



Outgoing vouchers (Invoicing) 2.14

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

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1 Outgoing vouchers (Invoicing)

The module outgoing vouchers (Invoicing) enables the creation of outgoing invoices, credit memos and collective invoices. Incoming and outgoing invoices can be created from a shipment. When a document is created, a shipment is created.

To make the creation of outgoing vouchers as convenient as possible, various configuration and template options are available. You can define prices, cost elements and charge sets in the settlement settings. You can use the **System Voucher** function to define the conditions under which outgoing vouchers are generated automatically.

1.1 Create outgoing voucher

This section describes how to create an outgoing voucher. You can create an outgoing invoice or a credit note.

- You have created at least one charge code. You can find instructions on creating a charge code in section [Create charge code](#) on page 7.
- If you want to add a charge set to the document, you must create it. You can find instructions on creating a charge code in section [Create charge set](#) on page 8.
- You have opened a shipment for which you want to create an outgoing voucher.

When you create an outgoing voucher from a shipment, the data from the shipment is copied to the outgoing voucher. The data can be changed.



Tip: Alternatively, you can create an outgoing vouchers from the **Outgoing Vouchers** overview under the following requirements:

- You select an existing shipment.
- At the same time, you create a new shipment.

1. Click on the menu entry **Outgoing Vouchers** in the area **Documents**.
A list of the outgoing vouchers for the shipment opens.
2. Click on the menu entry **Related actions** in the area **New Voucher**.
This opens the **Outgoing Voucher** tab.
3. Fill out the fields of the tab **Voucher**. The mandatory fields can change after an entry.



Tip:

- In the field **Voucher Type**, you specify whether it is an **Invoice** or a **Credit-Note**.
- If you want to copy costing rows from the shipment to the outgoing voucher, click in the area **Related actions** on the menu entry **Over take from shipment calculation**. All costing rows of type **Einnahmen** are copied.

4. To add a receipt row to the list, proceed as follows:
 - a) Click on the icon **+**.
The window opens **Edit the properties of the voucher line..**
 - b) Fill out at least the mandatory fields.



Tip: To calculate a tariff manually, click on the button **Manual calculation....** The window opens **Calculate Tariff..** Fill out the fields and click on the button **OK**.



Tip: If several tariffs are found for a charge code, a window opens. Select a tariff and click on the button **OK**.

- c) To add further receipt rows and to enter another receipt row, click on the button **New Line**.
 - d) To add the receipt row, click on the button **OK**.
5. To add a charge set to the list, proceed as follows:

- a) Click on the icon .
The window **Charge Set** opens.
- b) Fill out the mandatory field.
- c) Click on the button **OK**.

 **Tip:** If several tariffs are found for a charge code, a window opens. Select a tariff and click on the button **OK**.

6. To move a receipt row, highlight the receipt row and click on the ↑ icon or ↓.
7. To change the data from the shipment, open the respective tab.

 **Tip:** If you have created an outgoing voucher without reference to an existing shipment, the fields of the other tabs are empty. If necessary, open the respective tab and fill in the fields.

8. To save the outgoing voucher, click on the menu entry **Save** in the area **Actions**.

1.2 Copy outgoing voucher

This section describes how to copy an outgoing voucher.

1. Open a shipment.
2. Click in the area **Documents** on the menu entry **Outgoing Vouchers**.
A list of the outgoing vouchers for the shipment opens.

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

3. Highlight an outgoing voucher.
4. Click on the menu entry **Actions** in the area **Copy**.
A new window opens.
5. Select the shipment for which the outgoing voucher is copied.
6. Click on the button **OK**.
This opens the **Outgoing Voucher** tab.

1.3 Complete outgoing vouchers

This section describes how to highlight an outgoing voucher as completed.

1. Open a shipment.
2. Click in the area **Documents** on the menu entry **Outgoing Vouchers**.
A list of the outgoing vouchers for the shipment opens.

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

3. Highlight an outgoing voucher.

 **Tip:** You can only complete an outgoing voucher with the status **Open**.

4. In the area **Actions**, click on the menu entry **Is finished**.
The **State** of the exit voucher changes to **Finished**.

2 Create collective invoice

This section describes how to create a collective invoice. You can create an invoice or a credit note.

You have created several outgoing vouchers for a **Recipient**.

1. Select the menu entry **Start > Outgoing Vouchers**.
2. Click on the menu entry **Overviews** in the area **Collective invoices**.
This opens the overview **Collective invoices**.
3. Click on the menu entry **New collective invoice** in the area **Related actions**.
This opens the **Collective invoice** tab.
4. Fill out at least the mandatory fields and click on the button **Search**.

**Tip:**

- In the field **Voucher Type**, you specify whether it is an **Invoice** or a **Credit-Note**.
- If you want to copy costing rows from the shipment to the outgoing voucher, click in the area **Related actions** on the menu entry **Over take from shipment calculation**. All costing rows of type **Einnahmen** are copied.

