Update from ZODIAK Classic to ZODIAK G 1.9

Training Material
DAKOSY GE 2025.1
Release Date 2025/06

DAKOSY Datenkommunikationssystem AG
Mattentwiete 2
20457 Hamburg
www.dakosy.de
+49 40 37003-0
info@dakosy.de

Modification service

DAKOSY

Datenkommunikationssystem AG

Training team

Mattentwiete 2

20457 Hamburg

Phone: +49 40 37003-0

Email: *dokumentation@dakosy.de*

Validity

This document is only valid in its current edition from the application version designated on the title page.

Liability

Despite careful preparation and examination of this document, no liability claims against DAKOSY AG can be derived from its contents!

Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] *www.zoll.de*

Trademarks

Table of Contents

1 Welcome to DAKOSY GE

In this chapter you will find instructions for updating your work with ZODIAK Classic to DAKOSY GE.

Welcome to DAKOSY GE. We are pleased that you have decided to switch from our ZODIAK Classic application. In this training material, we have compiled information and instructions to make it easier for you to get started working with DAKOSY GE.

In these instructions, we describe how to set up the necessary master data and what else you should bear in mind when working with DAKOSY GE. If you have any questions when working with DAKOSY GE, please get in touch with your contact at DAKOSY.

You can also call up the online help at any time from the application using the button F1. The online help is opened depending on the context. For example, if you press the button F1 during the entering of a customs declaration, the instructions for creating a customs declaration are opened in the online help. You can navigate at any time via the menu in the online help or enter a search criterion.

Tip:

- If the instructions refer to a chapter that cannot be found in the training material itself (without a page reference), you will find the chapter in the online help.
- For many topics, further training materials and short instructions are also available for download at *unserer Homepage*.
- To make it easier for you to get started with DAKOSY GE, we have made training videos available for you at *unserer Homepage*.

  Important: To access the training videos, you will need the access data we have consigned to you.

- If you would like to get to know the application with a trainer, you can log in to one of our *kostenlosen Webinare* training courses.
- At the end of the training material you will find *Checkliste*. Use the list to check whether all master data and configurations have been created completely and, if required, adjusted correctly. If you follow the sequence of the list, you will not have to perform any steps twice.

2 Master data in DAKOSY GE

In this chapter you will find information on master data in DAKOSY GE.

By using master data, you can simplify the entry process in DAKOSY GE. The following master data is transferred from ZODIAK Classic to DAKOSY GE by default:

- Addresses
- articles
- Deferral accounts

⚠ **Important:** Check at the beginning whether all master data is available in DAKOSY GE. It may not be technically feasible to adjust the data at a later date. If necessary, get in touch with your contact at DAKOSY.

If required, you can request the transfer of the user master data. You can also change the master data or enter additional master data manually. Instructions for creating master data can be found in the following chapters of this training material.

3 User administration

This chapter describes the user administration.

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

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

.

3.1 Creating a user

This chapter describes how to create a user.

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

1. Select the menu entry **Administrator** > **User Maintenance**.
2. Click on the entry + **New User** in the area **Related actions**.
   The **Edit user** tab opens.
3. Fill in at least the mandatory fields. Not all fields described are mandatory. You can recognize mandatory fields by the validation messages, they can change depending on your entries.

   Restriction: The function **Permission Company Master** is only available if you yourself have the master or company master authorization.

Field	Description
Username	User name of the user. The user name is required for the declaration.
Real Name	Full name of the user
Password expires	Date on which the user is requested to assign a new password.
Phone Number	Telephone number of the user
Email	Email address of the user. If you want to receive emails for dossiers, you must enter a unique email address (example: vorname.nachname@firma.de). Received emails cannot be assigned in the following cases: • The email address has been stored for the user in several branches of the company. • The email address is a collective or group email address (example: abteilung@firma.de) and has been stored for several users in the company.
Email signature	Email signature of the user. If an email is sent via event handling for the user and the field is filled, the signature is displayed in the email instead of the standard text.
Work Org Unit	If there are branches for the company, a branch must be assigned to the user.

