



Incoming voucher (Job Costing) 2.3

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[1] the online help of the application

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1 Incoming vouchers (Job Costing)

The incoming vouchers module (Job Costing) enables the creation of incoming invoices and provisions.

To create incoming vouchers, we recommend creating an order or a shipment. Depending on the direction of travel, you can create an import or export shipment. In the order, you can enter the value in the **Direction of trade** or you can select the value **General**.



You can also create a voucher without a shipment or order from the incoming vouchers module. Various configuration and pre-assignment options are available to support the creation of incoming vouchers. You can store tariffs, charge codes and charge sets in the voucher setup. All posted incoming vouchers are displayed as movements (incoming and outgoing) on the shipment balance of a transportation process.

1.1 Creating an incoming voucher

This chapter describes how to create an incoming voucher. You can create an incoming invoice or a credit note.

- You have created at least one charge code. You can find instructions on how to create a charge code in the chapter [Create charge codes](#) on page 9.
- You have opened a shipment or an order for which an incoming voucher is to be created.



If you create an incoming voucher from an order or shipment, the data from the shipment or order is transferred to the incoming voucher. The data can be changed.

1. In the area  **Documents** click on the entry  **Incoming Vouchers**.
A list of incoming vouchers for the order or shipment opens.




Tip: Alternatively, you can use the overview **Incoming Vouchers** to create an incoming voucher. The following requirements apply:

- You select an existing order or shipment.
- You create a new order or shipment at the same time.

2. In the area  **Related actions** click on the entry  **New Voucher**.
The tab **Incoming Voucher** opens.
3. Fill in the fields on the tab **Voucher**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Internal ID	Internal document number of the incoming voucher
Type	Type of voucher. Possible values are: <ul style="list-style-type: none"> • Credit-Note • Invoice
Issuer	Address of the invoice issuer. Select an address from the customer master data or enter a new address using the right mouse button.
Account type	Type of account. Possible values are: <ul style="list-style-type: none"> • Creditor • Debitor • Debitor 2 • Impersonal
Cost Centre	Cost centre to which the document is to be booked.

Field	Description
Voucher No.	Number of the voucher
Voucher Date	Voucher date. Enter the invoice date or the current date.
Service	Date of service provision
Currency	Currency. The default currency is EUR. If you change the currency, enter an exchange rate in the Exchange Rate field.
Exchange Rate Type	Currency type. Possible values are: <ul style="list-style-type: none"> • CUS • ECB • IATA • INH • USER
Gross Amount	Gross total amount of the document
Excisable Net Amount	Net total amount that is subject to VAT.
Purchase Tax Free Amount	Net total amount that is VAT-free.
Tax Type	Type of tax. Possible values are: <ul style="list-style-type: none"> • Vat • Vat (reduced) • Tax free
Purchase tax	<ul style="list-style-type: none"> • Percentage • Calculated sales tax
Due Date	Date by which the invoice amount must be paid at the latest.
Immediate Booking	If the document is to be booked when it is saved, activate the check box.
Bookkeeping Account	Account number of the financial accounting (for the financial accounting interface)
Contra Account	Account number of the contra account (for the financial accounting interface)
Reverse Charge	Reverse Charge
Offsetting Item	Offsetting item (for the financial accounting interface)
Cost Centre O. I.	Cost center of the offsetting item (for the financial accounting interface)
Bookkeeping No.	Accounting document number (for the financial accounting interface)
Jobnumber	Job number
Remarks	Free text field for remarks. Enter a text or a # followed by the coding of a remark code in capitals and leave the field with the tab key. To open a window for entering a longer text, right-click in the text field. Select the entry  Open text dialog from the context menu.



Tip: In the field **Voucher Type** you specify whether a **Invoice** or a **Credit-Note** is involved.

4. To add a voucher line, proceed as follows:

- a) Click on the icon .
The window **Edit the properties of the voucher line.** opens.
- b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.







Field	Description
Charge Code	Charge code. Enter a charge code or use the search function to select a charge code. The charge code must be stored in the master data.
Net Amount	Net amount
Tax data	<ul style="list-style-type: none"> Type of tax <ul style="list-style-type: none"> Vat Vat (individual) Vat (reduced) Tax free <p>If a Charge Code with a stored account number has been selected, the tax type of the account number is transferred.</p> <ul style="list-style-type: none"> Value of the sales tax
Shipmentnumber	Shipment number. Enter a shipment number or use the search function to select a shipment.
Cost Centre	Cost centre to which the document is to be booked.
Remarks	Free text field for remarks. Enter a text or a # followed by the coding of a remark code in capitals and leave the field with the tab key. To open a window for entering a longer text, right-click in the text field. Select the entry Open text dialog from the context menu.
Created Provision: Amount	Display the amount of the provision created



Tip:

- If the check box **Multiple result rows** for the charge code has been activated for the cost element in the master data, several voucher lines are generated and the field **Charge Code** is locked for each line. If one of the voucher lines is deleted, all associated voucher lines are deleted.
- If several tariffs are found for a charge code, a window opens. Select a tariff and click on the button **OK**.
- You can build provision for each charge code and enter a document number or reference for the provision. If you have filled in the **Shipmentnumber** field, the button **Create Provision** is activated. You can find instructions on building provisions in the chapter [Building provision for a document](#) on page 35.
- You can reverse an existing provision for each charge code. If you have filled in the **Shipmentnumber** field, the button **Dissolve Provision...** is activated. The requirement is that a provision has already been built provision for the specified charge code. You can find instructions on reversing provisions in the chapter [Dissolve provisions for a document](#) on page 36.

- c) To enter another voucher line, click on the button **Add**.



- d) To save the voucher line, click on the button **OK**.
5. You have several options for editing a voucher line:
- To edit a voucher line, select the voucher line and click on the icon .
 - To delete a voucher line, select the voucher line and click on the icon .
 - To insert a voucher line above the selected voucher line, click on the icon .
 - To move a voucher line up or down, select the voucher line and click on the icon  or .
6. To save the incoming voucher, click in the area **...** **Actions** on the entry  **Save**.

1.2 Book an incoming voucher

This chapter describes how to book an incoming voucher.



Important: Incoming vouchers must be booked manually in order to be recognized in profit or loss.

1. Open a shipment or an order.
2. In the area  **Documents** click on the entry  **Incoming Vouchers**.
A list of all incoming vouchers for the shipment or order opens.





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

3. Select the incoming voucher that you want to book.
4. In the area **...** **Actions** click on the entry **Account Voucher**.
The status of the incoming voucher changes to **Accounted** and the field **Internal Booking-ID** is automatically filled with a consecutive number. The incoming voucher cannot be processed any further.
5. To correct an error in a posted incoming voucher, first cancel the voucher. You can find instructions on how to cancel an incoming voucher in the chapter [Canceling an incoming voucher](#) on page 6.

1.3 Marking an incoming voucher as paid or unpaid

This chapter describes how to mark an incoming voucher as paid or unpaid.

The incoming voucher to be marked has one of the statuses **Accounted** or **Paid**.

1. Open a shipment or an order.
2. In the area  **Documents** click on the entry  **Incoming Vouchers**.
A list of all incoming vouchers for the shipment or order opens.



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

3. Select the incoming voucher.
4. To mark the incoming voucher as paid, click in the area **...** **Actions** on the entry  **Is paid**.



Tip: You can only mark an incoming voucher with the status **Accounted** as paid.

The status of the incoming voucher changes to **Paid**.

5. To mark the incoming voucher as unpaid, click in the area **...** **Actions** on the entry  **Is unpaid**.






Tip: You can only mark an incoming voucher with the status **Paid** as unpaid.

The status of the incoming voucher changes to **Accounted**.



1.4 Creating an incoming voucher from an e-invoice

This chapter describes how to create an incoming voucher from an e-invoice.

- The Job Costing module has been assigned to your company.
 - The e-invoice is in ZUGFeRD or UBL format and is saved on the PC.
 - You have opened a shipment for which the incoming voucher is to be created.
1. In the area  **Documents** click on the entry  **Incoming Vouchers**.
A list of the shipment's incoming vouchers opens.
 2. In the area  **Related actions**, click on the entry **+ New Voucher from e invoice**.
The window **Open** opens.
 3. Select the e-invoice. If required, change to the directory in which the e-invoice is saved beforehand.
 4. Click on the button **Open**.
Data from the e-invoice is transferred to the incoming voucher. In the document filing you will find the e-invoice and a PDF file that serves as a reading aid. You can use the reading aid to check and supplement the missing data.
 5. If required, fill in additional fields in the incoming voucher.