5. To assign an outgoing invoice to a collective invoice, you must move the outgoing invoice from the **Unassigned outvoucher** column to the **Assigned outvoucher** column. To remove an assigned outgoing invoice, you must move the outgoing invoice from the **Assigned outvoucher** column to the **Unassigned outvoucher** column.

- To drag a outgoing invoice, highlight the outgoing invoice. Click on the **>** or the **<** button.
- To move several outgoing invoices, hold down the button **Ctrl** and highlight several outgoing invoices. Click on the **>** or the **<** button.
- To drag several outgoing invoices, highlight the first outgoing invoice, hold down the **Shift** key and select the last outgoing invoice. Click on the **>** or the **<** button.
- To move all outgoing invoices, click the button **>>** or **<<**.



Tip: You can also drag outgoing invoices by clicking on one outgoing invoice, holding the left mouse button down and moving the mouse.

6. To save the collective invoice, click on the entry **Save** in the area **Actions**.
The field **Collective invoice reference** of the outgoing document is automatically filled with the value from the field **Reference** of the collective invoice.
7. You have several options.
 - To print a draft collective invoice, open the collective invoice and click the menu entry **Print (draft)** in the area **Actions**.
 - To create an invoice number for the collective invoice, open the collective invoice and select the menu entry **Print (original)** in the area **Actions**.
 - To cancel a collective invoice, open the collective invoice and select the menu entry **Cancel** in the area **Actions**.
 - To change the **State** of a posted collective invoice manually to **Paid**, highlight the collective invoice in the overview **Collective invoices** and select the entry **Is paid** in the **Actions** area.
 - To change the **State** of a collective invoice to **Finished**, highlight the collective invoice in the overview **Collective invoices** and select the entry **Is finished** in the **Actions** area.

3 Create invoice number

This section describes how to create an invoice number. The invoice is automatically posted if the outgoing voucher is printed in the original form.

1. Open a shipment.
2. Click in the area **Documents** on the menu entry **Outgoing Vouchers**.
A list of the outgoing vouchers for the shipment opens.

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

3. Highlight an outgoing voucher.
4. Click on the menu entry **Print (original)** in the area **Actions**.
The window **print** opens.
5. Highlight the form in the area **Unassigned DocumentTypes**.
6. 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.

7. Fill out the field **Voucher Number**.
8. Click on the button **OK**.
In the field **Voucher No. (Account)** the receipt number is displayed. The **State** of the outgoing voucher changes from **Open** to **Accounted**. The outgoing voucher is displayed or delivered in the selected form.

 **Important:** You can find the printed outgoing voucher in the **Document filing** of the shipment.

9. To change the **State** for a booked invoice to **Paid** manually, click on the menu entry **Actions** in the area **Is paid**.

3.1 Cancel outgoing voucher

This section describes how to cancel an outgoing voucher.

1. Open a shipment.
2. Click in the area **Documents** on the menu entry **Outgoing Vouchers**.
A list of the outgoing vouchers for the shipment opens.

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

3. Highlight an outgoing voucher.

 **Tip:** You can only cancel an outgoing voucher with the status **Accounted** or **Paid**.

4. In the area **Actions**, click on the entry **Cancel**.
5. Confirm the security question in the dialog box.
The window **print** opens.
6. Highlight the form in the area **Unassigned DocumentTypes**.
7. 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.

8. Fill out the field **Voucher Number**.
9. Click on the button **OK**.
The window **Create new Voucher ?** opens.
10. You have several options.
 - To copy the outgoing voucher, click the button **Yes**. This opens the **Outgoing Voucher** tab. You can edit the outgoing voucher.
 - To not copy the outgoing voucher, click the button **No**.

In the field **Storno-No** the receipt number is displayed. The **State** of the outgoing voucher changes to **Canceled**. The outgoing voucher is displayed or delivered in the selected form.

 **Important:** You can find the printed outgoing voucher in the **Document filing** of the shipment.

3.2 Print draft

This section describes how to print a draft. You can use the draft to check the invoice printout without posting the outgoing voucher.

1. Open a shipment.
2. Click in the area **Documents** on the menu entry **Outgoing Vouchers**.
A list of the outgoing vouchers for the shipment opens.

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

3. Highlight an outgoing voucher.
4. Click on the menu entry **Actions** in the area **Print (draft)**.
The window **print** opens.
5. Highlight the form in the area **Unassigned DocumentTypes**.
6. 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 outgoing voucher is displayed or delivered in the selected form.



Important: You can find the printed outgoing voucher in the **Document filing** of the shipment.

4 Voucher setups

This chapter describes how to work with Voucher setups.

4.1 Charge Codes

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

4.1.1 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.

4.1.2 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**.

4.2 Charge sets

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

4.2.1 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 7.

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**.

4.2.2 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

Field	Description
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**.

4.3 Tariffs

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

4.3.1 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 7.

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 **Tariff-type** 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**.

4.3.2 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.

Field	Description
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.
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**.

5 Contact information

You will find contact information in this section.

Questions on DAKOSY GE

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