Tip:

- In the **Email** field, enter a valid email address so that the user can send and receive notifications.
- In the **Work Org Unit** field, enter the branch for which the user usually works. If the user is to enter data for several branches, he must be assigned to the corresponding branches via user groups. Instructions for assigning a user can be found in the chapter *Creating a user group*.

4. Optionally, in the **Communication** area you can enter additional telephone numbers or email addresses. To add a new communication channel, click on the icon +.
5. On the tabs **Permissions** and/or **Permission groups** you can set the permissions of the user. You can find instructions in the chapter *Assigning permissions* on page 4.
   On the tab **Effective Permissions**, the permissions assigned via the tabs **Permissions** and **User Groups** are displayed.
6. To assign an automated action on an event to the user, click on the **Event handler** tab. Further information on event handling can be found in the chapter *Event handling* on page 6.
7. You can find instructions on setting a password for the user in the chapter *Set password*.
8. To save the user, click on the entry **Save** in the in the ··· **Actions** area.

3.2 Assigning permissions

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

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

.

1. Select the menu entry **Administrator** > **User Maintenance**.
2. Double-click on the user in the table.
   The **Edit user** tab opens.
3. Click on the **Permissions** tab.
4. To expand a permission group, click on the **+** icon.

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

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

Tip:

- You can also move permissions by clicking on an permission holding down the mouse button and moving the mouse.
- You can temporarily revoke permissions by activating the **Deny** check box for a permission in the **Assigned Rights** tab.

The assigned permissions are displayed in the **Assigned Rights** column.

> **Important:** If the user is not a *Customs responsable* of the company, the permission **CustomsDeclaration** > **notify** should not be assigned to him.
>
> The person responsible for customs (Notify) receives company-wide all email notifications from customs (for example **Sanction notification received**) that cannot be assigned to one user. In addition, he receives email notifications from event handling, when a corresponding action has been assigned to the customs responsable. The following events can trigger email notifications to the customs responsable:
>
> - Customs declaration → Import → Customs → Findings (CUSTAX)
> - Customs declaration → Import → Customs → Combined document (Normal Procedure) (CUSTAX)
> - Customs declaration → Import → Customs → Combined document (simplified procedure) (CUTAX)
> - Customs declaration → Import → Customs → Not finally fixed Taxes (NFFTAX)
> - Customs declaration → Import → Customs → Tax assessment (CUSTAX)
> - Customs declaration → Import → Customs → Tax assessment, Import Declaration (Normal Procedure)(CUSTAX)
> - Customs declaration → Import → Customs → Tax assessment, Combined document (Normal Procedure)(CUSTAX)
> - Customs declaration → Import → Customs → Tax assessment withoud a relation to a customs declaration.
> - Customs declaration → NL (almost all events)
> - Customs declaration → SumA → Customs → Sanction notification received
> - Customs warehouse inventory → Warehouse incoming (DE) → Customs → Taxes (TAX) → Tax assessment

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

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

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

4 Event handling

This chapter describes event handling. In the user administration, you can assign a user an automated action to be performed when an event occurs.

Restriction:

- To be able to manage users, you need administrator rights.
- To be able to manage event handling for your own user, you need the permission **OwnUser** > **editDocumentEvents**.

Events are changes in the flow of a *dossier* for which an automated action can be executed. Events can be triggered automatically by the system or manually by a user. For example, events can be incoming error messages or the creation of a shipment. A list of all events can be found in the chapter *Events*.

An action is an automated reaction to an event for a dossier. For example, an action can be the consignor of an email or the creation of a task. It is assigned to the user in a specific function, for example as the creator of the document. You can find a list of all actions in the chapter *Actions*. A list of all functions can be found in the chapter *Functions*.