1.5 Copying an incoming voucher

This chapter describes how to copy an incoming voucher.

1. Open a shipment or an order.
2. In the  **Documents** area, click on the entry  **Incoming Vouchers**.
A list of all incoming vouchers for the shipment or order opens.








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

3. Select the incoming voucher that you want to copy.
4. In the area  **Actions** click on the entry  **Copy**.
The **Incoming Voucher** tab opens. The data from the old document has been copied.

1.6 Searching for incoming vouchers

This chapter describes how to search incoming vouchers.

- If you have already processed a search, you can call up the last search result again, depending on the context, by clicking in the area  **Related actions** on the entry  **Search result**.
- If you want to search more precisely, you can use wildcards. You can find more information in the chapter [Search](#).

1. Select the menu entry **Start >  Incoming Vouchers**.
2. In the area  **Related actions** click on the entry  **Search for Vouchers**.
The tab **Incoming Vouchers** opens.
3. To search for an incoming voucher, fill in the search criteria.



Tip: If you use several search criteria, the search is accelerated.

4. Click on the button **Search**.
The results of your search are displayed in the overview.



Tip: Canceled incoming vouchers are also displayed in the list.

5. Select a search result in the table. You have several options, for example:

- To edit the incoming voucher, click in the area **...** **Actions** on the entry **Edit Template**.
- To copy the incoming voucher, click in the area **...** **Actions** on the entry **Copy**.
- To book the incoming voucher, click in the area **...** **Actions**, on the entry **Account Voucher**. You can find instructions on how to book an incoming voucher in the chapter [Book an incoming voucher](#) on page 4.
- To cancel the incoming voucher, click in the area **...** **Actions** on the entry **Cancel**. You can find instructions on how to cancel an incoming voucher in the chapter [Canceling an incoming voucher](#) on page 6.
- To mark the incoming voucher as paid or unpaid, click in the area **...** **Actions** on the entry **Is paid** or **Is unpaid**. You can find instructions on marking an incoming voucher in the chapter [Marking an incoming voucher as paid or unpaid](#) on page 4.

1.7 Canceling an incoming voucher

This chapter describes how to cancel an incoming voucher.

1. Open the shipment or order for which you want to cancel an incoming voucher.
2. In the **Documents** area, click on the entry **Incoming Vouchers**.
A list of all incoming vouchers for the shipment or order opens.



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

3. Select the incoming voucher that you want to cancel.



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

4. In the **...** **Actions** area, click on the entry **Cancel**.
5. Confirm the security question in the dialog box.
The **Create new Voucher ?** dialog box opens.
6. You have several options:
 - To copy a new receipt from the receipt to be canceled, click on the button **Yes**. The tab **Incoming Voucher** opens. The data of the old voucher has been copied.
 - If you do not want to copy the receipt to be canceled, click on the button **No**.

The status of the incoming voucher changes to **Canceled** and the field **Internal Cancellation-ID** is automatically filled with a consecutive number.

1.8 Deleting an incoming voucher

This chapter describes how to delete an incoming voucher.

1. Open the shipment or order for which you want to delete an incoming voucher.
2. In the **Documents** area, click on the entry **Incoming Vouchers**.
A list of all incoming vouchers for the shipment or order opens.



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

3. Select the incoming voucher you wish to delete.



Tip: You can only delete an incoming voucher as long as it has not yet been booked.

4. In the area **...** **Actions** click on the entry **Delete**.
5. Confirm the security question in the dialog box.

1.9 Creating a general item

This chapter describes how to create a general item.

If you cannot assign costs to a specific shipment or order, you can assign the costs to a general item.

- 1. Select the menu entry **Start > Incoming Vouchers**.
- 2. In the area **↑ Overviews** click on the entry **General Positions**.
The overview **Recently used General Position** opens.
- 3. In the **☑ Related actions** area, click on the entry **+ Create General Position**.
The **New Shipment** window opens.
- 4. Enter a unique **Shipment-No.** and click on the button **OK**.



Tip:

- To automatically generate a consecutive number, click on the **+** button. The number can be embedded in a sequence of digits and/or letters.
- Only the following special characters are allowed in the shipment number: space, dash (-), dot (.) and slash (/).

The **General Position** tab opens.

- 5. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Service	Date of service provision
Name	Name of the general item
Valid From	Date from which the general item is valid.
Valid To	Date up to which the general item is valid.

- 6. To save the general item, click in the area **⋮ Actions** on the entry **💾 Save**.

1.10 Posting a tax assessment

This chapter describes how to post a tax assessment.



Restriction: To be able to use this function, you need the following modules:

- Job Costing
 - Invoicing
- You have entered a charge code with the following values in the **Cost type** field:
 - **Sale tax**
 - **Customs**
 - You have received a tax assessment for a customs declaration.
 - You have created a shipment for the customs declaration.
 - You have created and booked an outgoing voucher for the shipment.
 - You have built provisions if required.
1. Select the menu entry **Maintenance > Customs > Customs germany > NEE, Tax assessments**.
 2. In the area **↑ Overviews** click on the entry **Tax assessments**.
 3. To search for a tax assessment, enter the search criteria.

**Tip:**

- To display all tax assessments, do not enter any search criteria.
- If you use several search criteria, the search is accelerated.

Field	Description
RefNo/LRN	Reference number or Local Reference Number (LRN) of the customs declaration.
Customs Reference/ MRN	Customs reference or Master Reference Number (MRN) from customs
Findings Date from	Date of the notification from which the search is to be carried out
Findings Date to	Date of the notification up to which the search is to be made
completion state	Mark of completion
Procedure	Customs procedure
Customs Declaration Type	Type of customs declaration
Section Code	Section code responsible for settlement.

- Click on the button **Search**.
The result of your search is displayed in the overview.
- Open the tax assessment with a double-click.
The tab **Tax assessment** opens.
- In the area ☒ **Related actions** click on the entry **Book**.
The window **Transport properties** opens.
- In the field **Shipment**, enter the shipment that you have created for the customs declaration.
Alternatively, use the search function.
- Fill in the fields **Transport mode** and **Direction of Trade**.
- Click on the button **OK**.
The tab **Incoming Voucher** opens.
- Fill in at least the mandatory fields.
- Check whether the provisions in the table have been reversed.
- To book the incoming voucher, click in the area **...** **Actions** on the entry **Account Voucher**.
- Select the menu entry **Start > Shippinglog**.
- Enter search criteria and click on the button **Search**.
The incoming vouchers, outgoing vouchers, provisions and provision reversals are displayed with the posted positions. The field **Balance** has the value **0,00**.

2 Voucher setup

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 billing texts to which several tariffs can be assigned.

2.1.1 Search for charge codes

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 entry **Charge Codes**.
The overview **Charge Codes** opens.
3. Enter the search criteria for searching for a charge code.

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
At least valid from	Minimum time from which the charge code is valid
to	Minimum date up to which the charge code is valid

4. Click on the button **Search**.
5. Select a search result in the table.
6. You have the following options:
 - To edit the charge code, click in the area **⋮ Actions** on the entry **✎ Edit**.
 - To display the charge code, click in the area **⋮ Actions** on the entry **▼ Show**.
 - To copy the charge code, click in the area **⋮ Actions** on the entry **📋 Copy**.
 - To delete the charge code, click in the area **⋮ Actions** on the entry **🗑 Delete**.

2.1.2 Create charge codes

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 entry **Charge Codes**.
The overview **Charge Codes** opens.
3. In the area **🔗 Related actions** click on the entry **+ New Charge Code**.
The tab **Charge Code** opens.
4. Fill in at least the mandatory fields of the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Code	Code for the charge codes

Field	Description
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
Accountnumber	The G/L account can be entered to address the correct account via the financial accounting interface. This is only required if an interface is used.
Valid From	Time from which the charge code is valid
Valid To	Time until which the charge code is valid
Distribution Key of incoming vouchers	Key for distributing costs. Possible values are: <ul style="list-style-type: none"> • Linear: The costs are distributed on a straight-line basis. • Number of Kollis: The costs are distributed according to the number of collations. • Gross Weight: The costs are distributed according to gross weight. • Volume: The costs are distributed according to volume. • Chargeable Weight: The costs are distributed according to the chargeable weight.
Balance-type	Type of costs. Possible values are: <ul style="list-style-type: none"> • Transit type (Not taken into account in the monthly balance if required). • Income • Charge • Only Profit • Mixed type
Cost type	Type of costs
Multiple result rows	If several lines are to be created for a calculation, activate the check box. Multi-line results are possible for guarantee commissions, customs declarations, customs positions or tax assessment costs.
Print Specification	If the details of the calculation are to be displayed, activate the check box.
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

**Tip:**

- A list of charge codes for the field **Cost type** can be found in the chapter [Charge codes](#) on page 11.
- If you select the charge code **Sale tax and customs** and activate the check box **Multiple result rows**, 2 voucher lines are automatically created in the outgoing voucher with the respective duties.

