEFAULT_EORITIN_FOR_DEFERMENT_ACCOUNT_DUTY
If it is not possible to determine a deferment account via the declarant and the consignee, a default EORI number can be entered for the automatic determination of the deferment account. Alphanumeric EORI number, for example DE1234567
DEFAULT_SEND_DECLARATION_FORMAT
Pre-set format for sending a customs declaration
DEFAULT_VALUE_DV1_INSURANCE_FREIGHT_AMOUNT_MANUAL
Pre-set value of the D.V.1 - insurance freight value calculation Permitted values: true/false (Pre-setting)
DMS_NAME
DMS name of a company unit in the document management system
DMS_PASSWORD
DMS password of a company unit in the document management system
DMS_USER_NAME
DMS user-name of a company unit in the document management system

E_Mail_Receiver_4CreateCustomerMail
Recipient of the email "Customer/address created"
EMAIL_RECEIVER_FOREIGN_DEPOSIT
Recipient of the email "Foreign deposit created"
EMAIL_SOS_ADDRESS
Recipient of the SOS email
EMAIL_SOS_ADDRESS_EDITABLE
Defines whether the SOS email addresses can be activated. Permitted values: true (Pre-setting)/false
EXIT_AUTOMATIC_SEND_MESSAGE
Sends messages automatically via the DHL exit interface
EXIT_TRUCK_GUI_DEFAULT_USER_RESTRICTED_VIEW_MODE
Standard mode of overviews for exit declaration and truck manifest. Permitted values: USER, COMPANY
FAIR_AT_LINK_PARTICIPANT_CODE
Fair@Link-ID für ZAPP-Air from DAKOSY GE for using the mobile app. Example: DZ10DUS
FINANCIAL_ACCOUNTING_ACCOUNT_NUMBER_VAT
Value-added tax account number of the financial accounting report
FINANCIAL_ACCOUNTING_ACCOUNT_NUMBER_VAT_REDUCED
Reduced value-added tax account number of the financial accounting report
FINANCIAL_ACCOUNTING_AREA
Four-digit current account area of a company unit in the financial accounting report.
FINANCIAL_ACCOUNTING_BUSINESS_DOMAIN
Committee office of a company unit in the financial accounting report.
FINANCIAL_ACCOUNTING_HOSTNAME
Host name of the financial accounting report
FINANCIAL_ACCOUNTING_LANGUAGE
Language of the user of the financial accounting report
FINANCIAL_ACCOUNTING_MANDATOR
Mandator number of a company unit in the financial accounting report

FINANCIAL_ACCOUNTING_PARTNER_ID
ID of a company unit in the financial accounting report
FINANCIAL_ACCOUNTING_PASSWORD
Password of the financial accounting report
FINANCIAL_ACCOUNTING_PORT
Port of the financial accounting report
FINANCIAL_ACCOUNTING_USERNAME
User name of the financial accounting report
GEBOX_CH_NCTS_DFT_DECLARATION_TYPE
Standard declaration type for GE-BOX NCTS Switzerland
GUI_DEFAULT_USER_RESTRICTED_VIEW_MODE
Controls the preallocation in the user-specific overviews, for example in the overview Customs declarations .
<ul style="list-style-type: none"> • USER: user-specific • COMPANY: company-specific
HELP_CONTEXT
Context as extension for the basis URL of online help
HELP_URL
Basic URL of the online help
MAX_NUMBER_OF_RECENTLY_USED_ENTRIES_TRUCK_MANIFEST
Number of entries which are displayed in the overview Truck manifests .
Pre-setting: 300
MAX_VALUE_INVOICE_AMOUNT_AVUV
Defines if a warning is to be issued if the invoice price exceeds the value.
Pre-setting: 0
MAX_VALUE_INVOICE_AMOUNT_IMPORT
Defines if a warning is to be issued if the invoice price exceeds the value.
Pre-setting: 0
MAX_VALUE_INVOICE_AMOUNT_ZL
Defines if a warning is to be issued if the invoice price exceeds the value.
Pre-setting: 0
MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_AVUV
Maximum number of positions (AVUV).
Pre-setting: 5000

MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_IMPORT
<p>Maximum number of positions (import). Pre-setting: 5000</p>
MAXIMUM_NUMBER_OF_PERIODIC_POSITIONS_ZL
<p>Maximum number of positions (customs warehouse). Pre-setting: 5000</p>
NCTS_POS_SHOW_DOCUMENT_FIELDS
<p>Number of fields for entering documents in the general positions overview and the NCTS shipping process shortcut. Permitted values: 1 (Pre-setting) or 2</p>
NCTS_SUMA_REG
<p>Defines if a field for the summary declaration completions are to be displayed in the shortcut dialog within NCTS dispatch operations.</p> <ul style="list-style-type: none"> • true: summary declaration completions visible in shortcut. • false: summary declaration completions not visible in shortcut.
NET_PRICE_VIA_ITEM_PRICE_FOR_AVUV
<p>Controls if it is possible to enter the charge code net price within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the procedure AV/UV.</p>
<p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p>
<p>Permitted values: true/false</p>
NET_PRICE_VIA_ITEM_PRICE_FOR_IMPORT
<p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the import procedure.</p>
<p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p>
<p>Permitted values: true/false</p>
NET_PRICE_VIA_ITEM_PRICE_FOR_IMPORT_EP
<p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the single administrative document.</p>
<p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p>
<p>Permitted values: true/false</p>

NET_PRICE_VIA_ITEM_PRICE_FOR_WAREHOUSE
<p>Defines if the charge code net price can be entered within the DV1 specifications by entering the article price. It is necessary to enter the article price at position level by activating the check box Manual entry. This parameter is used for the import procedure.</p> <p> Tip: If the net price is subsequently changed, the article price is not adjusted retroactively.</p> <p>Permitted values: true/false</p>
OFFER_NOTIFICATION_DAYS
<p>Defines the number of days after which a non-completed offer becomes relevant for the reminder service.</p> <p>Pre-setting: 7</p>
ORGUNIT_ACCOUNTNUMBER_BLG
<p>BLG account number of a branch office</p>
ORGUNIT_ACCOUNTNUMBER_HHLA
<p>HHLA account number of a branch office</p>
PIMA_CODE_SENDER
<p>PIMA sender code for ZAPP air</p>
RED_ALERT_MAIL
<p>Send an email to a station.</p>
SEND_DECLARATION
<p>Send a customs declaration to a participant.</p>
SUMA_MASTER_AWB_AS_CONSOL_REFERENCE
<p>Defines if, when consolidating a summary declaration, the master AWB is to be superimposed as reference.</p> <p>Permitted values: true/false (Pre-setting)</p>
SUMA_MASTER_AWB_AS_SPLIT_REFERENCE
<p>Defines whether the master AWB is to be superimposed as reference when dividing up an exit summary declaration.</p> <p>Permitted values: true/false (Pre-setting)</p>
SUMA_MASTER_AWB_FOR_CONSOL_AWB_INIT
<p>Defines if for a summary declaration consolidation the master AWB is to be superimposed as new AWB.</p> <p>Permitted values: true/false (Pre-setting)</p>

SUMA_MASTER_AWB_FOR_SPLIT_AWB_INIT
<p>Defines if for a summary declaration apportioning the master AWB is to be superimposed as new AWB.</p> <p>Permitted values: true/false (Pre-setting)</p>
SUMA_MULTI_SUCF
<p>Defines if a new confirmed summary declaration (SUCF) is to be created for each ATB item if a custody change is made. The reference number has the format <ATB-Nummer>_<Positionsnummer>.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p> Tip: The requirement is that you are working from the summary declaration temporary storage overview.</p> </div> <p>Permitted values: true/false (Pre-setting)</p>
WAREHOUSE_GOODS_CODE_MANDATORY
<p>Defines if working with commodity codes in customs declarations is mandatory.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p> Important: For customs warehouses with inventory management, the value must be true, without inventory management false.</p> </div> <p>Permitted values: true/false (Pre-setting)</p>
WAREHOUSE_PROFILE_MANDATORY
<p>Defines if it is necessary to work with a warehouse profile.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p> Important: For customs warehouses with inventory management, the value must be true, without inventory management false.</p> </div> <p>Permitted values: true/false (Pre-setting)</p>
ZAPP_AIR_COMPANY_CODE
<p>Code for ZAPP-Air communication, is FLID from the EDI point of view.</p>

5.6 Companies

This chapter describes how to manage companies.

6 Master data

By using the master data, operation entry can be simplified.

Master data can be created either via the menu **Maintenance** or directly from the procedure entry. Some of this master data is valid for all users as of DAKOSY GE and some for each company. DAKOSY provides the master file as a service procedure for master data for all users. The users then only use it. In the other case, each user must enter "his" master data. The master data that the user can enter, changes with the software modules that are available to him.

6.1 Addresses

This chapter describes how to work with addresses.

DAKOSY GE makes it possible to enter addresses per transaction or to store them in the master data. Addresses belong to the master data to be entered by the participant. To include addresses in operations, the address master can be accessed directly from relevant declaration fields.

6.1.1 Create address

This chapter describes how to create an address.



Restriction: To create an address, you need at least the authorization **Customer > create**.



Important: If you would like to define a place of loading instead of a customer, enter the abbreviation for the place of loading given to you by customs in the text field **Customercode** in the **General** tab and allocate it to the **Place of Loading** role.

1. Open the overview **Customer/Addresses**. You now have the following options to open the overview:
 - Select the menu entry **Start > Customer/Address**.
 - Click on the homepage in the area **Applications** on the menu entry **Customer/Address**.
2. In the area **Related actions**, click on the item **New Customer/Address**. Alternatively, you can create a new address from the economic operator:
 - a) Select the menu entry **Maintenance > Economic Operators (Customs)**.
 - b) Open an economic operator by double clicking.
This opens the **Economic Operator** tab.
 - c) Click on the tab **Addresses**.
 - d) Click on the button **+**.
 - e) If the address has several branches, a window opens. Fill in the **Branch number** field and click on the **OK** button.

This opens the **Customer/Address** tab.

3. Fill at least the mandatory fields out on the **General** tab.

Field	Description
Code	Unique identification number. The customer number identified an address or a customer.
Name	Name of the customer
TIN/EORI/UID	Customs identification number of the economic operator to which the customer is allocated.

 **Tip:** To automatically generate a consecutive number in the **Code** field, click on the  button. The number can be included in a sequence of numbers and/or letters.

4. To allocate the address to an economic operator, fill out the fields **TIN/EORI/UID** and **Branch number**.

 **Important:** If the address is allocated to an economic operator, in a customs declaration, for example, you can select the authorizations or custom places via the address code.

 **Tip:** If the address was created from an economic operator, the fields **TIN/EORI/UID** and **Branch number** are filled automatically.

5. To enter a contact, click on the **Communication** tab. Click on the icon .

 **Tip:** You must specify a customs contact partner in an export declaration. If you enter the contact person in an address, you can enter the address code in the customs declaration and select the contact partner from a list. You can find instructions for entering a contact partner in section [Create contact partner](#) on page 83.

6. To enter a VAT ID, click on the tab **Tax**. If you would like to enter further tax IDs, click on the  icon.

 **Important:** The China Customs (CCAM) Regulation Order No. 56 entered into force on 01.06.2018 for B/L transfers to China, for which an additional company code must be sent in the bill of lading. This company code can be a VAT number or a USCC number.