There are shared events for some customs procedures, for example the consignee of a CUSTAX. To prevent errors when processing events, events must not be acquired twice. For this reason, shared events are set for Import. Shared events are available for the following procedures:

- Clearance for free circulation
- Inward processing (IP)
- NEE Raise, Refund or Abatement
- Summary declaration
- Customs warehouse

4.1 Assigning an action

This chapter describes how to assign an available action in event handling.

Restriction:

- To be able to assign an action, you need administrator rights.
- To be able to assign an action for your own user, you need at least the permission **OwnUser** > **editDocumentEvents**.

Important:

- If several identical actions are assigned to the user in different functions, for example the action **Send email** is only executed once.
- If the user is stored as an email recipient for an action in the event control of several users, the emails are sent multiple times. Multiple consignors of emails from the event control of several users cannot be technically suppressed.

1. To edit your user, go to the user menu and select the entry **Edit own user profile**.
   The tab **Edit own user profile** opens.
2. To edit another user, proceed as follows:
   a) Select the menu entry **Administrator** > **User Maintenance**.
      The overview **User** opens.
   b) To search for a user, fill in the field **Username** and click on the button **Search**.
   c) Open the corresponding user with a double-click.
      The tab **Benutzer bearbeiten** opens.
3. Click on the tab **Event handler**.

4. Select the event for which you would like to assign an action. To expand an event group, click on the **+** icon. Alternatively, right-click on an event group and select the entry **Expand node**.

> **Tip:** To search for an event, enter a search criterion in the text field above the events and press the ⇄ or Enter.

5. To assign an action, you must move the action from the **Available actions** column to the **Assigned actions** column. To remove an assigned action, you must move the action from the **Assigned actions** column back to the **Available actions** column.

   - To move an individual action, select the action. Click on the button **>** or **<**.
   - To move multiple actions, hold down the CTRL button and select several actions. Click on the button **>** or **<**.
   - To move several consecutive actions, select the first action, hold down the Shift button and select the last action. Click on the button **>** or **<**.
   - To move all actions, click on the button **»** or **«**.

> **Tip:** You can also move actions by clicking on an action, holding down the mouse button and moving the mouse.

6. If you assign an action that is marked with the icon ✎, the **Edit configuration**window opens. Proceed as follows:

   a) Fill in the fields if required.

   Since the fields in the window **Edit configuration** change depending on the action, you will find an alphabetically sorted list of the fields below:

Field	Description
Action	Display of the action for which the configuration is being edited.
Send to original receiver	If you select the value **Yes** or leave the field empty, an email is sent to the original email recipient.
User	User to whom an email is to be sent. If you select a user, the email is sent to the email address stored for the user. In the **Email** field, you can enter additional recipient email addresses if required.
User group	User group to which an email is to be sent. If you select a user group, the email is sent to all users in the user group, provided an email address is stored for the respective user. In the fields **Email** and **User**, you can specify additional recipient email addresses or another user if required.
Printer	Name of the local printer. To be able to use the action, the printer must be stored in DAKOSY GE.
Email	Recipient email address. It makes sense to enter a collective email address, for example Import-Hamburg@Firma.com. You can enter several email addresses separated by commas.
Always use selected printer	Name of the local printer. To be able to use the action, the printer must be stored in DAKOSY GE.

Important:

- For a recipient email address, it is sufficient to enter one of the fields **Email**, **User** or **User group**. If you do not fill in any of the fields, the email address of the user for whom you are customizing the event handling will be used automatically.
- If you do not want to receive emails more than once, make sure that no other user also stores you as a consignee for the same action in the event control.

Tip: To change a stored configuration, double-click the action in the **Assigned actions**.

b) To save the configuration, click on the button **OK**.

7. To delete your own settings and reset all values to the default values, click on the icon.

Tip: The button to reset the settings causes the specific settings of the user, the organization unit or the company to be deleted. The original configuration is displayed.

8. To save the event handling, click in the area ⋯ **Actions** on the entry **Save**.

5 Creating an address

This chapter describes how to create an address.