5. To enter a translation of the invoice text, proceed as follows:

- In the area **Translation** click on the icon . The window **Edit translation** opens.
- Fill in the fields **Language** and **Translation**.
- To enter another translation, click on the button **Add**.

- d) To save the translation, click on the button **OK**.
The translation is displayed in the table.
- 6. To create a tariff for the charge code, click in the area **Assigned tariffs** on the icon **+**.
The tab **Tariff** opens. The tariff is already assigned to the charge code. You can find instructions on creating a tariff in the chapter [Creating a tariff](#) on page 25.
- 7. To enter tax codes, click on the tab **Tax Codes** and select the tax type for all fields.
- 8. To enter data for airfreight, click on the tab **Airfreight** and fill in the fields.
- 9. Depending on the settings for the company, you can store account numbers for the charge codes.
To store account numbers for the charge codes, proceed as follows:
 - a) Click on the tab **Account numbers**.
 - b) Click on the icon **+**.
The window **Edit account number** opens.
 - c) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Description	Description of the account number
Tax Type	Type of tax. Possible values are: <ul style="list-style-type: none">• Vat• Vat (reduced)• Tax free
Accountnumber	Account number
Type	Document type. Possible values are: <ul style="list-style-type: none">• blank: The account number can be selected for outgoing or incoming vouchers.• Outgoing Voucher: The account number can only be selected for outgoing vouchers.• Incoming Voucher: The account number can only be selected for incoming vouchers.

- 10. To save the charge codes, click in the area **...** **Actions** on the entry **Save**.
The charge code is displayed in the overview **Charge Codes**.



Tip: You can combine charge codes into charge sets. You can find instructions on creating a charge set in the chapter [Creating a charge set](#) on page 21.

2.1.3 Charge codes


This chapter describes the values that can be selected in the field **Cost type** of a charge code.

When you create a charge code, it is used for assignment to one or more tariffs. In order to fulfill the technical requirements for different functions, there are different charge codes that can be defined using the **Cost type** field. The following list describes the possible values for the **Cost type** field are described. Depending on the settings for the company, not all values are offered for selection.

Other custax charges

The costs other than customs and import tax costs are calculated. The tax assessments of all customs declarations that are assigned to an order or shipment are determined for the calculation.

Other custax charges (automatic invoice)
The costs other than customs duties and EU VAT are settled. The tax assessment of the customs declaration from the automatic settlement is determined for the calculation.
Other custax charges (manual)
The costs other than customs duties and EU VAT are settled. A one-time tariff is entered manually for the calculation.
Customs declaration count (automatic invoice)
The number of customs declarations is settled. In the tariff, in the Base field, select the customs declaration type or the customs procedure. The customs declaration from automatic billing is determined for the calculation.
Customs declaration count (shipment)
The number of customs declarations is calculated. In the tariff, select in the Base field, select the customs declaration type or the customs procedure. All customs declarations that are assigned to an order or shipment are determined for the calculation.
Customs declaration count (tax assessment)
The number of customs declarations is calculated. In the tariff in the Base field, select the customs declaration type or the customs procedure. For the calculation, the customs declaration is determined from the tax assessment. The charge code can only be used within the frame of a charge set.
Customs position count (automatic invoice)
The number of customs positions is calculated. In the tariff, select in the Base field, select the customs declaration type or the customs procedure. For the calculation, the customs positions are determined individually from the automatic settlement.
Customs position count (automatic invoice, aggregation)
The number of customs positions is billed. In the tariff, select in the Base field, select the customs declaration type or the customs procedure. All customs positions from the automatic billing are added together for the calculation.
Customs position count (shipment)
The number of customs positions is calculated. In the tariff, select in the Base field, select the customs declaration type or the customs procedure. The customs positions that are assigned to an order or shipment are determined individually for the calculation.
Customs position count (shipment, aggregation)
The number of customs positions is calculated. In the tariff in the Base field, select the customs declaration type or the customs procedure. All customs positions assigned to an order or shipment are added together for the calculation.
Customs position count (tax assessment)
The number of customs positions is calculated. In the tariff in the Base field, select the customs declaration type or the customs procedure. For the calculation, the customs positions are determined individually from the tax assessment. The charge code can only be used within the frame of a charge set.

Customs position count (tax assessment, aggregation)
The number of customs positions is calculated. In the tariff, select in the Base field, select the customs declaration type or the customs procedure. All customs positions are added together for the calculation. The charge code can only be used within the frame of a charge set.
Sale tax
The EU VAT costs are settled. The tax assessments of all customs declarations that are assigned to an order or shipment are determined for the calculation.
Sale tax (automatic invoice)
The EU VAT costs are settled. The tax assessment of the customs declaration from the automatic settlement is determined for the calculation.
Sale tax (manual)
The EU VAT costs are settled. A one-time tariff is entered manually for the calculation.
Sale tax and customs
Customs duty and EU VAT are settled. The tax assessments of all customs declarations that are assigned to an order or shipment are determined for the calculation.
 Tip: If you select the charge codes Sale tax and customs and activate the check box Multiple result rows , 2 voucher lines with the respective duties are automatically created in the outgoing voucher.
Sale tax and customs (automatic invoice)
Customs duty and EU VAT are calculated. For the calculation, the tax assessment of the customs declaration is determined from the automatic settlement.
Sale tax and customs (manual)
Customs duty and EU VAT are settled. A one-time tariff is entered manually for the calculation.
Fee assessment with direct representation
Charge notices with direct representation are settled. The charge code only has an effect on the settlement in the frame of a tax key determination.
Fee assessment with indirect representation
Fee notices with indirect representation are settled. The charge code only has an effect on billing in the frame of a tax code determination.
Total gross sum
The total gross amount is settled. To determine the last charge code to be billed, use the charge code Total gross sum within the frame of a charge set. Otherwise, the charge code refers to the existing grand total (without the grand total lines).
Total net sum
The total net amount is settled. To define the last charge code to be calculated, use the charge code Total net sum in the frame of a charge set. Otherwise, the charge code refers to the existing grand total (without the grand total lines).

Storage charges
The storage fee is settled. If the charge code is used, you can search for a tariff.
Delivery of goods from DE to DE
The delivery of goods within Germany is settled. The charge code only has an effect on the settlement in the frame of a tax key determination.
Airfreight
The air tariff is settled. If the charge code is used, a tariff can be searched for.
Other services
Other services are settled. The charge code only has an effect on the settlement in the frame of a tax key determination.
Customs
Customs duties are settled. The tax assessments of all customs declarations that are assigned to an order or shipment are determined for the calculation.
Customs (automatic invoice)
The customs duties are settled. The tax assessment of the customs declaration from the automatic settlement is determined for the calculation.
Customs (manual)
The customs duties are settled. A one-time tariff is entered manually for the calculation.

2.1.4 Charge code case studies

In this chapter you will find case examples that can help you with the acquisition of your charge codes.

2.1.4.1 Create charge codes for sea freight rates per carrier

This chapter describes how to create a charge code for sea freight rates per carrier.

You have opened a charge code.

To enter the seafreight rates per carrier, create a charge code with the invoice text *Seafreight*. In the tariff, select the carrier as the carrier.

1. Fill in the following fields in the tab **General**:

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
Balance-type	Select the value Mixed type .
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

2. Click in the table **Assigned tariffs** on the icon **+**.
The tab **Tariff** opens. The tariff is already assigned to the charge code.

3. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the tariff
Tariff type	Select the value Selling-type .
Address Role	If you enter the value Selling-type in the Tariff type field, the value OY - Ordering customer is displayed.
Valid From	Date from which the tariff is valid
Valid To	Date up to which the tariff is valid
Amount rounding	Select the value Commercial rounding .
Weight rounding	Select the value Aufrunden auf 50 oder 100er .
Base	Select the value CNT= - Anzahl Container .
Container Size	Type (size) of container. The type of container must be selected depending on the selected base.