To enter a company code, proceed as follows:

- a) Click on the icon . The window **Taxid** opens.
 - b) Enter the value **CN** in the **Country** field.
 - c) In the **Taxid** field, enter the VAT- or USCC number with the relevant qualifier and a + sign before it. Examples:
 - OC+DE 1234567
 - USCI+47110000831940123F
 - d) Click on **OK**. The company code is shown in the **Taxids** table.
7. To enter another address, click on the **Further Addresses** tab. Click on the icon .
8. To allocate a role, click on the **Assignment** tab. To allocate a role, you must drag the role from the **Unselected customer roles** column to the **Selected customer roles** column. To remove an allocated role, you must drag the role from the **Selected customer roles** column back into the **Unselected customer roles** column.
- To drag an individual role, highlight the role. Click on the  or the  button.
 - To drag various roles, hold down the Ctrl key and highlight several roles. Click on the  or the  button.
 - To drag several consecutive roles, highlight the first role, hold down the Shift key and select the last role. Click on the  or the  button.
 - To drag all roles, click on the button  or .

 **Tip:**

- You can also drag roles by clicking on one role, holding the mouse button down and moving the mouse.
- You will find a description of the roles in section [Allocation of role](#) on page 85.

9. To enter accounting data, click on the **Accounting** tab.
10. To define clearance notes or default values, click on the **Further** tab.

11. To enter further references, click on the **References** tab. Click on the icon +.
12. To enter customs attributes, click on the **Customs attributes** tab.

 **Tip:** You can facilitate the filling out of customs declarations using customs attributes. Currently, you can define the following values:

- A defined customs office for the NCTS procedure Germany
- A percentage for calculating the transport insurance for the import customs procedure Germany

Proceed as follows:

- a) To add a customs attribute, click on the + icon. The window **Customs attribute** opens.
- b) Fill out at least the mandatory fields.

Field	Description
Role	Technical role of the address in the customs declaration
Attribute type	The field to be filled out in the customs declaration.
Value	The value to be entered into the field to be filled out.

 **Tip:** To automatically calculate the insurance amount in the D.V.1 data of the position for a German import customs declaration, enter the attribute **Transport insurance GER** for the appropriate customs declaration type. Enter the percentage in the **Value** field in the same format as in the D.V.1. If you enter the address as a customs value declarant and activate the **Calculate Customs Value** check box, the value will be pre-allocated accordingly.

- c) To record another customs attribute, click on the **Add** button.
 - d) To save the customs attribute entered, click on the **OK** button.
13. To save the address, click on the item **Actions** in the **Save** area. The address is shown in the overview.

The address is shown in the **Trader/Addresses** tab if one of the following requirements is met:

- You have created the address from an economic operator.
- You have allocated the address to an economic operator via the **TIN/EORI/UID** field.

6.1.2 Create contact partner

This section describes how to create a contact partner. A contact partner is entered for an address.

 **Restriction:** To edit an address, you need at least the **Customer > edit** authorization.

 **Important:** You must specify a customs contact partner in an export declaration. If you enter the contact person in an address, you can enter the address code in the customs declaration and select the contact partner from a list.

1. Open the overview **Customer/Addresses**. You now have the following options to open the overview:
 - Select the menu entry **Start > Customer/Address**.
 - Click on the homepage in the area **Applications** on the menu item **Customer/Address**.
2. Open an address by double clicking.
3. Click on the tab **Communication**.
4. To enter a contact partner, click on the + icon in the **Contact** table. The **Edit the contacts** window opens.

- Fill out at least the mandatory fields. The mandatory fields can change after an entry.

Field	Description
RealName	Name of the contact
Phone	Telephone number
Role	Role of the contact



Important: To create a contact partner for an export declaration, select the value **Customs Contact Person** in the **Role** field.

- To save the contact, click on the **OK** button.
- To save the address, click on the item **Actions** in the **Save** area.

6.1.3 Create one-time-customer

This chapter describes how to create one-time-customer and print addresses.

- Click the right mouse button in an address field.
- Select **Maintain one-time-customer** from the menu.
The window **Create a one-time customer** opens.
- Fill at least all of the mandatory fields out.



Tip: If you activate the check box **Migrate Data to database**, you can add a one-off address in the customer master data and create a link. The link serves statistical purposes. Fill out the field **Code**.

- You can create a new *EORI number* from a **TIN/EORI** field.



Important: An EORI number may only be entered once. Please pay special attention to the validity period.

Proceed as follows:

- Right-click in the text field and select the menu entry **Create TIN/EORI/UID**.
- Fill out the fields **TIN/EORI/UID** and **Description**.
- Click on the button **OK**.
An economic operator (customs) is created.



Important: Only the fields **TIN/EORI/UID**, **Description** and **Branch number** are defined for the economic operator (customs) created. To be able to communicate successfully with ATLAS under this EORI number, first enter all necessary data, such as authorizations or customs places. To edit the economic operator, select the menu entry **Maintenance > Economic Operators (Customs)**.

- To accept the address in the document, click on the button **OK**.

6.1.4 Edit one-time-customer

This chapter describes how to edit one-time-customer and print addresses.

- Click the right mouse button in an address field.
- Select **Maintain one-time-customer** from the menu.
The window **Create a one-time customer** opens.
- Edit the fields.
- You can create a new *EORI number* from a **TIN/EORI** field.



Important: An EORI number may only be entered once. Please pay special attention to the validity period.

Proceed as follows:

- a) Right-click in the text field and select the menu entry **Create TIN/EORI/UID**.
- b) Fill out the fields **TIN/EORI/UID** and **Description**.
- c) Click on the button **OK**.
An economic operator (customs) is created.



Important: Only the fields **TIN/EORI/UID**, **Description** and **Branch number** are defined for the economic operator (customs) created. To be able to communicate successfully with ATLAS under this EORI number, first enter all necessary data, such as authorizations or customs places. To edit the economic operator, select the menu entry **Maintenance > Economic Operators (Customs)**.

- 5. To accept the changed address in the document, click on the button **OK**.

6.1.5 Allocation of role

This section describes the roles of an address. A role defines how an address can be used in DAKOSY GE. It is allocated to the address.

The following roles can be allocated to an address. Depending on the context, different roles are available.

To allocate a role to an address, select a role in the **Unselected customer roles** column and click the > button. You can find instructions for creating an address in the chapter [Create address](#) on page 81.

Role	Description
Export Agent	Export Agent
Import Agent	Import agent
Export Gateway	Export transfer
Import Gateway	Import transfer
Consignor/Shipper	Consignor
Consignee	<ul style="list-style-type: none"> • Consignee • Holder of right of disposal over the rail or truck transport
Importeur	Importer of the goods
Customer	Customer
Place of Loading	<ul style="list-style-type: none"> • Loading address of the goods • Loading office or terminal of the rail or truck transport
Place of Deposit	Place of temporary storage (customs)
Agent	Agent without distinction between export and import
PartyPaying	<ul style="list-style-type: none"> • Freight payer for the sea freight • Freight payer for the rail- or truck transport
InstructingParty	Client
InvoicingParty	Recipient of invoice
QuayPayingParty	Payer of the docking fees
Declarant	Customs declarant (customs)

Role	Description
TransportCompany	Forwarder
Depot	Deposit address (for empty containers, collection- or return delivery address)
Company	Companies
LoadingLocation	Loading address of the goods
CustomsOffice	Customs office (customs)
ShunterCompany	Rail transport company which renders or which is engaged to render shunting services for train composition or a train.
RailtransComp	Rail transport company which renders or is engaged to render the specific rail transport (traction) for a train composition or a train.
Quay	Storehouses
Authorized consignee	Authorized consignee of the goods
Forwarder	Sea port transporter
Summary Declaration Deklarant	Party who presents summary declaration The printing out of the address in the temporary storage message is controlled via this role. If, as well as the participant's EORI number, the address is to be printed, create an address for the EORI number and allocate the appropriate role to it.
Summary Declaration Deklarant Agent	Representative summary declaration The printing out of the address in the temporary storage message is controlled via this role. If, as well as the participant's EORI number, the address is to be printed, create an address for the EORI number and allocate the appropriate role to it.
Summary Declaration Depositor	Custodian summary declaration The printing out of the address in the temporary storage message is controlled via this role. If, as well as the participant's EORI number, the address is to be printed, create an address for the EORI number and allocate the appropriate role to it.
Summary Declaration Beneficiary	Holder of right of disposal summary declaration The printing out of the address in the temporary storage message is controlled via this role. If, as well as the participant's EORI number, the address is to be printed, create an address for the EORI number and allocate the appropriate role to it.
eVV-Receiver	eVV-consignee

6.2 Articles

Articles contain the information required for goods handling.

Depending on the module used, the type of dossier and the country, different information is required. The information can be entered dossier-related or saved permanently in the article master.

Article master data required for dossier processing is managed in the article master data. Articles belong to the master data to be entered by the participant. To include the article data, a dossier can be accessed directly from relevant declaration fields.



Important: You can only delete articles which are not allocated to any inventories and customs declarations. If an article which has been allocated is no longer to be displayed in the selection of valid article codes, change the validity period for the article. You can find further information in section [Close article](#) on page 90.

6.2.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
 - a) Right click in the **Article Code** field.
 - b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the <i>Electronic Customs Tariff</i> .

4. You have several options:

- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To abort the creation of an article, click on the **Cancel** button.

The article created is shown in the overview **Commodity codes**.

6.2.2 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Volume per package	Volume per parcel

4. You have the option to enter translations for the goods description. To add a new translation, proceed as follows:
 - a) Click on the + icon in the **Goods description (Translations)** area.
The window **Edit translation** opens.
 - b) Fill out the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Goods description (Translations)** area.
5. To enter dangerous goods data for the article, click on the tab **Dangerous** and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill out the fields.
7. To enter data for customs declarations, click on the **Customs** tab.



Tip: If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
 - a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
The window **Edit a Tariff number** opens.

- b) Fill out at least the mandatory fields.
 - c) Click on the button **OK**.
The goods number is shown in the **Customs tariff numbers** area with the relevant country code.
9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
- a) Click on the + icon in the **Customs goods description (Translations)** area.
The **Edit translation** window opens.
 - b) Fill out at least the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
- a) Click on the tab of the relevant land.
 - b) Click on the tab **Documents**.
 - c) Click on the icon +.
 - d) Fill out at least the mandatory fields.
 - To enter further documents, click on the **Add** button.
 - To complete the entry, click on the button **OK**.
- The document is shown in the table.
You can find an overview of the documents entered on the **Customs/Documents** tab.



Tip: If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

- 11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
- 12. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview **Commodity codes**.

6.2.3 Copy article

This section describes how to copy an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. Search for the article which you would like to copy. Enter the search criteria.
If you use several search criteria, the search is accelerated.
3. Click on the button **Search**.
The result of your search is displayed in the overview.
4. Highlight the article in the overview.
5. Click on the menu entry **Copy** in the area **Actions**.
This opens the **Commodity codes** tab. All fields have been filled out which were filled out in the copied article.
6. Enter a new **Article Code** and, if necessary, modify the data.
7. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview.

6.2.4 Update an article from a customs declaration

This section describes how to update an article from a customs declaration in the master data.

- You have opened a position in a export customs declaration.
 - A valid article code has been selected in the **Article Code** field.
1. Edit the customs position.

2. Right click in the **Article Code** field.
3. Select the menu entry **Update article** from the context menu.
The window **Edit article** opens. The values from the customs position are adopted in the window.
4. To save the article in the master article data, click on the **OK** button.

6.2.5 Open an article from a customs declaration

This section describes how to open an article from a customs declaration in the master data to edit it.

- You have opened a position in a export customs declaration.
 - A valid article code has been selected in the **Article Code** field.
1. Right click in the **Article Code** field.
 2. Select the menu entry **Open article** from the context menu.
This opens the **Commodity codes** tab in the master article data.
 3. Modify the data.
 4. To save the changes, click on the entry **Save** in the area **Actions**.

6.2.6 Close article

This section describes how to close an article. A closed article is not shown in the selection of valid article codes.



Important: You can only delete articles which are not allocated to any inventories and customs declarations. You can find instructions on deleting an article in section [Delete article](#) on page 90.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. Search for the article which you would like to close. Enter the search criteria.
If you use several search criteria, the search is accelerated.
3. Click on the button **Search**.
The result of your search is displayed in the overview.
4. Open the article by double clicking.
5. Enter a date prior to the current date into the **Valid to** field.
6. In the area **Actions**, click on the entry **Save**.