Restriction:

- To create an address, you need at least the permission **Customer** > **create**.
- To be able to edit a credit limit in the master address data, you need the permission **Customer** > **editCreditLimit**.

Important: If you want to define a place of loading instead of a customer, enter the place of loading code assigned to you by customs in the text field **Customercode** on the **General** tab. In addition, assign the role **LoadingLocation** to the address on the **Assignment** tab.

1. Open the overview **Customer/Addresses**. You have the following options:
   - Select the menu entry **Start** > **Customer/Addresses**.
   - On the start page in the area **Applications** click on the entry **Customer/Addresses**.
2. In the area **Related actions** click on the entry + **New Customer/Address**. Alternatively, you can create a new address from the economic operator:

   Tip: For an address with EORI, it is recommended that you enter it via the economic operator.

   a) Select the menu entry **Maintenance** > **Economic Operators (Customs)**.
   b) Open an economic operator with a double-click.
   The **Economic Operator** tab opens.
   c) Click on the tab **Addresses**.
   d) Click on the button +.
   e) If the address has several branches, a window opens. Fill in the field **Branch number** and click on the button **OK**.

   The **Edit Customer/Address:** tab opens.
3. Fill in at least the mandatory fields on 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.

Field	Description
Code	Unique identification number. The customer number identifies an address or a customer.
Name	Name of the customer

   Tip: To automatically generate a consecutive number in the **Code** field, click on the button +. The number can be included in a sequence of digits and/or letters.
4. To assign the address to an economic operator, fill in the fields **TIN/EORI/UID** and **Branch number**.

   Tip: To generate a new EORI number from the **TIN/EORI/UID** field, right-click in the field and select the entry **TIN/EORI/UID erstellen** from the context menu. Fill in the fields **EORI** and **Description**. Click on the button **OK**.

Field	Description
TIN/EORI/UID	Customs identification number of the economic operator to which the customer is assigned.
Branch number	Branch to the customs identification number of the economic operator to which the customer is assigned.
EORI Type	EORI type for Swiss addresses. The EORI type is required to use the correct data of the economic operator in Swiss customs declarations. By default, the value **EORI** is displayed by default. For addresses with the country code CH, select one of the following values if required: • **3rd Country Unique ID No** (TCUI number) • **EORI** • **Swiss Business Partner ID (GP-ID)** • **Swiss Business ID (UID)**

Important: If the address is assigned to an economic operator, the authorizations or custom places can be selected via the address code in a customs declaration, for example.

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

5. To enter a universally valid telephone number, a universally valid email address or a contact, click on the tab **Communication**. You can find instructions on storing a contact or contact person in the chapter *Creating a contact* on page 16.

Tip:

- Enter telephone numbers for ICS2 in international format, for example +49401234567.
- You must specify a customs contact in an export declaration. If you store the contact in an address, you can enter the address code in the customs declaration and select the contact from a list.

6. To enter a VAT identification number, a REX number, additional duty references or other tax IDs, click on the tab **Tax**.
7. If required, fill in the field **VAT Number** or **REX Number**.

Field	Description
VAT Number	VAT ID number of the customer. Example: DE123456789. Since ATLAS 9.1, the VAT ID number must be entered in the **Reference number** field.
REX Number	Number of the registered exporter (REX number). Example: DEREX58631234

Tip: The VAT ID and the reference number (tax references) are used in the ATLAS procedure Import (Germany), for example in procedures 42 or 63.

8. To enter additional duty references, fill in the field **Reference number**.

Field	Description
Reference number	The reference number specifies additional duty references, for example the VAT identification number of the importer, the fiscal representative, the acquirer or the IOSS reference number in the IOSS (Import-One-Stop-Shop) procedure. It contains the function code for the role of the person involved. Example: FR1DE123456789 (FR1 = importer, DE123456789 = VAT number)
Function code	The function code indicates the role of the tax operator, which is specified in the reference number. Possible values are: • FR1 = importer • FR2 = acquirer • FR3 = fiscal representative • FR5 = Seller (for IOSS)

Important: The reference number can only be entered once per address. If an address has multiple roles (for example importer and IOSS), you must enter a second address.