4. To create tariff rates, proceed as follows:

- Click on the icon **+** in the table.
The window **Tariff Rate** opens.
- Fill in the fields according to your tariff rate.

Field	Description
Ab CNT=	Enter the number of containers.
Rate	Enter the tariff rate.
Caculation Type	Select the type of calculation: <ul style="list-style-type: none"> • Fix Amount • Proportional • Stepwise
Unit	Enter the unit for calculating the tariff rate depending on the Caculation Type .
Step Value	Enter the size of the calculation steps depending on the Caculation Type .
Continuous	If there are several rate lines and a partial calculation is to be processed for each rate line, activate the check box. If there are several rate lines and only one calculation is to be processed for the associated rate line, disable the check box.



- To add another tariff rate, click on the button **Add**.
- To save the tariff rate, click on the button **OK**.
The tariff rate is displayed in the table.

5. Click on the tab **Further Details**.

6. Fill in the following fields:

Field	Description
Mode of Transport	Select the value Seafreight .
Carrier	Carrier. Enter a name or an address code or use the search function.
Departure	Place of departure to which the tariff applies

Field	Description
Country	Country code
Destination	Place of destination to which the tariff applies
Country	Country code

7. To save the tariff, click in the area ... **Actions** on the entry  **Save**.
The tariff is displayed in the table **Assigned tariffs**.
8. To save the charge code, click in the area ... **Actions** on the entry  **Save**.

2.1.4.2 Creating a charge code for scaled settlement for the number of customs applications in an order

This chapter describes how to create a charge code for scaled settlement for the number of customs applications in an order.


You have opened a charge code.

To scale settlement for the number of customs declarations in an order, create a charge code with the invoice text *Customs declarations per order*. Create a tariff for each customs declaration type.


1. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
Balance-type	Select the value Mixed type .
Cost type	Select the value Customs declaration count (shipment) .
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

2. To create a tariff for NCTS customs declarations per order, proceed as follows:

- a) In the table **Assigned tariffs** click on the icon .
The tab **Tariff** opens. The tariff is already assigned to the charge code.
- b) Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the tariff
Tariff type	Select the value Selling-type .
Address Role	If you enter the value in the Tariff type the value Selling-type field, the value OY - Ordering customer is displayed.
Customer/Address	Customer to whom the tariff applies. Enter a name or an address code or use the search function.
Amount rounding	Select the value Commercial rounding .
Weight rounding	Select the value Aufrunden auf 50 oder 100er .
Base	Select the value NCTS - NCTS .

- c) To create tariff rates, click on the icon  in the table.
The window **Tariff Rate** opens.

d) Fill in the fields according to your tariff rate.

Field	Description
Ab NCTS	Enter the number of NCTS customs declarations.
Rate	Enter the tariff rate.
Caculation Type	Select the type of calculation: <ul style="list-style-type: none">• Fix Amount• Proportional• Stepwise
Unit	Enter the unit for calculating the tariff rate depending on the Caculation Type .
Step Value	Enter the size of the calculation steps depending on the Caculation Type .
Continuous	If there are several rate lines and a partial calculation is to be processed for each rate line, activate the check box. If there are several rate lines and only one calculation is to be processed for the associated rate line, disable the check box.

e) To add another tariff rate, click on the button **Add**.

f) To save the tariff rate, click on the button **OK**.
The tariff rate is displayed in the table.

g) To save the tariff, click in the area **⋮ Actions** on the entry **Save**.
The tariff is displayed in the table **Assigned tariffs**.

3. To create a tariff for import customs declarations per order, proceed as follows:

a) In the table **Assigned tariffs** click on the icon **+**.

The tab **Tariff** opens. The tariff is already assigned to the charge code.

b) Fill in the following fields on the tab **General**:


Field	Description
Code	Code for the tariff
Tarifftype	Select the value Selling-type .
Address Role	If you enter the value in the Tarifftype the value Selling-type field, the value OY - Ordering customer is displayed.
Customer/Address	Customer to whom the tariff applies. Enter a name or an address code or use the search function.
Amount rounding	Select the value Commercial rounding .
Weight rounding	Select the value Aufrunden auf 50 oder 100er .
Base	Select the value IMPORT - IMPORT .


c) To create tariff rates, click on the icon **+** in the table.
The window **Tariff Rate** opens.

d) Fill in the fields according to your tariff rate.

Field	Description
Ab IMPORT	Enter the number of import customs declarations.
Rate	Enter the tariff rate.

Field	Description
Caculation Type	Select the type of calculation: <ul style="list-style-type: none"> • Fix Amount • Proportional • Stepwise
Unit	Enter the unit for calculating the tariff rate depending on the Caculation Type .
Step Value	Enter the size of the calculation steps depending on the Caculation Type .
Continuous	If there are several rate lines and a partial calculation is to be processed for each rate line, activate the check box. If there are several rate lines and only one calculation is to be processed for the associated rate line, disable the check box.

- e) To add another tariff rate, click on the button **Add**.
- f) To save the tariff rate, click on the button **OK**.
The tariff rate is displayed in the table.
- g) To save the tariff, click in the area ... **Actions** on the entry  **Save**.
The tariff is displayed in the table **Assigned tariffs**.

4. To save the charge code, click in the area ... **Actions** on the entry  **Save**.

2.1.4.3 Creating a charge code for graduated settlement for additional positions in a customs declaration


This chapter describes how to create a charge code for scale settlement for additional positions in a customs declaration.

You have opened a charge code.

For graduated billing for the number of customs applications in an order, create a charge code with the invoice text `Customs application item`.

1. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
Balance-type	Select the value Mixed type .
Cost type	Select a value that starts with Anzahl Zollpositionen .
Multiple result rows	If several lines are to be created for a calculation, activate the check box. Multi-line results are possible for guarantee commissions, customs declarations, customs positions or tax assessment costs.
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

- 2. In the **Assigned tariffs** table click on on the icon .
The tab **Tariff** opens. The tariff is already assigned to the charge code.
- 3. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the tariff
Tariff type	Select the value Buying-/Selling-type .
Amount rounding	Select the value Commercial rounding .
Weight rounding	Select the value Aufrunden auf 50 oder 100er .
Base	Select the value IMPORT - IMPORT .

4. To create tariff rates, proceed as follows:

- Click on the icon **+** in the table.
The window **Tariff Rate** opens.
- Fill in the fields according to your tariff rate.

Field	Description
Ab IMPORT	Enter the number of positions for import customs declarations.
Rate	Enter the tariff rate.
Calculation Type	Select the type of calculation: <ul style="list-style-type: none"> Fix Amount Proportional Stepwise
Unit	Enter the unit for calculating the tariff rate depending on the Calculation Type .
Step Value	Enter the size of the calculation steps depending on the Calculation Type .
Continuous	If there are several rate lines and a partial calculation is to be processed for each rate line, activate the check box. If there are several rate lines and only one calculation is to be processed for the associated rate line, disable the check box.

- To add another tariff rate, click on the button **Add**.
- To save the tariff rate, click on the button **OK**.
The tariff rate is displayed in the table.

5. To save the tariff, click in the area **...** **Actions** on the entry **Save**.
The tariff is displayed in the table **Assigned tariffs**.

6. To save the charge code, click in the area **...** **Actions** on the entry **Save**.

2.1.4.4 Creating charge codes for transferring EU VAT duties from the tax assessment

This chapter describes how to create a charge code for transferring VAT duties from the tax assessment.

You have opened a charge code.

To transfer VAT duties from the tax assessment, create a charge code with the invoice text **VAT** and the charge code **Sale tax**.

1. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.

Field	Description
Cost type	Select the value Sale tax .
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

2. To save the charge codes, click in the area ... **Actions** on the entry  **Save**.

2.1.4.5 Creating a charge code for the transfer of customs duties from the tax assessment

This chapter describes how to create a charge code to transfer customs duties from the tax assessment.

You have opened a charge code.

To transfer customs duties from the tax assessment, create a charge code with the invoice text *Customs* and the charge code **Customs**.

1. Fill in the following fields on the tab **General**:

Field	Description
Code	Code for the charge codes
Name	Name of the charge code. The name is displayed as the invoice text in the statement.
Cost type	Select the value Customs .
Translation	Invoice text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.

2. To save the charge codes, click in the area ... **Actions** on the entry  **Save**.


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 for 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 entry **Charge Sets**.
The overview **Charge Set** opens.
- 3. Enter search criteria to search for a charge set.



Tip: To display all charge sets, do not enter any search criteria.