6.2.7 Delete article

This section describes how to delete an article.



Important: You can only delete articles which are not allocated to any inventories and customs declarations. If an article which has been allocated is no longer to be displayed in the selection of valid article codes, change the validity period for the article. You can find further information in section [Close article](#) on page 90.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. Search for the article which you would like to delete. Enter the search criteria.
If you use several search criteria, the search is accelerated.
3. Click on the button **Search**.
The result of your search is displayed in the overview.
4. Highlight the article in the overview.
5. In the area **Actions**, click on the entry **Delete**.
A new window opens.
6. Click on the **Delete** button.

The article is deleted.

6.3 Tasks

This section describes how to work with tasks. Tasks can be created automatically by the system or manually by a user. Tasks can be, for example, incoming messages after sending or requests to create freight quotes.



Tip: In the *Event handling* on page 27 you can configure how to react to which events.

6.3.1 Create tasks

This chapter describes how to create tasks for yourself or other persons.

1. Select the menu entry **Maintenance > Tasks**.
2. Click on the area **Related actions** on **New task**.
The window **Task** opens.



Tip: You can also create a task from the start page. To create a task from the start page, click on the icon +.

Figure 3: Window Task

3. Fill out the text fields. Specify at least one priority, a due date, and a description. To assign a task to another user, select the respective user in the text field **user**. Optionally, enter further information in the text fields **Description**, **Comment** and on the tab **Details**.
4. In order to create the task, click on the button **OK**.

6.3.2 Open tasks

This chapter describes how to open tasks.

1. Select the menu entry **Maintenance > Tasks**.
2. Search for a task.
3. Select the task you want to work with.
If a document is linked to the task, the menu entry **Open document** in the **Actions** area can be clicked on.
4. Open the task or a linked document.
 - If you want to open the task, click on the menu entry **Edit** in the **Actions** area.
 - If you want to open the linked document, click on the menu entry **Edit document** in the **Actions** area.

6.3.3 Complete tasks

This chapter describes how to complete tasks.

1. Open tasks are displayed on the start page. To open the start page, click on the icon .
2. You have several options:
 - To view all open tasks, select the check box **all open**.
 - If you want to display only the open tasks assigned to your user, select the check box **my open**.
3. Select a task in the table.
4. Click on the icon .

6.3.4 Search tasks

This chapter describes how to search for tasks.



Tip: To update the task table, click on the icon  in the toolbar or press the button F5

You can filter the displayed tasks with different search criteria. If you use several search criteria, the search is accelerated.

Priority	Due Date	Description	Reference	Assigned User	Creation
 Critical	21.09.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	07.08.2018 05:31:19
 High	21.09.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	07.08.2018 05:31:18
 Critical	21.09.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	07.08.2018 05:31:16
 High	16.09.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	02.08.2018 05:31:16
 High	16.09.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	02.08.2018 05:31:15
 High	17.08.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	03.07.2018 05:32:16
 High	14.08.2018 00:00	DAKOSY GE - Wiedervorlage Ausfuhr zu		Andreas Meyer	30.06.2018 05:31:15
 High	18.07.2018 23:01	DAKOSY GE - "Anmeldung nicht angenommen" vom Zoll für...		Andreas Meyer	18.07.2018 23:01:09
 High	18.07.2018 15:06	DAKOSY GE - Rückweisung vom Zoll für		Andreas Meyer	18.07.2018 15:06:10

Field	Description
Priority	Priority of the task <ul style="list-style-type: none"> • : Low priority • : Normal priority • : High priority • : Critical priority
Created	How was the task created? <ul style="list-style-type: none"> • automatic: Responses from customs if periods threaten to expire. Concerns the customs declarations created by the respective user. • manual: Tasks created manually by the user.

Field	Description
Due before, from, to	Period in which due tasks are searched for. For automatically created tasks from responses from Customs, the priority automatically changes to Critical if the due date has been exceeded. The priority also changes if the option Report task, if expired is activated when the task is created.
Completed, from, to	Period in which performed tasks are searched for.
Reference	Reference to a linked document. For customs responses, this is the reference number of the document to which the task is assigned.
Assigned to	User to whom the task is assigned.
Description	Description of the task
Comment	Commentary of the task

Figure 4: Area Tasks

1. Enter the search criteria in the corresponding fields.
2. Click on the button **Search**.

6.3.5 Assign tasks

This section describes how to assign a task.

1. Open the non-completed task.
2. Enter the name of the user in the field **User**.
3. Click on the button **OK**.

6.3.6 Open tasks via icon

You can open overdue tasks via the DAKOSY icon in the toolbar.

1. Right-click on the DAKOSY icon  in the Windows toolbar.
A context menu with overdue tasks appears.



Figure 5: Context menu of the DAKOSY icon

2. Click on a task.
The task opens in DAKOSY GE.

6.4 Dangerous goods

This chapter describes how to work with dangerous goods. With DAKOSY GE you can access the data of the GEGIS - dangerous goods regulation sea (IMDG code).

DAKOSY has been commissioned by the FHH (Ministry of the Interior) and the port industry to develop the IT application GEGIS. GEGIS provides the responsible persons (water police, fire brigade) with an exact and timely overview of the movement of dangerous goods to, in and from the port area of Hamburg. The application is enhanced by a multitude of other tools such as rules and regulations and substance databases. In DAKOSY GE, you can access the data of the GEGIS Dangerous Goods Regulation in the forwarding module.

6.4.1 Search for dangerous goods

This section describes how to search for dangerous goods.

1. Open the overview **Dangerous Goods SEA/AIR**. On the homepage, click on the menu entry **Dangerous Goods** in the area **Maintenance**.
2. To search for dangerous goods transported by sea, enter the UN number of the dangerous goods you are searching for into **Un Number** field. Click on the button **Search**.
The dangerous goods for the UN number are shown in the table.
3. To search for dangerous goods transported by road, select the menu entry **Overviews** in the **Dangerous Goods ADR RID**.
4. To delete the search results from the overview again, press the **Reset** button.

6.5 Warehouse administration

This chapter explains warehouse administration. In warehouse administration, you can set up configurations for working with a warehouse. For the warehouse administration you need administrator rights.

To be able to work with the customs warehouse at DAKOSY GE, you must first define configurations.

Create the configurations in the following order:

1. [Warehouse configuration](#) on page 95 (incl. owner parameters and compatibility criteria)
2. [Warehouse profile](#) on page 94
3. [Warehouse user](#) on page 96
4. [Warehouse grant access](#) on page 97

6.5.1 Warehouse profile

This section describes the warehouse profiles. Warehouse profiles are used to control authorizations and handling.

The following data is stored in the warehouse profile:

- Owner of the goods (warehouse customer)
- Authorization number
- Configuration

When you create receipts or removal of goods, data from warehouse configuration is transferred to the customs declaration. To create clearances of goods for an owner within a warehouse authorization, you need an appropriate warehouse profile. The warehouse profile controls which data is transferred from the warehouse configuration to the customs declaration.

You can find instructions on creating a warehouse profile in section [Create warehouse profile](#) on page 94.

6.5.1.1 Create warehouse profile

This chapter describes how to create a warehouse profile. You can only use this function if you have administrator rights.



Restriction: To create a warehouse configuration, you need administrator rights.

You have created a warehouse configuration to which the warehouse profile is to refer. You can find instructions on creating a warehouse configuration in section [Create warehouse configuration](#) on page 95.

1. Select the menu entry **Maintenance > Warehouse Administration**.
2. In the area **Overviews**, click on the entry **Warehouse Profile**.
This opens the overview **Warehouse Profile**.
3. In the area **Related actions**, click on the menu entry **Warehouse Profile create**.
This opens the tab **Warehouse Profile**.
4. Enter the name for the warehouse profile in the field **profile**.

5. In the **configuration** field, enter the warehouse configuration to which the warehouse profile is to refer.
6. In the **Owner of Goods** field, select the owner of the goods from the warehouse configuration.
7. In the **storage facility** field, select the warehouse from the warehouse configuration.
8. In the area **Actions**, click on the entry **Save**.
The user appears in the overview **Warehouse Profile**.

6.5.2 Warehouse configuration

This section describes warehouse configuration.

The following data is consolidated in the warehouse configuration:

- the warehouse authorizations deposited with the economic operator
- Information from the authorizations
- Owner of the goods and their roles in the customs declarations
- Customs compatibility criteria (incoming goods import criteria)

You can make adjustments for the owner and enter owner parameters.

You can find instructions on creating a warehouse configuration in section [Create warehouse configuration](#) on page 95.

6.5.2.1 Create warehouse configuration

This chapter describes how to create a warehouse configuration. You can only use this function if you have administrator rights.



Restriction: To create a warehouse configuration, you need administrator rights.

You have created a holder of the authorization in the economic operator (customs) to whom the warehouse configuration is to refer.

1. Select the menu entry **Maintenance > Warehouse Administration**.
2. In the area **Overviews**, click on the menu entry **Warehouse Configuration**.
This opens the overview **Warehouse Configuration**.
3. In the area **Related actions**, click on the menu entry **Warehouse Configuration create**.
This opens the **Warehouse Configuration** tab.
4. Fill out at least the mandatory fields.

Field	Description
name	Name of the warehouse configuration
Owner Authorization Number	Holder of the customs warehouse authorization
Authentication	Authorization number (such as DE5863LC0012 or DECW15863LA000012)

5. To add an entry in the **Owner of Goods** area, proceed as follows:
 - a) Click on the button **+**.
The window **Owner of Goods** opens.
 - b) Fill out at least the mandatory fields.
 - c) To add a role for the owner of the goods, click on the button **+**.
 - d) To add parameters for the goods owner, click on the **Parameters** tab. Click on the button **+**. The window **parameter** opens. Fill out at least the mandatory fields and click on the button **OK**.



Tip: Depending on the value in the **name** field, you also have to fill out the **value** or **value code list** field.

Field	Description
name	Name of the parameter
value	Value set for the parameter specified
value code list	Value from the code list which was set for the parameter specified



Tip: To automate the booking of a removal of goods, select one of the following values in the **name** field and fill out the **value code list** field with the value **01 - Ja**.

- **automatic booking outgoing**
- **automatic booking outgoing by ECWINF**
- **automatic booking after release**

- e) To select compatibility criteria for the owner, click on the tab **WE-Import-Kriterien**. Activate the check box **Status** for each field that you would like to use as a compatibility criterion.



Tip: You can find a list of compatibility criteria in section [Compatibility criteria \(incoming goods import criteria\)](#) on page 98.

- f) To save the entry, click on the button **OK**.

6. To add an entry in the **storage facilities** section, click the button **+**. Fill in the **storage facility** field and click on the **OK** button.

7. In the area **Actions**, click on the entry **Save**.

The configuration is shown in the overview **Warehouse Configuration**.

6.5.3 Warehouse user

This section describes the warehouse users.

To be able to use the warehouse, the users must be set up in the user administration and in the warehouse administration. To be able to actively perform customs clearance for a goods owner, one or more warehouse profiles must be assigned to the warehouse user.

You can find instructions on creating a warehouse user in section [Create warehouse user](#) on page 96.

6.5.3.1 Create warehouse user

This chapter describes how to create a warehouse user.



Restriction: To create a warehouse configuration, you need administrator rights.

You have created a warehouse profile which is to be allocated to the warehouse user. You can find instructions on creating a warehouse profile in section [Create warehouse profile](#) on page 94.

1. Select the menu entry **Maintenance > Warehouse Administration**.
2. In the area **Overviews**, click on the menu entry **Warehouse User**.
This opens the overview **Warehouse User**.
3. In the area **Related actions**, click on the menu entry **new Warehouse User**.
This opens the **Warehouse User** tab.
4. Enter the **User**.
The **Name** field displays the name of the user.
5. Highlight an available profile.
6. Assign one or more profiles to the user. To assign a profile to the user, you must move the profile from the **Available Profiles** column to the **Assigned Profiles** column. To remove the assignments, you must move the profile from the **Assigned Profiles** column to the **Available Profiles** column.