Field	Description
Code	Code of the charge set

Field	Description
Name	Name of the charge set
Customer	Customer assigned to the charge set

4. Click on the button **Search**.
5. Select a search result in the table.
6. You have the following options:
 - To edit the charge code, click in the area ... **Actions** on the entry **Edit**.
 - To display the charge code, click in the area ... **Actions** on the entry **Show**.
 - To copy the charge code, click in the area ... **Actions** on the entry **Copy**.
 - To delete the charge code, click in the area ... **Actions** on the entry **Delete**.

2.2.2 Creating a charge set

This chapter describes how to create a charge set.

You have created all the charge codes that you want to summarize in the charge set. You can find instructions on how to create a charge code in the chapter [Create charge codes](#) on page 9.

1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
2. In the area **Overviews** click on the entry **Charge Sets**.
The overview **Charge Set** opens.
3. In the area **Related actions** click on the entry **+ New Charge Set**.
The tab **Charge Set** opens.
4. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.




Field	Description
Code	Code of the charge set
Name	Name of the charge set
Customer	Customer assigned to the charge set
Abrechnungskontrolltyp	Depending on the customer, all charge sets whose billing control type corresponds to the billing to be carried out are taken into account during automatic billing.
Supplies and costs remarks	Free text field for remarks. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.
Supplies and costs foot notes	Free text for the footnote. Enter a text or a # followed by the coding of a remark code in capital capitals and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.





Important: Add at least one charge code.

5. To enter a charge code, proceed as follows:
 - a) Click on the icon in the table.
The window **Charge Code** opens.
 - b) Enter a cost element in the **Charge Code** field or use the search function.

- c) Click on the button **OK**.
The charge code is displayed in the table.

**Tip:** For a better overview, you can change the sequence of the charge codes in the charge set. To move a charge code up or down, select the charge code and click on the icon  or .

- 6. To enter additional customers, click on the tab **Further customers**. Proceed as follows:
 - a) Click on the icon .
The window **Customer** opens.
 - b) Enter a customer in the **Customer** field or use the search function.
 - c) To enter another customer, click on the button **Add**.
 - d) To save the customer, click on the button **OK**.
The address code is displayed in the table.
- 7. To save the charge set, click in the area **...** **Actions** on the entry  **Save**.
The charge set is displayed in the overview **Charge Set**.


2.3 Air tariffs

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

2.3.1 Search for air tariff




This chapter describes how to search for air tariffs.

You can filter the air 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 entry **Air Tariffs**.
The overview **Air Tariff** opens.
- 3. Enter the search criteria for the search for an air tariff. Fill in at least all mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Field	Description
Area	Area. Possible values are: <ul style="list-style-type: none">• Carrier net rates• Forwarders Sales
Departure	Airport at which the shipment departed
Destination	Airport at which the shipment arrived
Currency	Currency code
Carrier	AWB prefix and name of the air carrier
Customer	Customer to whom the air tariff applies. Enter a name or address code or use the search function.
Valid From	Date from which the airfreight date is valid
to	Date until which the airfreight date is valid

- 4. Click on the button **Search**.


5. Select a search result in the table.
6. You have the following options:
 - To edit the air tariff, click in the area ... **Actions** on the entry  **Edit**.
 - To display the air tariff, click in the area ... **Actions** on the entry  **Show**.
 - To copy the air tariff, click in the area ... **Actions** on the entry  **Copy**.

2.3.2 Creating an air tariff

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 entry **Air Tariffs**.
The overview **Air Tariff** opens.
3. In the area  **Related actions** click on the entry **+ New Air Tariff**.
The tab **Air Tariff** opens.
4. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Area	Area. Possible values are: <ul style="list-style-type: none"> • Carrier net rates • Forwarders Sales
Carrier	AWB prefix and name of the air carrier
Departure	Airport at which the shipment departed
Destination	Airport at which the shipment arrived
Customer	Customer to whom the air tariff applies. Enter a name or address code or use the search function.
Product name	Product name
IATA No, CASS No	IATA and CASS number
GSA Name	GSA name
Prepaid rate	If it is a prepaid rate, activate the check box.
Collected rate	If this is a collected rate, select the check box.
Valid From	Date from which the airfreight date is valid
to	Date until which the airfreight date is valid
Currency	Currency code
Minimum	Minimum value for the air tariff

5. To add a rate, proceed as follows:
 - a) In the area **Rates**, click on the icon .
The window **Edit rate** opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
from KG	Upper weight limit of the rate in kilograms
Rate	Rate for the air tariff

- c) To save the rate, click on the button **OK**.
The rate is displayed in the table.
6. To save the air tariff, click in the area **⋮ Actions** on the entry **💾 Save**.
The air tariff is displayed in the overview **Air Tariff**.

2.3.3 Importing 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 entry **Air Tariffs**.
The overview **Air Tariff** opens.
 3. In the area **🔗 Related actions** click on the entry **📂 Import air carrier tariffs**.
The window **Open** opens.
 4. Select the Excel file with the air tariffs. If required, change to the directory in which the file is saved beforehand.
 5. Click on the button **Open**.
The air tariffs from the Excel file are imported and displayed in the **Air Tariff** overview.

2.4 Tariffs

This chapter describes how to work with tariffs. Your purchasing and sales conditions are stored in the tariffs. This enables automated calculation.

2.4.1 Search for tariffs

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 entry **Tariffs**.
The overview **Tariff** opens.
 3. Enter the search criteria to search for a tariff.

Field	Description
Code	Code for the tariff
Tarifftype	Type of tariff. Possible values are: <ul style="list-style-type: none">• Buying-type• Selling-type• Buying-/Selling-type• Selective-type• Compare-type
Charge	Charge code. Enter a charge code or use the search function.

Field	Description
Valid From	Date from which the tariff is valid
to	Date up to which the tariff is valid
Customer/Address	Customer to whom the tariff applies. Enter a name or an address code or use the search function.
Role	Address role of the customer. The field is activated via the Tariff type button.
Mode of Transport	Type of transportation. Possible values are: <ul style="list-style-type: none">• Order: The transport takes place by land.• Airfreight: The transport takes place by air.• Seafreight: The transport takes place by sea.

- 4. Click on the button **Search**.
- 5. Select a search result in the table.
- 6. You have the following options:
 - To edit the tariff, click in the area ... **Actions** on the entry **Edit**.
 - To display the tariff, click in the area ... **Actions** on the entry **Show**.
 - To copy the tariff, click in the area ... **Actions** on the entry **Copy**.
 - To delete the tariff, click in the area ... **Actions** on the entry **Delete**.

2.4.2 Creating a tariff

This chapter describes how to create a tariff.

You have created a charge code to which the tariff should refer. You can find instructions on how to create a charge code in the chapter [Create charge codes](#) on page 9.

- 1. Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
- 2. In the area **Overviews** click on the entry **Tariffs**.
The overview **Tariff** opens.
- 3. In the area **Related actions** click on the entry **+ New Tariff**.



Tip: Alternatively, you can create a tariff from a charge code. To create a tariff from a charge code, click in the area **Assigned tariffs** on the icon .

The tab **Tariff** opens.

- 4. Fill in at least the mandatory fields of the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Tip: If you leave the field **Code** is left blank, the system will automatically assign a code when the tariff is saved.

Field	Description
Code	Code for the tariff
Description	Description of the tariff

Field	Description
Tariff type	Type of tariff. Possible values are: <ul style="list-style-type: none"> • Buying-type • Selling-type • Buying-/Selling-type • Selective-type • Compare-type
Charge	Charge code. Enter a charge code or use the search function.
Address Role	Depending on the tariff type, you must select an address role. If you have selected the tariff type Selling-type is selected, the value OY - Ordering customer is automatically pre-filled. The value cannot be changed.
Customer/Address	Customer to whom the tariff applies. Enter a name or an address code or use the search function.
Valid From	Date from which the tariff is valid
Valid To	Date up to which the tariff is valid
Remarks	Free text field for remarks. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry Open text dialog from the context menu.
Amount rounding	Rule according to which the amount is rounded. Possible values are: <ul style="list-style-type: none"> • The amount is rounded commercially. • The amount is rounded to 0 or 5.
Weight rounding	Rule according to which the weight is rounded. Possible values are: <ul style="list-style-type: none"> • The weight is rounded up to 50s or 100s. • The weight is not rounded.
Base	The tariff is calculated on the basis of the selected value.
Value	If you have selected the value B - Festbetrag in the Base field, enter the amount.
Value	If you have selected the value Base field you have selected the value CW - Abrechnungsgewicht , enter the factor for calculating the tariff.
Container Size	Type (size) of container. The type of container must be selected depending on the selected base.
Minimum	Minimum value for the tariff
Maximum	Maximum value for the tariff
Additional Charge	What type of surcharge or discount is involved?
Factor	If you have selected a value in the Additional Charge field, enter the factor for calculating the surcharge or discount.



Tip: A list of all values for the field **Base** field can be found in the chapter [Base](#) on page 29.

5. To create a tariff rate, proceed as follows:
- a) Click on the icon **+** in the table.
The window **Tariff Rate** opens.
 - b) Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.



Important: Depending on the value in the field **Base** the name and content of the 1st field changes.

Field	Description
From [Basis]	Value from which the tariff rate is to be applied for the selected basis for calculation
Rate	Tariff rate
Caculation Type	How should the tariff rate be calculated? Possible values are: <ul style="list-style-type: none">• Fix Amount• Proportional• Stepwise Depending on the calculation type, the fields Unit and Step Value are enabled for input.
Unit	Unit with which the tariff rate is calculated. The field must be filled depending on the Caculation Type field.
Step Value	Size of the calculation steps. The field must be filled depending on the Caculation Type field.
Continuous	If there are several rate lines and a partial calculation is to be processed for each rate line, activate the check box. If there are several rate lines and only one calculation is to be processed for the associated rate line, disable the check box.

- c) To add another tariff rate, click on the button **Add**.
 - d) To save the tariff rate, click on the button **OK**.
The tariff rate is displayed in the table.
6. To enter further details, click on the tab **Further Details**.
7. To create a new charge code, proceed as follows:
- a) Activate the check box **Create charge code**.



Important: If you create the tariff from a charge code and activate the check box **Create charge code**, the assignment of the tariff to the charge code is deleted.

- b) Fill in at least the fields **Chargecode**, **Code** and **Name**.

Field	Description
Chargecode, Code	Code of the charge code to be created. You can only fill in the field if the check box Create charge code is activated.
Chargecode, Name	Name of the charge code to be created. You can only fill in the field if the check box Create charge code is activated.

Field	Description
Create charge code	To create a charge code from the tariff, activate the check box.
Mode of Transport	Type of transportation. Possible values are: <ul style="list-style-type: none"> • Order: The transport takes place by land. • Airfreight: The transport takes place by air. • Seafreight: The transport takes place by sea.
Carrier	Carrier. Enter a name or an address code or use the search function.
Departure	Place of departure to which the tariff applies
Country	Country code
Destination	Place of destination to which the tariff applies
Country	Country code

8. Fill in further fields if required.

Field	Description
Match code	Matchcode
Billing factor	Billing factor. The value can be saved for further calculation of the tariff.
Memory	If the value from the Billing factor field is to be saved for the further calculation of the tariff, activate the check box.

9. To add a customer, proceed as follows:

- In the area **Customer**, click on the entry **+**.
The window **Customer/Address** opens.
- Fill in the field **Customer/Address**. To open the search dialog, click on **Q**.



Important: The customer must be stored in the master address data. You can find instructions on creating an address in the chapter [Creating an address](#).

- To add another customer, click on the button **Add**.
 - To save the customer, click on the button **OK**.
The address of the customer is displayed in the area **Customer**.
10. If you set the value **Selective-type** or **Compare-type** for the field **Tariff-type**, you must enter decision or comparison tariffs. Click on the tab **Selective-/Compare-tariff**.
11. To enter a decision tariff, fill in the following fields:

Field	Description
Value	Value with which the tariff is compared
Greater tariff	The larger comparison tariff
Lower tariff	The smaller comparison tariff

12. To enter a comparison tariff, proceed as follows:

- Fill in the field **Compare type**.
- In the area **Compare tariffs**, click on the icon **+**.
The window **Edit compare tariff** opens.
- Fill in the field **Compare tariff**. To open the search dialog, click on **Q**.
- To add another comparison tariff, click on the button **Add**.

- e) To save the comparison tariff, click on the button **OK**.
The comparison tariff is displayed in the area **Compare tariffs**.
- 13. To save the tariff, click in the area **⋮ Actions** on the entry **Save**.
The tariff is displayed in the overview **Tariff**.

2.4.3 Base

This chapter describes the values for the field **Base**.

The tariff is calculated on the basis of the value determined accordingly. The following list describes the possible values for the field **Base** in the rate master and when creating outgoing vouchers. Depending on the context, not all values are offered for selection.

AVUV - AVUV
To calculate the number of customs declarations for inward processing, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined, taking into account the country of departure.
B - Fixed amount
If you select the charge code with the tariff in a document, the amount is determined from the field Value of the tariff.
CBM= - Volume in cubic meters
If you select the charge code with the tariff in a document, the amount is determined from the volume in cubic meters of all associated goods items.
CBM - Volume in cubic meters - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the volume in cubic meters in the field Value . To determine the amount for the voucher line, fill in the field Rate .
CDM - Number of customs declarations - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the number of customs declarations in the field Value . To determine the value for the voucher line, fill in the field Rate .
CPM - Number of customs positions - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the number of customs positions in the field Value . To determine the value for the voucher line, fill in the field Rate .
CNT= - Number of containers
If you select the charge code with the tariff in a document, the amount is determined from the number of containers of all associated goods items. Depending on the content of the field Container Size from the tariff.
CNT - Number of containers - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the number of containers in the field Value . To determine the value for the voucher line, fill in the field Rate .
CUSTOMS - Customs
If you select the charge code with the tariff in a document, the customs value is determined from the tax assessments of all associated and processed customs declarations.

CUSTOMS MANUALLY - Customs - manual
If you select the charge code with the tariff in a document, you can enter the customs value manually.
CW - Billing weight
If you select the charge code with the tariff in a document, the amount is determined from the settlement weight of all associated goods items.
DC= - number of documents
If you select the charge code with the tariff in an outgoing voucher, the number of documents to be settled is determined from the field Document count on the tab Transport and further of the outgoing voucher.
DCM= - Number of documents - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the number of documents in the field Value . To determine the value for the voucher line, fill in the field Rate .
ECS - ECS
To settle the number of customs declarations for ECS, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
EXPORT - EXPORT
To settle the number of customs declarations for Export Declaration, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
GUARANTEE COMMISSION - guarantee commission
Store percentage values in the tariff lines that are to be calculated on the guarantee amount. If you select the tariff in an outgoing voucher, the guarantee amounts from the NCTS customs declaration that is linked to the order or shipment are automatically used.
ICS - ICS
To settle the number of customs declarations for ICS, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
IMEP - IMEP
To settle the number of customs declarations IMEP, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
IMDS - IMDS
To settle the number of customs declarations IMDS, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.

IMPORT - IMPORT
To settle the number of customs declarations for the import, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
IMXS - IMXS
To settle the number of customs declarations IMXS, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
KGS= - Gross weight in kg
If you select the charge code with the tariff in a document, the amount is determined from the gross weight in kilograms of all associated goods items.
KGS - gross weight in kg - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the gross weight in kilograms in the field Value . To determine the value for the voucher line, fill in the field Rate .
MEMORY - calculation memory
If you select the charge code with the tariff in an outgoing voucher, the calculated result is saved in the calculation memory. For example, to calculate percentage surcharges or discounts, you can use the value from the calculation memory in another rate line. To activate the calculation memory in the tariff, activate the check box Memory on the tab Further details .
LM - loading meter
If you select the charge code with the tariff in a document, the amount is determined from the loading meters of all associated goods items.
NCTS - NCTS
To settle the number of customs declarations for NCTS, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.
OTHER CUSTAX CHARGES - Other tax assessment costs
If you select the charge code with the tariff in a document, other tax assessment costs are determined from the tax assessments of all associated and processed customs declarations.
OTHER CUSTAX CHARGES MANUALLY - Other tax assessment costs - manual
If you select the charge code with the tariff in a document, you can enter other tax assessment costs manually.
PCS= - Number of units
If you select the charge code with the tariff in a document, the amount is determined from the quantity of all associated goods items.
PCS - Number of units - manual
If you select the charge code with the tariff in a document, the number of units is determined from the field Value .