Important: First assign the **default profile**. The default profile is always the first profile assigned.

- To move a single profile, highlight the house. Click on the > or the < button.
- To drag several houses, hold down the Ctrl key and highlight several profiles. Click on the > or the < button.
- To drag several consecutive profiles, highlight the first profiles, hold down the Shift key and select the last profiles. Click on the > or the < button.
- To drag all profiles, click on the >> or the << button.

The first assigned profile is displayed in the field **default profile**.

7. In the area **Actions**, click on the entry **Save**.
The user appears in the overview **Warehouse User**.

6.5.4 Warehouse grant access

This section describes warehouse grant access.

You can set up access clearance for customs warehouses at branch level. Within a company, a branch of another branch can allow access to customs warehouse inventory, for example for the outsourcing of goods to the subsequent NCTS procedure.

A requirement is that the warehouse inventory is restricted to the data level WORK, since not all inventory should and may be accessed from every branch. The branch office only sees its own inventory.

You can find instructions on creating a warehouse grant access in section [Create warehouse grant access](#) on page 97.

6.5.4.1 Create warehouse grant access

This section describes how to create grant access for the warehouse. You can only use this function if you have administrator rights.



Restriction: To create a warehouse configuration, you need administrator rights.

1. Select the menu entry **Maintenance > Warehouse Administration**.
2. In the area **Overviews**, click on the menu entry **Warehouse grant access**.
This opens the overview **Warehouse grant access**.
3. In the area **Related actions**, click on the menu entry **new Warehouse grant access**.
This opens the **Warehouse grant access** tab.
4. Fill out the field **owner orgunit**.
5. To add an entry in the **granted orgunits** area, proceed as follows:
 - a) Click on the button +.
A new window opens.
 - b) Fill out the field **granted orgunit**.
 - c) To add a condition for the authorization for the authorized organisational unit, click on the button +.
 - d) To save the entry, click on the button **OK**.
6. In the area **Actions**, click on the entry **Save**.
The user appears in the overview **Warehouse grant access**.

6.5.5 Common configuration

This section describes the common configuration.

The following data is consolidated in the common configuration:

- the customs warehouse authorizations deposited with the economic operator
- Information from the authorizations
- Owner of the goods in the customs declarations

You can find instructions on creating a common configuration in section [Create common configuration](#) on page 98.

6.5.5.1 Create common configuration

This section describes how to create a common configuration. You can only use this function if you have administrator rights.



Restriction: To create a common configuration, you need administrator rights.

You have created a holder of the authorization for the economic operator (customs) to whom the common configuration is to refer.

1. Select the menu entry **Maintenance > Warehouse Administration**.
2. In the area **Overviews** click on the menu entry **Common Configuration**.
This opens the overview **Common Configuration**.
3. In the area **Related actions**, click on the menu entry **Common Configuration create**.
This opens the **Common Configuration** tab.
4. Fill out the field **name**.
5. To add an entry in the **Owner of Goods** area, proceed as follows:
 - a) Click on the button **+**.
The window **Owner of Goods** opens.
 - b) Fill out the field **Owner of Goods**.
 - c) Click on the button **OK**.
The owner is shown in the table.
6. In the area **Actions**, click on the entry **Save**.
The configuration is displayed in the overview **Common Configuration**.

6.5.6 Owner parameters

This section describes the owner parameters.

Owner parameters are parameters for handling customs warehouse procedures for each owner of the goods. The owner must be defined in a customs warehouse configuration.



Important: The parameters are recorded in the customs warehouse configuration for the owner.

You can find instructions on creating a customs warehouse configuration in section [Create warehouse configuration](#) on page 95.

In der overview **Owner-Parameter**, owner parameters are displayed regardless of the associated authorizations. You can activate or deactivate parameters in the overview. You can open the overview using the menu entry **Maintenance > Warehouse Administration**.

6.5.7 Compatibility criteria (incoming goods import criteria)

This section describes compatibility criteria. Compatibility criteria (incoming goods import criteria) are fields which are declared to ATLAS in the header of a clearance notification for free circulation.

If an outgoing voucher is booked, at least one clearance notification is created automatically based on the compatibility criteria stored for the owner of the goods. The number of clearance notifications depends on the compatibility criteria. Only those positions which have the same compatibility criteria can be combined in a import declaration. Different compatibility criteria result in duplicate customs declarations.

You can choose from the following compatibility criteria:

Customs State
What customs law status do the commodities have?
Country of Dispatch
Country of consignor
Border Transport Mode
Mode of transport of the cross-border active type of transport
Type of Transport
Type of cross-border active type of transport
Border Transport Description
Description of the cross-border active type of transport
Nationality
Nationality of the cross-border active type of transport
Inland transport mode, ID
Licence plate or name of the means of transport upon arrival (SAD field 18; MZSW Title II, Section III)
Consignor
Address of the sender of the goods
Delivery Terms
Type of delivery condition according to Incoterm. The value XXX means that the conditions contained in the contract must be stated exactly. If the delivery condition is identical for all goods positions, fill out the field in the header. If the delivery condition is different for all goods positions, fill the field out for each position.
Text
Contract conditions. If you have selected the value XXX in the field Delivery Terms , fill out the field.
Location place
Place of destination or -departure to which the terms of delivery apply.
Key
Key to delivery condition
Currency
ISO code of the currency
Seller
Seller

Buyer
Purchaser
Buyer/Seller relation type
Identification of the connection between seller and buyer. For values 1 and 2, you must enter an explanation regarding the connection in the following field.
Relatedness Details
Exact information on the stated connection
Restrictions as to the Disposition by
Restrictions on the use of the authorization. A restriction is established for a commodities tariff number or a country. A warning or error message in response to an attempt to send if there is an active restriction.
Price subject to some condition
Are there conditions or special services?
Condition Details
Type of conditions or special services
License Costs
Are there license fees?
Circumstances
Explain the circumstances.
Sale Subject to the Proceeds
Is the purchase transaction linked to an agreement under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly?
Circumstances
Explain the circumstances under which a part of the proceeds from resale, other releases of goods or uses benefits the seller, either directly or indirectly.
Statistical State
What statistical status do the commodities have?
Destination country
Code for the country of destination
Federal State
Federal state in which the goods' destination is located.
Business Type
Type of business

6.6 Copy template

A copy template is a template for frequently used operations.

A copy template has the following characteristics:

- You can create as many copy templates as you like.
- When setting up an dossier, you select a specific copy template.
- When creating a dossier based on a copy template, all fields filled in the copy template are copied to the dossier. The entries can be changed and completed.
- For example, you create a copy template for dossiers for a customer. You can enter all customer-specific data.
- You can find instructions on creating a copy template in section [Create copy template](#) on page 101.

To pre-fill fields for a certain document type (airfreight import shipment, export declaration), you can use templates. You can find further information on templates in section [Template](#) on page 103.

6.6.1 Create dossier from copy template

This section describes how to create a dossier from a copy template.

1. Open a module for which you want to create a dossier, for example **Air import** or **customs declaration**.
2. In the area **Overviews**, click on the menu entry **Templates**.
3. Enter the search criteria for searching for a copy template, such as a **Shipment-Number** or the **Customs Procedure Type** and the **Reference Number**.
4. Click on the **Search** button.
5. Select a copy template in the table.
6. In the area **Actions**, click on the menu entry **Create from Template**.
The window for creating a dossier opens.
7. You have two possibilities:
 - Enter a unique designation for the dossier.
 - To generate a new number, click on the  icon.

This opens the dossier. All fields filled in the copy template are automatically filled in the dossier. The automatically filled in fields can be overwritten.

You can completely enter, save and send the dossier.

6.6.2 Create copy template

This section describes how to create a copy template.

1. Open a module for which you want to create a copy template, for example **Air import** or **customs declaration**.
2. In the area **Overviews**, click on the menu entry **Templates**.
3. In the area **Related actions**, click on the entry **New** or **Create Template/Superimposition**.
Depending on the module, a window opens, such as **New Shipment** or **New Customs Declaration**.
4. Fill out the fields and select the value **Copy Template** for the **Type** field.
5. Click on the button **OK**.
Depending on the module, the dossier opens, for example a shipment or a customs declaration.
6. Fill in the fields that are to be filled out automatically in the future when the copy template is copied.
7. In the area **Actions**, click on the entry **Save**.

**Tip:**

- The copy template does not have to be saved free of errors, because it is intended to be a template.
- Alternatively, you can create a copy template from an dossier. In the area **Related actions**, click on the menu entry **Create Template**.

The template is shown in the overview.

6.7 Remark codes

This chapter describes how to work with remark codes.

6.7.1 Create remark codes

This chapter describes how to create remark codes.

1. Select the menu entry **Maintenance > Remarks codes**.
2. In the area **Related actions**, click on the menu entry **create remarks codes**.
This opens the **Remarks Code** tab.
3. Fill out the fields in the tab. The field **Text** can be added to with the following variables:
 - {DATE} - current date
 - {TIME} - current time (format hour:minute)
 - {TIME HHMMSS} - current time (format hour:minute:second)
 - {UserName} - Name of the registered user
 - {UserMailAddress} - email address of the registered user
4. In the area **Actions**, click on the entry **Save**.
The remark code is shown in the overview.

6.7.2 Edit remark codes

This chapter describes how to edit remark codes.

1. Select the menu entry **Maintenance > Remarks codes**.
2. Search for a remark code.
3. Highlight the remark code in the overview.
4. You now have the following options:
 - To open a remark code, click in the area **Actions** on the menu entry **Open**.
 - To copy an remark code, click in the area **Actions** on the menu entry **Copy**.
 - To delete a remark code, click in the area **Actions** on the menu entry **Delete**.

6.7.3 Include remark codes

You can also include remark code in different text fields of a declaration. Remark codes can also be included in a continuous text.

1. In a text field, enter # followed by the uppercase encoding of the remark code.
2. Press the key **#**.
The entered text is copied into the text field. Variables are replaced by current values.



Tip: If you would like to search for a remark code, you can alternatively use the search function. Click the right mouse button in a text field. Select **Search** from the menu.

6.8 Template

A template is a model for various document types, such as airfreight import shipments, export declarations or single customs declarations.

A template has the following characteristics:

- You can create a template for each type of document.
- You can only create one template for each of the user and the department. If both templates have been created, the user template is used.
 - The user template is only applicable to the registered user. It does not affect the template of other users.
 - The orgUnit template applies for all users which are allocated to the same department.



Important: If you create or modify an orgUnit template, all users who are allocated to the department will be affected.

- When creating a dossier, all fields filled in the template are copied to the dossier. The entries can be changed and completed.
- Create a template if certain fields of a document type should always have the same content.
- You can find instructions on creating a template in section [Create a template](#) on page 103.

If you do not want to create templates at the document level, but in small parts, you can use copy templates. You can find further information on copy templates in section [Copy template](#) on page 101.

6.8.1 Create a template

This section describes how to create a template.

1. Open a module for which you want to create a template, for example **Air import** or **customs declaration**.
2. In the area **Overviews**, click on the menu entry **Templates**.
3. In the area **Related actions**, click on the entry **New** or **Create Template/Superimposition**. Depending on the module, a window opens, such as **New Shipment** or **New Customs Declaration**.
4. Fill out the fields and select the type of template for the **Type** field:
 - Select **User template** if you want the template to be used only by the logged-in user.
 - Select **OrgUnit template** if the template is to be used by the department to which the user is assigned.



Important: If you create or modify an orgUnit template, all users who are allocated to the department will be affected.

5. Click on the button **OK**. Depending on the module, the dossier opens, for example a shipment or a customs declaration.
6. Fill in all fields that are to be filled in automatically in the future when creating an dossier for this document type.
7. In the area **Actions**, click on the entry **Save**.



Tip: The template does not have to be saved free of errors, because it is intended to be a template.

The template is shown in the overview.

8. Create the dossier for which you have created a template. The fields which you have filled out in the template are also filled out in the new dossier. If necessary, you can modify the content of the fields.

6.9 Economic operators

This section explains how to manage economic operators.

In DAKOSY GE, the economic operator is equivalent to the holder of an EORI number and the corresponding customs domain master data. Customs master data are:

- Deferment accounts
- Authorizations
- Guarantees
- Declarant-ID
- EORI number, VAT ID, TCUI number or TIN
- Customs place

To create an EORI number with all the necessary customs domain master data, set up an economic operator. Also allocate an address to the economic operator, so that, in a customs declaration for example, the authorizations or custom places can be selected via the address.

6.9.1 Create an economic operator

This chapter describes how to create an economic operator. To enter an EORI number with all the necessary authorizations, customs places, guarantees and deferment accounts, create an economic operator.



Restriction: To create an economic operator, you require at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. In the area **Related actions**, click on the entry **Add Economic Operator**.
3. Fill at least the mandatory fields out on the **General** tab.

Field	Description
TIN/EORI/UID	Customs identification number of the economic operator <ul style="list-style-type: none"> • The TIN in Germany has the following format: DE123456789012345. • The VAT ID in Austria has the format: ATXYZ1234567890. • The VAT ID in Switzerland has the format: CH123456789.
Type	Type of customs identification number. If you would like to communication with a customs system such as ATLAS, e-zoll or EZV, select the Production value from the drop-down menu.
Description	Free text field

4. For the EORI number in Germany, you have to enter all the branch numbers, but at least the branch number 0000. To enter a branch number, please proceed as follows:
 - a) Click on the + icon in the **Branch numbers** table.
The window **Edit a branch number** opens.
 - b) Fill out the field **Branch number**.
 - c) If there are several branches, for better orientation, fill out the **Description** field.
 - d) Click on the button **OK**.
The branch is shown in the table.
5. In the area **Actions**, click on the entry **Save**.



Important: To enter authorizations, customs places, guarantees and tax accounts, you must save the economic operator.

6. To open an overview of the addresses which are to be allocated to the economic operator, click on the **Addresses** tab.

You can find instructions for creating an address in the chapter [Create address](#) on page 81.

7. To open an overview of authorizations, click on the tab **Customs Authorizations**.
You can find instructions on an authorization in the chapter [Create customs authorization](#) on page 108.
8. To open an overview of custom place, click on the tab **Customsplaces**. Dependent on the procedure you have various possibilities:
 - You can find instructions for creating a customs place for the customs procedures export and NCTS in the chapter [Create customs authorization](#) on page 108.
 - Generally available customs places for the Netherlands and Austria which are to be used in a customs declaration must first be created as part of the respective authorization. You can find instructions on creating a generally available customs place in section [Create customs authorization](#) on page 108.
 - You can find instructions on creating a summary declaration place of temporary storage in section [Create a summary declaration place of temporary storage](#) on page 105.
 - You can find instructions for creating a customs place for the customs procedures import and customs warehouse in Austria in the chapter [Create approved goods location for Austria](#) on page 109.
9. To open an overview of the guarantees, click on the tab **Customs Guarantees**.
You can find instructions for the creation of a guarantee in the chapter [Create guarantee account](#) on page 111.
10. To open an overview of the declarant IDs, click on the tab **Declarant-IDs**.
You can find instructions for creating a declarant ID in the chapter [Create a declarant ID](#) on page 106.
11. To enter data for a change in communication with customs, click on the tab **Transferdata**.
12. To open an overview of the tax accounts, click on the tab **Deferment account**.
You can find instructions on creating a tax account in section [Create deferment account](#) on page 113.
13. In the area **Actions**, click on the entry **Save**.
The economic operator is shown in the overview.

6.9.2 Deactivate economic operator

This section describes how to deactivate an economic operator. Because it is not possible to delete an economic operator, you have to deactivate it instead.



Restriction: To edit an economic operator, you need at least a **EconomicOperator > edit** authorization.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **General**.
4. To deactivate the economic operator, enter a date prior to the current date in the **Valid To** field.
5. In the area **Actions**, click on the entry **Save**.
The **Act/Td** check box in the overview is deactivated for the economic operator.

6.9.3 Create a summary declaration place of temporary storage

This chapter describes how to create a summary declaration place of temporary storage for an economic operator.



Restriction: To create a summary declaration place of temporary storage, you need at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.

2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customsplaces**.
4. To set up a summary declaration place of temporary storage, click on the + icon in the **CustomsPlaces for SUMA** table.
The window **Edit a Customsplace** opens.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Typ	Type of customs place
Key	Code issued by customs for the customs place.
Description	Free text field for description of the customs place
Customs office	Entry of the office number at the customs office competent for the customs place.
Standard Depository	If the customs place is to be used as a place of temporary storage as standard, activate the check box.
Postal address	Address of the customs place

6. Click on the button **OK**.
The summary declaration place of temporary storage is shown in the table.
7. In the area **Actions**, click on the entry **Save**.

6.9.4 Create a declarant ID

This chapter describes how to create a declarant ID for an economic operator. A declarant ID is required for Switzerland or Austria (RIN).



Restriction: To create an Declarant ID, you need at least the authorization **EconomicOperator > create**.

1. Select the menu entry **Maintenance > Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Declarant-IDs**.
4. To set up a new declarant ID, click on the icon +.
A new window opens.
5. Fill out at least the mandatory fields. You will find all the necessary information on your letter from customs.

Field	Description
Declarant-ID-Name	Naming of declarant (free text)
Country	Selection of the country
Declarant-ID	Entry of declarant ID number
Declarant-ID (check)	Entry of declarant ID number to check entry
Username	Allocation of the user to the declarant ID



Important: Enter the **Declarant-ID** twice.

6. Click on the button **OK**.
The declarant ID is shown in the overview.



Tip: If you create a declaration for which a declarant ID is required, the declarant ID is automatically copied from the master data into the declaration.

7. In the area **Actions**, click on the entry **Save**.
The declarant ID is shown in the **Trader/Declarant-IDs** tab.

7 Authorizations

Simplifications can be applied for at customs for various customs clearances. If these are approved by customs, an authorization is issued. Authorizations are usually applied for at the responsible main customs office. Basic authorization data such as type of authorization and authorization number must be stored in the master data of the economic operator.

7.1 Create customs authorization

This section describes how to create an authorization. An authorization is created for an economic operator.



Restriction: To create an authorization, you need at least the authorization **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Authorizations**.
4. To set up a new authorization, click on the icon **+**.
This opens the **Customs authorization** tab.
5. Fill out at least the mandatory fields. You will find all necessary information in your authorization from customs.

Field	Description
Country	Country for which the authorization was granted
Authorization-number	<p>Number of customs authorization. Enter the authorization number without any special characters or spaces. The format for a German customs authorization number (12 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2-characters) • Office number (4-digit) • ID (2 characters) • Consecutive number (4 digits) <p>The new format for an UZK authorization (17 characters) is:</p> <ul style="list-style-type: none"> • Nationality code "DE" (2 characters) • Type of authorization (3 characters) • Office number (4-digit) • ID (1 character) • Consecutive number (7 digits)
procedure type	Type of procedure for which the authorization was granted
Type	Superior category of procedure for which the customs authorization was issued
Description	Free description of customs authorization
Valid From	Time from which the authorization or restriction is valid
Valid To	Time until which the authorization or restriction is valid



Important: Enter the authorization number without any slashes.



Tip: If you enter a customs office, this will be used for all customs places. Leave the field blank and enter the customs office for the specific customs place if all custom places are allocated to different customs offices.

6. You can determine the customs places for the export customs procedure and NCTS as well as generally available customs places for the Netherlands or Austria. Proceed as follows to enter a new custom place:
 - a) Click on the icon + in the **Customsplaces** table.
The window **Edit a Customsplace** opens.
 - b) Enter the customs place code which you have received from customs with your authorization in the field **key**.
 - c) Fill out at least the mandatory fields.

Field	Description
Type	Type of customs place
Key	Code issued by customs for the customs place.
Customs office	Entry of the office number at the customs office competent for the customs place.
Postal address	Address of the customs place
Description	Free text field for description of the customs place



Tip: If you have not entered a customs office during authorization or the customs office is different to the custom place, enter the customs office.

- d) Click on the button **OK**.
The customs place is shown in the table.
7. You can set periods for the NCTS customs procedure. Depending on the specified period, the field **Presentation date** in NCTS dispatch (NCD) is filled. Proceed as follows to enter a new period:
 - a) Click on the + icon in the **Deadlines** table.
The window **Deadline** opens.
 - b) Enter a value from 0 to 365 in the **Deadline in days** field.
 - c) Periods can be processed depending on other fields. If required, fill out the fields **Customs office**, **Destination country** or **OrgUnit**.
 - d) Click on the button **OK**.
The period appears in the area **Deadlines**.
8. Enter the restrictions on your authorization in the tab **Restrictions**.
9. In the area **Actions**, click on the entry **Save**.
The authorization appears on the **Trader/Customs Authorizations** tab.

7.2 Create approved goods location for Austria

This chapter describes how to create an authorized goods location in Austria for an economic operator.



Restriction: To create an authorized location of goods, you need at least the authorization **CustomsAuthorization > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.

This opens the **Economic Operator** tab.

3. Click on the tab **Customs Authorizations**.
4. Double click to open the authorization.
This opens the **Customs authorization** tab.
5. To create an authorized location of goods, click on the + icon in the **Zollorte für Import und Zolllager (Österreich-spezifisch)** table.
The window **Edit a Customsplace** opens.
6. Right-click on the field **Customs warehouse ID** and select the entry **Warehouse fast entry** in the context menu.
The window **Customs warehouse fast entry** opens.
7. Fill out at least the mandatory fields.

Field	Description
Customs Warehouse-ID	TIN of the location of goods according to authorization
Postal Address	Address of the location of goods according to authorization
Customs Warehouse Category Type	Type of customs storage location, for example, customs warehouse or depository



Tip:

- If the warehouse is a customs warehouse or a combined customs warehouse and depository, you must fill in the fields **Customs Warehouse (CW) Type, Subtype**. Select the value **Ja** for the field **Storage Number Mandatory**. If required, also fill in the field **Customs Warehouse Seal Type** according to the authorization.
- If it is a customs warehouse the fields **Customs Warehouse (CW) Type, Subtype** must not be filled in.
- If it is a customs warehouse or a combined customs warehouse and depository, you must fill the field **TS Type**.

8. Click on the button **OK**.
The data is transferred to the window **Edit a Customsplace**.
9. Fill out the field **Customs office**.
10. Click on the button **OK**.
The customs place is shown in the table.
11. In the area **Actions**, click on the entry **Save**.

8 Guarantee

In the customs procedure NCTS dispatch, a guarantee must be provided by the principal for the transport of non-union goods. This chapter explains how to create a guarantee account and monitor the use of the guarantee.

8.1 Create guarantee account

This chapter describes how to create a guarantee account for an economic operator.



Restriction: To create a guarantee account, you need at least the authorization **CustomsGuaranteeAccount > create**.

1. Select the menu entry **Maintenance > Economic Operator (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Customs Guarantees**.
4. To set up a new guarantee, click on the + icon.
This opens the **Accounts of Guarantees of Customs** tab.
5. Fill out at least the mandatory fields.

Field	Description
Account GRN	Account number of guarantee account, as stated on the authorization.
Type	Type of guarantee account, as stated on the customs authorization.
Name	Name of guarantee account (may be freely chosen)
Reference Amount	The bookable amount. If the reference amount is exceeded, a warning is issued.
Overdraft-Released	Indicator of overdraft approval. To exceed your security amount, activate the check box.
Single Booking Limit	Maximum amount for an individual booking
Valid From	Date as of which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.
Valid To	Date until which the guarantee account may be used. Use the field to avoid overlapping time periods in case the account is changed.