SALES TAX - EuSt
If you select the charge code with the tariff in a document, the EU VAT costs are determined from the tax assessments of all associated and processed customs declarations.
SALES TAX CUSTOMS - VAT and customs duty
If you select the charge code with the tariff in a document, the customs value and the import tax costs are determined from the tax assessments of all associated and processed customs declarations.
SALES TAX CUSTOMS MANUALLY - VAT and customs - manual
If you select the charge code with the tariff in a document, you can enter the customs value and the EU VAT costs manually.
SALES TAX MANUALLY - EuSt - manual
If you select the charge code with the tariff in a document, you can manually acquire the import tax costs.
STORAGE - storage fee days
If you select the basis for a tariff in the outgoing voucher, you can enter the number of days for the settlement of storage charges in the Value field. To determine the value for the voucher line, fill in the field Rate .
SUMA - SUMA
To settle the number of customs declarations for the summary declaration, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined, taking into account the country of departure.
SUM GROSS - Total gross amount
To settle the total gross amount, select a charge code with the value Total gross sum in the field Cost type . If you select the charge code with the tariff in a voucher, the amount is determined from the total gross amount of all voucher lines.
SUM NET - total net sum
To settle the total gross amount, select a charge code with the value Total net sum in the field Cost type . If you select the charge code with the tariff in a voucher, the amount is determined from the total gross amount of all voucher lines.
TEU= - Number of containers TEU
If you select the charge code with the tariff in a document, the amount is determined from the number of containers TEU of all associated goods items.
TEU - number of containers TEU - manual
If you select the basis for a tariff in the outgoing voucher, you can enter the number of containers TEU in the Value field. To determine the value for the voucher line, fill in the field Rate .
VALUE_OF_GOODS - Value of goods
If you select the charge code with the tariff in a document, the goods values from the NCTS customs declaration linked to the order or shipment are automatically used.

W/M - chargeable weight
If you select the charge code with the tariff in a document, the amount is determined from the chargeable weight of all associated goods items.
ZL - ZL
To settle the number of customs declarations for the customs warehouse, select a charge code with the value Anzahl Zollanmeldungen or Anzahl Zollpositionen in the field Cost type . If you select the charge code with the tariff in a document, all associated and processed customs declarations or their positions are determined taking into account the country of departure.

2.5 Exchange rates (transportation)

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

2.5.1 Creating a currency relation

This chapter describes how to create a currency relation.

1. Select the menu entry **Maintenance > Voucher Setup**.
2. In the area **↑ Overviews** click on the entry **Currency Exchanges**.
The overview **Conversion from system to foreign Currencies** opens.
3. In the area **Currency relations**, click on the icon **+**.
The window **Currency Relation** opens.
4. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
From Currency	Code of the currency from which the conversion is made
To Currency	Code of the currency into which the conversion is made
Min / Max Rate	<ul style="list-style-type: none"> • Minimum rate • Maximum rate
Sample field	Display of the rate

5. To save the currency relation, click on the button **OK**.

2.5.2 Creating 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 entry **Currency Exchanges**.
The overview **Conversion from system to foreign Currencies** opens.
3. In the area **Exchange rates**, click on the icon **+**.
The window **Exchange Rate** opens.
4. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Valid From	Date from which the currency is valid

Field	Description
Exchange rate	Exchange rate of the currency
exchange rate type	Type of exchange rate

5. To save the exchange rate, click on the button **OK**.

3 Provisions

This chapter describes how to work with provisions.

3.1 Building provision for a document

This chapter describes how to build provision for an incoming or outgoing voucher. You can build provision for each charge code and enter a document number or reference for the provision.

You have opened the window **Edit the properties of the voucher line.** of an incoming or outgoing voucher and have filled in at least the following fields:

- **Charge Code**
- **Net Amount**
- **Purchase tax**
- **Shipmentnumber**

1. Click on the button **Create Provision.**

The window **Create a provision related to voucher.** opens.

2. Fill in at least the fields **Type** and **Reference.**

3. To save the provision, click on the button **OK.**

The provision is displayed in the area **Created Provision.**

4. You have several options:

- To change the provision, click on the button **Edit Provision.**
- To delete the provision, click on the button **Delete Provision.**

5. To assign a voucher line to the provision, proceed as follows:

a) Click on the button **Choose Line....**

The window **Search line of a voucher.** opens. The value of the field **Shipmentnumber** is taken from the document.

b) Enter further search criteria. If you use several search criteria, the search is accelerated.

c) Click on the button **Search.**

The result of your search is displayed in the table.

d) Select a voucher line in the table and click on the button **OK.**



The voucher line is displayed in the area **Related Invoucher.**

6. To save the voucher line, click on the button **OK.**

3.2 Build provision

This chapter describes how to build provision without creating an incoming or outgoing voucher.

1. Open the shipment or order for which you want to build provision.

2. In the area  **Documents** click on the entry  **Provisions.**

A list of all provisions for the shipment or order opens.


3. In the area  **Related actions** click on the entry **+ New Provision.**

The tab **Provision** opens.

4. Fill in at least the mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Type	Type of provision: <ul style="list-style-type: none"> • Outgoing creditNote • Outgoing invoice • Incoming creditNote • Incoming invoice
Currency	Currency. The default currency is EUR. If you change the currency, enter an exchange rate in the Exchange Rate field.
Total amount	Total amount of the provision

5. To add a line for the provision, proceed as follows:

a) Click on the icon .

The window **Edit the properties of the provision line.** opens.

b) Fill in at least the mandatory fields. You can recognize mandatory fields by the validation messages. Depending on the field **Type**, different fields are displayed.

Field	Description
Charge Code	Charge code. Enter a charge code or use the search function to select a charge code. The charge code must be stored in the master data.
Amount or Amount of voucher-line	Amount of the provision
Shipmentnumber	Shipment number. Enter a shipment number or use the search function to select a shipment.

c) To add the line to the provision and add another line, click on the button **Add**.

d) To add the line to the provision, click on the button **OK**.

6. In the area **...** **Actions** click on the entry  **Save**.

The provision is displayed in the list of all provisions for the shipment or order.

3.3 Book a provision

This chapter describes how to book a provision.

1. Open the shipment or order for which you want to book a provision.

2. In the area  **Documents** click on the entry  **Provisions**.

A list of all provisions for the shipment or order opens.

3. Select the provision you would like to book.

4. In the area **...** **Actions** click on the entry **Account Voucher**.

5. Confirm the security question in the dialog box.

The status of the provision changes to **Accounted**.

3.4 Dissolve provisions for a document

This chapter describes how to dissolve provisions for an incoming or outgoing voucher.

- A provision was previously created for the specified charge code.

- You have opened the window **Edit the properties of the voucher line.** of an incoming or outgoing voucher and filled in at least the following fields:



- **Charge Code**
- **Net Amount**
- **Purchase tax**

- **Shipmentnumber**

1. Click on the button **Dissolve Provision....**
The window **Search line of a provision.** opens.
2. If required, fill in further search criteria and click on the button **Search.**
The result of your search is displayed in the table.
3. Select the provision and click on the button **OK.**
The window **Resolving a provision** opens.
4. If required, change the value in the field **Amount to resolve.**
5. To cancel the provision, click on the button **OK.**
The fields **Amount** and **Internal voucher-No.** are filled.
6. To delete the resolution, click on the button **Delete Dissolution.**
7. To assign a voucher line to the resolution, proceed as follows:
 - a) Click on the button **Choose Line....**
The window **Search line of a voucher.** opens. The value of the field **Shipmentnumber** is taken from the document.
 - b) Enter further search criteria. If you use several search criteria, the search is accelerated.
 - c) Click on the button **Search.**
The result of your search is displayed in the table.
 - d) Select a voucher line in the table and click on the button **OK.**
The voucher line is displayed in the area **Related Invoucher.**
8. To save the voucher line, click on the button **OK.**


3.5 Dissolve provisions

This chapter describes how to dissolve provisions without creating an incoming or outgoing voucher. You can dissolve provisions after the invoice has been received or when the amount has been paid.

1. Open the shipment or order for which you want to dissolve provisions.
2. In the area  **Documents** click on the entry  **Provisions.**
A list of all provisions for the shipment or order opens.
3. Select the provision.





Tip: You can only dissolve provisions with the status **Accounted** or **Paid.**

4. In the area  **Actions** click on the entry **Dissolute remaining amount.**
5. Confirm the security question in the dialog box.
The status of the provision changes to **Resolved.**



3.6 Deleting a provision

This chapter describes how to delete a provision.

1. Open the shipment or order for which you want to delete a provision.
2. In the area  **Documents** click on the entry  **Provisions.**
A list of all provisions for the shipment or order opens.
3. Select the provision you wish to delete.



Tip: You can only delete a provision if it has not yet been booked.

4. In the area  **Actions** click on the entry  **Delete.**
5. Confirm the security question in the dialog box.

4 Shippinglog

This chapter describes how to work with the shippinglog.

A shippinglog is a summary of several shipments or orders (by shipment number or service date) with totaled income and expenses for a selection criterion (usually one month).

4.1 Display shippinglog



This chapter describes how to display a shippinglog.

You can filter the shipments or orders for the shippinglog using various search criteria.

1. Select the menu entry **Start > Shippinglog**.
The tab **Shippinglog** opens.
2. Enter the search criteria for the search for shipments or orders.

Field	Description
Shipment Servicedate from	Date from which the service date of the shipment is to be searched for.
Shipment Servicedate to	Date up to which the service date of the shipment is to be searched for.
Direction of trade	Transport direction. Possible values are: <ul style="list-style-type: none"> • General • Export • Import • NCTS
Shipment-Number	Unique reference of the shipment. To search for a shipment number, you can also enter only part of the shipment number, for example to select a defined customer group.
Shipmentbalance closed	Is the shipment balance closed? Possible values are: <ul style="list-style-type: none"> • Empty: Shipments and orders with closed and open shipment balances are listed. • Yes: Shipments and orders with closed shipment balances are listed. • No: Shipments and orders with open shipment balances are listed.

3. Click on the button **Search**.
4. The tab **Complete Shipment Balance Sheet** is displayed. You have several options:
 - To display only the incoming payments, click on the tab **Income Shipment Balance Sheet**.
 - To display outgoings only, click on the tab **Cost Shipment Balance Sheet**.
5. To change the display of the data in the table, you have several options:
 - To display only posted positions, select in the area **Kind of Positions** the radio button **Show only accounted items**.
 - To display only open positions, select in the area **Kind of Positions** the radio button **Show only not accounted items**.
 - To display open and posted positions, select in the area **Kind of Positions** the radio button **Show all items**.
6. You have several options for changing the way the amounts are cumulated:
 - To display all amounts per charge code, select in the area **Compression Type** the radio button **Show uncompressed view**.

- To display the amounts cumulated per charge code, select the radio button **Compression Type** the radio button **Show charge-code-compressed view**.
 - To display the amounts cumulated per shipment, select in the area **Compression Type** the radio button **Show charge-code-compressed view**.
7. To export the shippinglog as a CSV file, click in the area  **Related actions** on the entry  **Export Table**. You can find instructions on exporting overviews in the chapter [Exporting overviews](#) on page 43.

4.2 Shipment balance

This chapter describes how to work with shipment balances. A shipment balance is the detailed display of a shipment, an order or a general item with the income and expenses.

All account movements that are relevant for the shipment's balance sheet are shown in the shipment balance sheet.

The following documents are regarded as expenses:

- Outgoing credit memo bookings
- Incoming invoices
- Provisions of the type A/R credit memo or A/P invoice

Expenses have a negative sign in the shipment balance. If an expense is reversed, the reversal is displayed with a positive sign in the overview of expenses.

The following documents are regarded as receipts:






- Out voucher bookings
- Incoming credit notes
- Provisions of the type out voucher or incoming credit note



Receipts have a positive sign in the shipment balance. If a receipt is reversed, the reversal is displayed with a negative sign in the overview of receipts.

A positive balance of a general item that is distributed to other shipments is displayed in the shipment balance of the general item as revenue with a negative sign. A negative balance that is distributed to other shipments is displayed with a positive sign.

4.2.1 Display shipment balance

This chapter describes how to display a shipment balance.

1. Open a shipment or an order.
2. In the area  **Documents** click on the entry  **Order Balance**.
The shipment balance of the shipment or order opens.
3. To open the shipment balance of a general item, proceed as follows:
 - a) Select the menu entry **Start >  Incoming Vouchers**.
 - b) In the area  **Overviews** click on the entry **General Positions**.
The overview **Recently used General Position** opens.
 - c) Open the general item with a double-click.
 - d) In the area  **Documents**, click on the entry **Order Balance**.
The shipment balance of the general item opens.
4. First the tab **Complete Shipment Balance Sheet** is displayed. You have several options:
 - To display only the incoming payments, click on the tab **Income Shipment Balance Sheet**.
 - To display outgoings only, click on the tab **Cost Shipment Balance Sheet**.
5. To change the display of the data in the table, you have several options:
 - To display only posted positions, select in the area **Kind of Positions** the radio button **Show only accounted items**.






- To display only open positions, select in the area **Kind of Positions** the radio button **Show only not accounted items**.
 - To display open and posted positions, select in the area **Kind of Positions** the radio button **Show all items**.
6. If you activate the check box **Show charge-code-compressed view**, the lines are summarized per charge code. The values in the column **Voucher Type** changes for each charge code to the value **Compressed Sum**.
 7. To print the shipment balance, click in the area **...** **Actions** on the entry  **print** or  **Print Order balance**. You can find instructions on printing in the chapter [Print or email a document](#) on page 41.

4.2.2 Closing a shipment balance

This chapter describes how to close a shipment balance.





Important: If the shipment balance of a shipment or order is closed, no more bookings can be made for the shipment or order.

1. To close the shipment balance of a shipment or order, proceed as follows:
 - a) Open the shipment or order.
 - b) In the area  **Documents** click on the entry  **Order Balance**.
The shipment balance of the shipment or order opens.
 - c) In the area **...** **Actions** click on the entry **Close**.
2. To close the shipment balance of a general item, proceed as follows:
 - a) Select the menu entry **Start** >  **Incoming Vouchers**.
 - b) In the area  **Overviews** click on the entry **General Positions**.
The overview **Recently used General Position** opens.
 - c) Open the general item for which you want to close the shipment balance with a double-click.
 - d) In the area  **Documents** click on the entry **Order Balance**.
The shipment balance of the general item opens.
 - e) In the area **...** **Actions** click on the entry **Close Balance Sheet**.

5 Print or email a document

This chapter describes how to print a document or output it as a PDF file. You can request several documents at the same time; when you create a PDF file, they are merged into one file.

You have selected a dossier or a document.

1. In the **...** **Actions** area click on the  **print** entry. Alternatively, right-click on the corresponding line and select the  **print** entry from the context menu. The **Reprint** window opens.




Tip: You can also print older messages for a customs declaration. You can find instructions on printing a message in the chapter [Printing or emailing a message](#).


2. In the **Available Document Types** area, select the form or document.

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

3. Activate the check boxes for the output and enter the required data, for example an email address.

Field	Description
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection print is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button OK . The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Scale	How should the page be customized?
Two-Sided printing	Should double-sided printing be used?
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the consignee of a copy
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email

Field	Description
Text	Free text field for the email text. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry  Open text dialog from the context menu.

 **Tip:**

- Alternatively, open the form or document as a PDF file with a double-click.
- The functions **Scale** and **Two-Sided printing** must be supported by your printer.

In the **Available Document Types** area, the corresponding columns **Name**, **Copies** and/or **Email to** for the selected document type are filled automatically. This allows you to see what you have already selected.

- 4. If required, select another document type and repeat the previous step.
- 5. To create the forms or documents, click on the **OK** button.

 **Tip:** If you are printing a customs form, pay attention to the size of the form on the printout. Some customs offices do not accept prints that do not match the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the **Customs Scale** radio button with the value **100 %** in the **Page Sizing & Handling** area of the print dialog.

6 Exporting overviews

This chapter describes how you can export overviews as a CSV file for further processing with another program.



Restriction: To be able to save the table configuration, you need permission.

1. Open an overview.



Tip: If required, you can filter the overview first. Depending on the overview, you will find instructions on filtering the overview in the following chapters:

- [Filtering overviews with a filter](#)
- [Filtering overviews with search criteria](#)

2. In the area **Related actions**, click on the entry **Export Table**. Alternatively, click on the icon .

The window **Select columns** opens.

3. You have several options for selecting table columns for export:

- To select a column, activate the check box.
- To not select a column, disable the check box.
- To select all columns, click on the button **Select all**.
- To select no columns, click on the button **Unselect all**.

4. To save the selection of table columns for the current user, click on the button **Save table config**.

5. To display the table directly in your standard program for CSV files, click on the button **Show**.

6. To save the table on your PC, proceed as follows:

- a) Click on the button **Save**.
The window **Save** opens.
- b) If required, change to the directory in which you want to save the CSV file.
- c) Enter a file name and click on the button **Save**.

7 Contact information

You will find contact information in this chapter.

Questions about DAKOSY GE

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