6. Enter at least one access code. To enter an access code, please proceed as follows:
 - a) Click on the + icon in the **Access-Codes** table.
The window **Add Access-Code** opens.
 - b) Fill out at least the mandatory fields.

Field	Description
Code	Access code for the guarantee
Default	If the access code should be adopted as standard, activate the check box.

Field	Description
Valid From	Time from which the access code is valid.
Valid To	Time until which the access code is valid.

- c) Click on the button **OK**.
The access code is shown in the table.
7. In the area **Actions**, click on the entry **Save**.
The guarantee account appears on the **Trader/Customs Guarantees** tab.

8.2 Print account statement

This chapter describes how to print a bank statement for a guarantee account.

1. Select the menu entry **Maintenance > Customs Guarantees**.
2. Enter the search criteria.
3. Click on the button **Search**.
4. Double-click the guarantee account from which you want to print the account statement.
5. Click on the tab **Statement**.
6. Enter the search criteria.
7. Click on the button **Search**.
8. Click on the item **print** in the area **Actions**.
The window opens **Print dialog**.
9. Select the country **Statement**. Proceed as described in the chapter *Print/fax/mail document* on page 131.

8.3 Export Account Statement as CSV file

This chapter describes how to export the bank statement of a guarantee account as a CSV file.

1. Select the menu entry **Maintenance > Customs Guarantees**.
2. Enter the search criteria.
3. Click on the button **Search**.
4. Double-click the guarantee account from which you want to export the account statement.
5. Click on the tab **Statement**.
6. Click on the icon .
7. Select the columns to be exported and click on the button **OK**.
The window **Save** opens.
8. Select the directory and file name of the CSV file and click on the button **Save**.

9 Deferment accounts

This chapter explains how to create a deferment account.

A deferment account is a payment simplification of customs clearance. It is necessary to apply to customs for a deferment account. Deferment accounts are country-specific.

In Germany, a deferment account must be applied for import customs clearance. The deferment account is collateralised. It can only be used for duties incurred through the transfer of goods for free circulation.

9.1 Create deferment account

This chapter describes how to create a deferment account for an economic operator.



Restriction: To create a deferment account, you need at least the authorization **DefermentAccount > create**.

1. Select the menu entry **Maintenance > Economic Operators (Customs)**.
2. Open the economic operator by double clicking.
This opens the **Economic Operator** tab.
3. Click on the tab **Deferment account**.
4. To set up a new deferment account, click on the **+** icon.
Es öffnet sich das Fenster **Deferment account**.
5. Fill out the fields **Country** and **Account type**. Click on the button **OK**.



Tip: Depending on the country specified, different values can be selected in the field **Account type**.

Depending on the selected account type, the tab Account type opens.

6. Fill out at least the mandatory fields. You will find all the necessary information on your letter from customs.
7. To create a deferment account for Germany, proceed as follows:
 - a) Fill out the following fields:

Field	Description
Deferment Account	Account number of the deferment account.
Deferment Type	Type of levy account.
own flag	Type of deferment request.
Office	The Federal Treasury, the main customs office, for example "HH" for Hamburg.
BIN	The deferment user identification number provided by the main customs office
BIN repetition	Re-entry of the deferment-user identification number notified by the central customs office to check the entry
Description	Free description of the levies account.



Important: Enter the BIN twice.

- b) To create a new restriction, click on the + icon in the **Restrictions** area.
A new window opens.
- c) Fill out at least the mandatory fields.
 - To include a branch, select the value **Type** for the field **Einschluss**.
 - To exclude a branch, select the value **Type** for the field **Ausschluss**.
- d) Click on the button **OK**.
The restriction appears in the **Restrictions** area.

8. Fill out the following fields to create a tax account (single administrative document) for Germany:

Field	Description
Office	The Federal Treasury, the main customs office, for example "HH" for Hamburg.
Account Number	Account number of the levy account.
own flag	Type of deferment request.
Description	Free description of the levies account.

9. To create a customs account for Switzerland, proceed as follows:

- a) Fill at least all of the mandatory fields out.

Field	Description
Account Number	Account number of the levy account.
Description	Free description of the levies account.

- b) To select an address for the levies account, click on the + icon in the **Addresses** table:

 **Important:** The address must be allocated to the same economic operator as the levies account.

- The window **Select an Address** opens.
- c) Highlight an address.
- d) If you would like to select another address, click on the **Add** button.
- e) To save the selected address, click on the **OK** button.
The address is shown in the **Addresses** table.

10. In the area **Actions**, click on the entry **Save**.
The levies account is shown in the **Trader/Deferment account** tab.

10 Seal administration

The seal management enables the management of seals.

Seals (also called customs seals or locks) are used in the simplified procedure in ATLAS. Seals can be purchased from customs and are allocated to an MRN. The use of seals requires that, as an "authorized consignor", a certain number of seals and seal numbers are purchased from companies that are entitled to issue such seals under the supervision of the competent main customs office. Evidence of the use of the seals must be provided and submitted to customs for inspection.

10.1 Create seal

This chapter describes how to create a seal.

1. Select the menu entry **Maintenance > Customs > Customs germany > Sealmanagement**. This opens the overview **Sealmanagement**. In this overview, you can search for present seals.
2. In the area **Related actions**, click on the item **+ Create Seal**. This opens the window **new seals**. Use this window to create one or more seals.
3. Fill out the mandatory fields.

Field	Description
chargenumber of seal	Batch number
seal code	Type of seal
seal prefix	Prefix of the seal, is written on the seal
seal number from, to	Number of the first and last seal



Tip: If you enter the first and last seal number in the fields **seal number from, to**, the number of seals to be created is automatically calculated and entered in the field **seal number count**. Alternatively, you can also specify the number of seals to be created in the field **seal number count**, the fields **seal number from, to** are automatically adjusted.

4. To generate the seals click on the button **OK**.

11 Documents

This section describes how to work with documents.

A distinction is made between the following:

- Company documents
- User documents

11.1 Document filing

This section describes how to work with the document filing. The document filing is a record of all documents for all dossiers. In the document filing for a dossier, you can find all documents for this dossier.

Usually, all documents from the document filing are archived after 6 months.

11.1.1 Search for document (document filing)

This section describes how to search the document filing.

1. Select the menu entry **Maintenance > Document history**.
This opens the overview **Document history**.
2. Enter the search criteria for the document search.

Field	Description
Documentarea	Type of document
Document type	Type of document The type of document depends on the field Documentarea .
Reference-Type	Reference type of the document
Reference-Value	Clear identification characteristic of the document. Value searched for in the meta data field Reference-Type .
Create time from	Date as of which the document was created.
to	Date by which the document was created.



Tip: You can find a list of reference types in section [Reference types](#) on page 128.

3. Click on the button **Search**.
The result of your search is displayed in the overview.
4. Highlight a search result in the table. You have several options:
 - To display the document, click on the menu entry **Show** in the area **Actions**.
 - To edit the dossier, click on the menu entry **Open associated document** in the area **Actions**.
 - To print the document, click on the menu entry **print** in the area **Actions**.

11.1.2 Print/fax/mail document from the document filing

This section describes how you print or fax a document from the document filing or create it as a pdf file.

You have opened a dossier.

1. Click in the area **Documents** on the menu entry **DocumentHistory**.

On the **Document filing** tab, all the documents belonging to the dossier are displayed in a table.

- To print a document, highlight it and click on the item **Actions** in the area **print**.
The window **Reprint** will open.



Important: It is not possible to print a document if the check box **Exists** is empty.

- Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is saved.
print	The document is printed.
Fax	The document is sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

The appropriate columns **Printers**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

- Click on the button **OK**.
The document is created.

11.1.3 Open document from document filing

This chapter describes how to open a document from the document filing.

You have opened a dossier.

- Click in the area **Appliance** on the menu entry **DocumentHistory**.
On the **Documents** tab, all the documents belonging to the dossier are displayed in a table.
- Open the document by double clicking.
A new window opens, depending on the type of document.



Important: It is not possible to open a document if the check box **Exists** is empty.

- Select the **Viewtype** for the document.
- Click on the button **OK**.
The document opens.

11.1.4 Add a document to the document filing

This chapter describes how to add a document to the document filing.

For shipments and customs declarations, you can add documents to the document filing from the following overviews:

- **Order**
- **Airfreight Export**
- **Airfreight Import**
- **Seafreight Export**
- **Seafreight Import**
- **Customs declarations**

For article meta data and other operations, you can add documents in the document filing.

- Highlight a customs declaration or a shipment. Alternatively, proceed as follows:
 - Open the dossier by double clicking.

- b) Click in the area **Documents** on the menu entry **DocumentHistory**.
The **Documents** tab opens.
- 2. In the area **Actions**, click on the menu entry **Document upload**.
A new window opens.
- 3. Select the document you want to add. If necessary, change to the directory in which the document is saved.
- 4. Click on the button **OK**.
A table entry is added for the document.

11.1.5 Delete document from the document filing

This chapter describes how to delete a document from the document filing.

You have opened a dossier.

- 1. Click in the area **Documents** on the menu entry **DocumentHistory**.
On the **Documents** tab, all the documents belonging to the dossier are displayed in a table.
- 2. Highlight the document you want to delete by clicking on it.

 **Important:** Deletion is only possible if the document was created by a user. A document transmitted by customs, such as an EAD, cannot be deleted from the document history.

- 3. In the area **Actions**, click on the entry **Delete**.
- 4. To confirm the deletion, click on the **Remove** button.
The document is deleted.

11.2 Document archive

This section describes how to work with document archive. The document archive contains all archived documents for all operations.

Important documents are created automatically and filed in the document archive. If required, the document type will be created again and added to the list of document types.

Usually, all documents from the document filing are archived after 6 months.

 **Tip:** All documents from the documents archive can be made available as a ZIP file. You can use the Adobe Acrobat Reader to search in files.

If you need a list of your documents, please contact servicedesk@dakosy.de.

11.2.1 Search for document (document filing)

This section describes how to search the document archive.

- 1. Select the menu entry **Maintenance > Document archive**.
This opens the overview **Document archive**.
- 2. Enter the search criteria for the document search.

Field	Description
Create time from	Date as of which the document was created.
to	Date by which the document was created.
Type	Type of document
Reference-Type	Reference type of the document

Field	Description
Reference-Value	Clear identification characteristic of the document. Value searched for in the meta data field Reference-Type .
Search companywide	If the document search is to be company-wide, activate the check box.



Tip: You can find a list of reference types in section *Reference types* on page 128.

3. Click on the button **Search**.
The result of your search is displayed in the overview.
4. Highlight a search result in the table. You have several options:
 - To edit the dossier, click on the menu entry **Edit** in the area **Actions**.
 - To display the dossier, click on the menu entry **Show** in the area **Actions**.
 - To select a display programme for an XML file, click on the menu entry **Actions** in the area **Open XML with**. This opens the **Choose XML Reader** window. Select a programme and click on the **Open** button.
 - To open the document, click on the menu entry **Actions** in the area **Show File**.

11.3 Types of document

This chapter describes which types of documents there are.

Type of document	Description
Abrechnung Auftrag	Freight transporter accounting, order Internal designation: JOB_COSTING_ORDER
Abrechnung Generalposition	Freight transporter accounting, general position Internal designation: JOB_COSTING_GENERAL_POSITION
Abrechnung Luftfracht	Freight transporter accounting, air freight Internal designation: JOB_COSTING_AIR
Abrechnung Seefracht	Freight transporter accounting, sea freight Internal designation: JOB_COSTING_SEA
Archivierte Zollanmeldung	Archived customs declaration Internal designation: ARCHIVE_CUS_DEC
Aufschubkonten	Deferment account Internal designation: DEFERMENT_ACCOUNT
Auftrag Export	Order, export
Ausgangsbelege und Gutschriften	Outgoing voucher and credit note Internal designation: OUT_VOUCHER
AWB	Airway bill (AWB) Internal designation: AWB

Type of document	Description
AWB Label	Airway bill (AWB) Internal designation: AWB_LABEL
Bill of Lading	Bill of lading (B/L) Internal designation: BILL_OF_LADING
Bordereau	Bordereau request
Buchungsanfrage	Sea carrier booking Internal designation: SEA_CARRIER_BOOKING
Bürgschaftskonten	Warranty account Internal designation: CUSTOMS_GUARANTEE_ACCOUNT
Consol(Container-) BL	Consol bill of lading Internal designation: CON_BILL_OF_LADING
Consol Auftrag Export	Consol order, export
Consol AWB	Consol air freight bill Internal designation: CONSOL_AWB
Consol Luftfracht Export	Consol air freight, export Internal designation: CONSOL_AIR_EXPORT
Consol Seefracht Export	Consol air freight, export Internal designation: CONSOL_SEA_EXPORT
Consol Seefracht Import	Consol air freight, import Internal designation: CONSOL_SEA_IMPORT
Datei vom Benutzer hochgeladen	
ECS_CUSTOMS_DECLARATION_AT	Customs declaration, ECS (Austria)
ECS Ausgangs-SumA	ECS exit summary declaration Internal designation: ECS_CUSTOMS_DECLARATION
Einfuhrgenehmigung	Import authorization Internal designation: IMPORT_PERMIT
E-Mail erhalten durch die Anwendung	Email with which the application was received
eVV	Electronic tax assessment
Exit Anmeldung	Exit declaration
Export AT Zollanmeldung	Customs declaration, export (Austria) Internal designation: EXPORT_CUSTOMS_DECLARATION_AT
Export BE Zollanmeldung	Customs declaration, export (Belgium) Internal designation: EXPORT_CUSTOMS_DECLARATION_BE

Type of document	Description
Export CH Zollanmeldung	Customs declaration, export (Switzerland) Internal designation: EXPORT_CUSTOMS_DECLARATION_CH
Export DE Zollanmeldung	Customs declaration, export (Germany) Internal designation: EXPORT_CUSTOMS_DECLARATION_DE
Export NL Zollanmeldung	Customs declaration, export (Netherlands) Internal designation: EXPORT_CUSTOMS_DECLARATION_NL
Export NL Zollanmeldung (neu)	Customs declaration, export (Netherlands)
Export Port Order Bremen	Port order Bremen, export Internal designation: PORTORDER_BRE_EXPORT
Export Port Order Hamburg	Port order Hamburg, export Internal designation: PORTORDER_HAM_EXPORT
Finanzbuchhaltung	Accounting Internal designation: FINANCIAL_ACCOUNTING
Flexibles Druckdokument	Flexible print document Internal designation: FLEXIBLE_PRINT_DOCUMENT
ICNA Ankunftsanzeige	Notification of arrival, ICS Internal designation: ICNA_CUSTOMS_DECLARATION
ICND Umleitungsanzeige	Divert notification, ICS Internal designation: ICND_CUSTOMS_DECLARATION
ICS Eingangs-SumA	Entry summary declaration, ICS Internal designation: ICSC_CUSTOMS_DECLARATION
IMPORT_SINGLE_ADMINISTRATIVE_DOCUMENT	Import single administrative document
Import AT Zollanmeldung	Customs declaration, import (Austria) Internal designation: IMPORT_CUSTOMS_DECLARATION_AT
Import CH Zollanmeldung	Customs declaration, import (Switzerland) Internal designation: IMPORT_CUSTOMS_DECLARATION_CH
Import DE Zollanmeldung	Customs declaration, import (Germany) Internal designation: IMPORT_CUSTOMS_DECLARATION_DE
Import NL Zollanmeldung	Customs declaration, import (Netherlands) Internal designation: IMPORT_CUSTOMS_DECLARATION_NL
Import NL Zollanmeldung DMS	Customs declaration, import (Netherlands), DMS

Type of document	Description
Import Port Order Bremen	Port order Bremen, import Internal designation: PORTORDER_BRE_IMPORT
Import Port Order Hamburg	Port order Hamburg, import Internal designation: PORTORDER_HAM_IMPORT
Lagerbestand	Customs warehouse inventory Internal designation: WAREHOUSE_INVENTORY
Lagerbestand Ausgang	Customs warehouse inventory, exit
Lagergeld	Warehouse money
Luftfracht Export	Air freight shipment, export Internal designation: SHIPMENT_AIR_EXPORT
Luftfracht Import	Air freight shipment, import Internal designation: SHIPMENT_AIR_IMPORT
Luftfracht Offerte	Offer, air freight
Luftfracht Transportauftrag	Transport order, air freight
Monatsabschluss	Monthly accounts Internal designation: MONTHLY_BALANCE
NCAA Zollanmeldung CH	Export exit notification (Switzerland)
NCNA AT Zollanmeldung	Arrival confirmation (Austria) Internal designation: NCNA_CUSTOMS_DECLARATION_AT
NCNA CH Zollanmeldung	Arrival confirmation (Switzerland) Internal designation: NCNA_CUSTOMS_DECLARATION_CH
NCNA DE Zollanmeldung	Arrival confirmation (Germany) Internal designation: NCNA_CUSTOMS_DECLARATION_DE
NCNA NL Zollanmeldung	Arrival confirmation (Netherlands) Internal designation: NCNA_CUSTOMS_DECLARATION_NL
NCNU AT Zollanmeldung	Unloading Comment (Austria) Internal designation: NCNU_CUSTOMS_DECLARATION_AT
NCNU DE Zollanmeldung	Unloading comment (Germany) Internal designation: NCNU_CUSTOMS_DECLARATION_DE
NCNU NL Zollanmeldung	Unloading comment (Netherlands) Internal designation: NCNU_CUSTOMS_DECLARATION_NL

Type of document	Description
NCTS AT Zollanmeldung	Consignment opening (Austria) Internal designation: NCTS_CUSTOMS_DECLARATION_AT
NCTS CH Zollanmeldung	Consignment opening (Switzerland) Internal designation: NCTS_CUSTOMS_DECLARATION_CH
NCTS DE Zollanmeldung	Consignment opening (Germany) Internal designation: NCTS_CUSTOMS_DECLARATION_DE
NCTS NL Zollanmeldung	Consignment opening (Netherlands) Internal designation: NCTS_CUSTOMS_DECLARATION_NL
NCTS Zollanmeldung	Consignment opening
NCTX Zollanmeldung CH	Transit notification (Switzerland)
ORDER_OFFER	Order Internal designation: ORDER_OFFER
ORDER_TRANSFER_ORDER	Transfer order Internal designation: ORDER_TRANSFER_ORDER
Sammelrechnungen	Collective invoice Internal designation: COLLECTIVE_INVOICE
Schwellenliste	List of thresholds
See BL	Sea B/L Internal designation: SEA_BILL_OF_LADING
Seefracht Export	Air freight shipment, export Internal designation: SHIPMENT_SEA_EXPORT
Seefracht Import	Air freight shipment, import Internal designation: SHIPMENT_SEA_IMPORT
Seefracht Offerte	Order, air freight
Seefracht Transportauftrag	Transport order, sea freight Internal designation: SEA_TRANSFER_ORDER
SHIPPER_INVENTORY	Inventory list consignor
Siegel	List of seals Internal designation: CUSTOMS_SEAL
Summarische Anmeldung DE	Summary declaration (Germany) Internal designation: SUMMARY_CUSTOMS_DECLARATION_DE
Summarische Anmeldung NL	Summary declaration (Netherlands) Internal designation: SUMMARY_CUSTOMS_DECLARATION_NL

Type of document	Description
Truckmanifest	Truck manifest
Verfügung	Import operation instruction Internal designation: DISPOSAL
Zolllager Ausgang DE	Customs warehouse Germany, exit
Zolllager DE	Customs warehouse Germany Internal designation: CUSTOMS_WAREHOUSE_DE
Zollnachricht	General customs message Internal designation: GENERAL_CUSTOMS_MESSAGE
Zollnachricht CUSREC	Customs message CUSREC
Zolltarif Vorabkalkulation	Customs tariff preliminary calculation
Zusammenfassende Meldung	EC sales list

11.4 Document types

This chapter describes which document types there are.

Type of document	Description
Ausfuhrbegleitdokument, Disposal	Export accompanying document Internal designation: ABD
Ausfuhrbegleitdokument-Vorlagefrist, Disposal	Export accompanying document, deadline for submission Internal designation: ABDV
Abgabenbescheid	Duties assessment Internal designation: AGB
Type for customs declaration XML archive	Customs declaration, XML-archive Internal designation: ARCHIVE_CUS_DEC_XML
Confirmation	Export notice Internal designation: AVM
Austrittsbestätigung, Confirmation	Export notice, departure confirmation Internal designation: AVM
Export Confirmation	Exit confirmation, BOX Internal designation: BOX-EXPORT-CONFIRMATION
Export Disposal	Export disposal, BOX Internal designation: BOX-EXPORT-DISPOSAL

Type of document	Description
Import Tax Assessment	Tax assessment, import, BOX Internal designation: BOX-IMPORT-TAX-ASSESSMENT
NCTS Disposal	Presentation, NCTS, BOX Internal designation: BOX-NCTS-DISPOSAL
NCTS License To UNLOAD	Unloading permit, NCTS, BOX Internal designation: BOX-NCTS-LICENCE-TO-UNLOAD
SumA CUSFIN	Summary declaration settlement information, BOX Internal designation: BOX-SUMA-CUSFIN
Import DV1 document	DV1 declaration of customs value, import, print Internal designation: DV1
Export accompanying document	Export accompanying document Internal designation: EAD
Enquiry print out	Request for investigation, print out Internal designation: ENQ
Faxdeckblatt	Fax cover sheet Internal designation: FAX
Freigabe der Daten	Release of the data Internal designation: FDD
Monthly VAT and duty list	Monthly breakdown customs and ITT Internal designation: OGA
Standard voucher	Standard credit note Internal designation: OUT_VOUCHER
Export SAD document	Single administrative document, export Internal designation: SAD
Import SAD document	Single administrative document, import Internal designation: SAD
NCTS SAD document	Single administrative document, NCTS Internal designation: SAD
Warnliste ablaufender ATBs	List of all ATB numbers that are not yet completed, summary declaration Internal designation: SYS_ATB_WARNLIST
Fallbackanmeldungsdruck	Fallback declaration print-out (Austria) Internal designation: SYS_AT_EXD_EMERGENCY

Type of document	Description
Abgabenliste	Duties list Internal designation: SYS_CHARGE_DE_LIST
Sammelrechnung	Collective invoice Internal designation: SYS_COLLECTIVE_INVOICE
Zollentscheid (CW)	Customs decision Internal designation: SYS_CW_CURREL
Zollentscheid mit Beendigungsanteilen	Customs decision with completions Internal designation: SYS_CW_CURREL_COMPLETION
Ausgangs SumA	Exit summary declaration Internal designation: SYS_ECS_DECL
Liste EXD-Ausfuhranmeldungen	List of all export declarations which were not yet completed, customs declaration type EXD Internal designation: SYS_EXD_DE_LIST
Notfalldruck	SOS print Internal designation: SYS_EXD_EMERGENCY
A.TR. Warenverkehrsbescheinigung	A.TR. Movement certificate Internal designation: SYS_EX_ATR
EUR.1 Warenverkehrsbescheinigung	EUR.1 movement certificate Internal designation: SYS_EX_EUR1
Ausfuhranmeldung (EXD)	Export declaration, customs declaration type EXD Internal designation: SYS_EX_EXD
Ergänzende Ausfuhranmeldung (EXEE)	Supplementary export declaration, customs declaration type EXEE Internal designation: SYS_EX_EXEE
Laufzettel	Docket, export Internal designation: SYS_EX_LAZ
Ausfuhranmeldung	Export declaration (Netherlands) Internal designation: SYS_EX_NL_AUSFUHR
Ursprungszeugnis	Certificate of origin, export Internal designation: SYS_EX_UZ
Eingangs-SumA (de)	Entry summary declaration (German) Internal designation: SYS_ICSC_CUS_DEC
Eingangs-SumA (en)	Entry summary declaration (English) Internal designation: SYS_ICSC_CUS_DEC_EN

Type of document	Description
Zollanmeldung	Customs declaration, import Internal designation: SYS_IMDC_IMP_ZOLL
Zollentscheid (IMP)	Customs decision, import Internal designation: SYS_IMP_CURREL
Zollentscheid (Beendigungsanteilen)	Customs decision with completions, import Internal designation: SYS_IMP_CURREL_COMPLETION
Einfuhrabgabenbescheid MINI (CUSTAX)	Import duty decree, Mini Internal designation: SYS_IMP_CUSTAX_MINI
Befund (CUSTAX)	Findings Internal designation: SYS_IMP_FINDINGS
Abschließende Steuerfestsetzung (FINTAX)	Final determination of tax Internal designation: SYS_IMP_FINTAX
Zollanmeldung EGZ	Customs declaration EGZ, import Internal designation: SYS_IMP_IMXS_ZOLL
Gründe für die nicht abschließ. Festsetzung von Einfuhrabgaben	Reasons for the non-final determination of import duties Internal designation: SYS_IMP_NFFTAX
Kombibeleag Zollanmeldung/ Steuerbescheid	Combined receipt customs declaration / tax assessment Internal designation: SYS_IMP_ZOLL_TAX
Liste NCTS-Versanderöffnung	List of all NCTS transit procedures that have not yet been completed, NCTS Internal designation: SYS_NCD_MONITO_LIST
Verwendung der Bürgschaften	List regarding use of guarantees Internal designation: SYS_NCTS_GUARANTEE_LIST
Übergabebeleg	Handover receipt Internal designation: SYS_NCTS_HANDOVER_RECEIPT
NCTS Laufzettel	Docket, NCTS Internal designation: SYS_NCTS_LAZ
NCTS Versandmitteilung	Transit message, NCTS Internal designation: SYS_NCTS_NL_VERSAND
NCTS Siegelnummer (nach Verschlussnummer)	Seal number (according to closure number), NCTS Internal designation: SYS_NCTS_SEALNO_LIST
NCTS Siegelliste	List of seals, NCTS Internal designation: SYS_NCTS_SEAL_LIST

Type of document	Description
Summarische Anmeldung	Summary declaration (SumD) Internal designation: SYS_SUMA_ANMELD
Erledigungsmeldung (CUSFIN)	Completion notification, SumD Internal designation: SYS_SUMA_CUSFIN
Verwahrungsmitteilung	Custody notification, SumD Internal designation: SYS_SUMA_TMP_STORAGE
T2L	Transit declaration T2L Internal designation: SYS_T2L
T2L BLANKO	Transit declaration T2L blank print-out Internal designation: SYS_T2L_BLANKO
Einfuhrabgabenbescheid (CUSTAX)	Import duties assessment Internal designation: SYS_TAX_ASSESSMENT
Versandanmeldung	Transit declaration, NCTS Internal designation: SYS_TRANSIT_DECLARAT
Entladeerlaubnis	Unloading permit, NCTS Internal designation: SYS_UNLOAD_COMMENT
SYS_UZ_Ursprungszeugnis	Certificate of origin Internal designation: SYS_UZ_Ursprungszeugnis
NCTS Safety and Security document	Internal designation: TAD
Anhang Beteiligte	Annex operators Internal designation: TAX_INFO
Import UTB document	Internal designation: UTB
Versandbegleitdokument, Disposal	Transit accompanying document Internal designation: VBD
Import Wegvoerings exemplar	Internal designation: WGV
Amount left on their Import Guarantee	Print-out deferment account Internal designation: ZIN

11.5 Reference types

This chapter describes which reference types there are.

Reference types for the document filing

Reference type	Description
Customsreference	Customs reference or registration number, for example the MRN Internal designation: CUSTOMS_REFERENCE
Mistral ID	Mistral ID Internal designation: MISTRAL_ID
Portreference	Port reference (B- or Z-number) Internal designation: PORT_REF
Reference	Reference Internal designation: REFERENCE
Shipmentnumber	Reference of the shipment Internal designation: SHIPMENT_NO
Unknown	Reference of the uploaded document Internal designation: UNKNOWN

Reference types for the document filing

Reference type	Description
(Luft-/ See-)Frachtbrief-Nummer	Number of the air- or sea consignment note Internal designation: WAYBILL_NR
Aktivstatus	Active/current status, for example ENABLED Internal designation: ACTIVE_STATUS
Art der Zollanmeldung	Customs declaration type, for example EXD Internal designation: CUSTOMS_DEC_TYPE
Bordereaunummer	Number of the bordereau Internal designation: CESSION_NUMBER
Consol Shipmentnummer	Reference of the consol shipment Internal designation: CONSOL_SHIPMENT_NR
Dokumenttyp	Document type, for example CMR Internal designation: DOCUMENT_TYPE
Erstellungsdatum	Date on which the document was created Internal designation: CREATE_TIME
Kontonummer	Account number Internal designation: ACCOUNT_NUMBER

Reference type	Description
Land der Zollanmeldung	Abbreviation of the country for which the customs declaration was created, for example CH Internal designation: CUSTOMS_DEC_COUNTRY
Portreferenz	Port reference (B- or Z-number) Internal designation: PORT_REF
Rechnungsnummer	Invoice number Internal designation: VOUCHER_NUMBER
Referenz der Zollanmeldung	Reference number of the customs declaration Internal designation: CUSTOMS_DECLARATION_REFERENCE
Sammelrechnungsnummer	Internal designation: COLLECTIVE_INVOICE_NUMBER
Shipmentnummer	Reference of the shipment Internal designation: SHIPMENT_NR
Zollreferenz	Customs reference or registration number, for example the MRN Internal designation: CUSTOMS_REF

11.6 Incoming emails

This section describes how to work with incoming emails. Incoming emails can be automatically or manually assigned to a shipment.

Users can send emails to DAKOSY GE. In order for the emails to be accepted by the application, the following requirements must be met.

- The sender's email address must match the user profile's email address.



Important: Emails from unknown senders are acknowledged with a reply email and then rejected.

- The email must be addressed to one of the following email addresses.
 - distribution@cargosoft.dakosy.de
 - shipment@cargosoft.dakosy.de

The incoming emails for the recipient distribution@cargosoft.dakosy.de are added to the overview **Received emails**.

In order for incoming emails to be assigned to a shipment for the recipient shipment@cargosoft.dakosy.de, an existing shipment number must be referenced in the subject of the email. The subject of the email must correspond to one of the following schemas.

- Only the shipment number is in the subject. Letters of the shipment number must be capitalised. The format of the shipment number is not further limited. Example: 1-SHIP/23456
- The shipment number is at the beginning of the subject and is separated from the rest of the text by a colon. Letters of the shipment number must be capitalised. The format of the shipment number is not further limited. Example: XY/3211: Information
- The shipment number is placed anywhere in the subject line. The following restrictions apply.
 - The shipment number is at least 3 characters long.
 - Letters of the shipment number must be capitalised.
 - The first character must be a letter [A-Z] or a number [0-9].

- The last character must be a letter or a number.
- Between the first and the last digit, only letters, numbers and the following characters may be used: . , - / = ()

Example: Information about 9X-123/4 attached

- If more than one shipment number is specified in the subject, the email is assigned to the first shipment. All other shipment numbers are ignored.

If no valid shipment number can be determined from the reference, the email is added to the overview **Received emails**.

The following deletion periods apply to emails received.

- Emails that have not been assigned to a document within 30 days are automatically deleted.
- Emails assigned to a document are archived with the document. The deletion period of the document applies.

11.7 Journalevent

This chapter describes how to work with the journalevent. All events of a document are stored in **JournalEvent**. Events for which there is no document can only be found in the journalevent.

11.7.1 Search event in the journalevent

This chapter describes how to search for an event in the journalevent.



Tip: To update the journalevent table, click on the icon **C** in the toolbar or press the button F5

You can filter the journalevent using different search criteria. If you use several search criteria, the search is accelerated.

1. Select the menu entry **Maintenance > JournalEvent**.
This opens the overview **JournalEvent**.
2. Enter the search criteria.

Field	Description
Document	Type of document associated with the event.
reference	The reference number.
Event time, from	Date as of which the event was initiated.
Event time, to	Date, until which the event was initiated.

3. Click on the button **Search**.

11.8 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area **Actions print**
The window **Reprint** will open.



Tip: You can also print older messages for a customs declaration. For instructions on how to print a message, see section *Print/fax/mail message*.

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.

3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.



Tip: Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.

5. In order to create the documents, click on the button **OK**.



Tip: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

11.9 Print document directly (without Adobe Acrobat Reader)

This section describes how to print a document directly on a local printer. Usually, a document created from DAKOSY GE is opened in Adobe Acrobat Reader and then printed. To skip the step using Adobe Acrobat Reader, DAKOSY must first set up the function.



Important: If you would like to use this function, please contact servicedesk@dakosy.de.

If you print a document after setting up, it will no longer be displayed on your computer in Adobe Acrobat Reader, but printed out on the printer saved.

12 Statistics

This chapter describes how to work with statistics. Statistics are special evaluations of your data. The creation of statistics is subject to a fee. Statistics can only be configured by DAKOSY. If you would like to receive an individual statistics query, please contact the DAKOSY sales department.

Examples for statistics:

- monthly B number statistics
- Assessment of transport status
- Warning list expiring ATBs
- Address use list

12.1 Create a statistics query

Statistics queries can only be created by DAKOSY. If you would like to receive an individual statistics query, please contact your sales representative.

12.2 Run a statistics query

This chapter describes how to run a statistics query.

1. Select the menu entry **Maintenance > Reporting**.
2. Click on the menu entry **Statisticqueries** in the **Overviews** area.
This opens the overview **Statisticqueries**. This overview shows your available statistics queries. If no statistics queries are available and you need a statistics query, contact your sales representative.



Important: Statistics queries are subject to a charge!

3. Double-click on a statistics query.
The window opens **Reporting result (preview max. 100 results)**.
4. Click on the **Execute** button.
The result of the statistics query appears in the table.
5. To send the result of the statistics query as a CSV file to the email address of the currently logged-on user, click the button **Execute**.



Tip: As a rule, an empty result is not processed. If you need to process an empty result, please contact servicedesk@dakosy.de.

The number of results is shown in the reference line of the email.

12.3 Create settlement statistics

This chapter describes how to create settlement statistics.

1. Select the menu entry **Maintenance > Reporting**.
2. In the area **Overviews** click on the entry **Voucher reporting**.
This opens the overview **Voucher reporting**. This overview shows your available settlement statistics.
3. You have several options.
 - To create a monthly statement, click on the entry **Monthly balance**. The tab **Monthly balance** opens.
 - To create a threshold list, click on the entry **Break-even list**. This opens the **Break-even list** tab.

12.4 Print print list

This chapter describes how to create a print list. The list can be printed or sent by fax or email.

1. Select the menu entry **Maintenance > Reports**.
2. Click in the area **Overviews** on the menu entry **Print general documents**.
This opens the overview **Print general documents**. You can search for available print lists in this overview.
3. Perform a search.
4. Double-click on a document type.
The window Print document will open.
5. Specify how to create the list and click the button **OK**.
The window **Print dialog** opens. Depending on the document type, you can enter parameters for your list here.
6. In order to create the list, click on the button **OK**.

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