9. To enter additional tax IDs, proceed as follows:

a) Click on the icon + in the table **TaxIds**.
The **TaxId** window opens.

b) Fill in the fields **Country** and **TaxId**.

c) To enter another tax ID, click on the button **Add**.

d) To save the tax ID, click on the button **OK**.
The tax ID is displayed in the table.

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

To enter a company code, enter the value CN in the field **Country** enter the value `CN`. In the **TaxId** field, enter the VAT or USCC number with the corresponding qualifier and a `+ character` in front of it. Examples

- OC+DE 1234567
- USCI+47110000831940123F

Click on the button **OK**. The company code is displayed in the **TaxIds** table.

10. To enter another address, click on the tab **Further Addresses**. Proceed as follows:

a) Click on the icon +.
The **Address** window opens.

b) Fill in at least the fields **Role** and **Name**.

c) To enter another address, click on the button **Add**.

d) To save the address, click on the button **OK**.
The address is displayed in the table.

11. To assign one or more roles to the address, click on the tab **Assignment**. To assign a role, you must move the role from the **Unselected customer roles** column to the **Selected customer roles** column. To remove an assigned role, you must move the role from the **Selected customer roles** column back to the **Unselected customer roles** column.

- To move an individual role, select the role. Click on the button > or <.
- To move multiple roles, hold down the CTRL button and select several roles. Click on the button > or <.
- To move several consecutive roles, select the first role, hold down the Shift button and select the last roll. Click on the > or < button.
- To move all roles, click on the button » or «.

Tip:

- You can also move roles by clicking on a role, holding down the mouse button and moving the mouse.
- You can find a description of the roles in the chapter *Role assignment*.

12. To enter a remark, click on the tab **Remarks**. You have several options:
    - Enter a text.
    - To transfer a saved text from the database, enter a # followed by the coding of the remark code in capital letters and exit the field with the tab key. You can find instructions on entering a remark code in the chapter .
    - You can combine both options by supplementing text or adding further text modules.
13. To enter general accounting data, click on the tab **Accounting/General**.
14. 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
Currency	Currency
Due Date	Payment term in number of days
Corporate Group	Corporate group. Enter a name or an address code. If the address is a controlled company of a tax group, enter the controlling company in this field.
Debit account	Debtor
Debit account	Creditor
Impersonal account	G/L account
Credit limit	Available credit limit in euros
Voucher Delivery Type	Type of invoice dispatch to be processed
Print customs document	Should the customs document be printed automatically or created as a PDF document when the invoice is created?
Payment terms	Free text field for payment terms. 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.
Copy count	Number of copies
TAX	If the check box is activated, tax liability exists.
Company	If the check box is activated, the customer is a company.
Cash	If the check box is activated, this is a cash payment.
Branch	If the check box is activated, this is a branch.

Field	Description
Reverse Charge	Is the reverse charge procedure used? Depending on the value selected, the **Reverse Charge** check box is pre-filled in incoming and outgoing vouchers.
export relevant	If the check box is activated, the address is relevant for the export.
Default cost centre	Default value for the cost center that is transferred to the dossier.

Tip: If you enter the value **EMail** in the **Voucher Delivery Type** field, the following email addresses are pre-filled in the print dialog:

- Email address from the field **Email** on the tab **Communication**
- Email addresses of all contacts with the role **Rechnungsversand** (tab **Communication**)

For automatic bookings, the invoice is sent directly to the email addresses.

15. To enter a cost center, proceed as follows:

a) Click on the icon + in the area **Cost centres**.
The **Cost Centre** window opens.

b) Fill in the fields **Cost centre** and **Product type**.

Field	Description
Cost centre	Cost center
Product type	Product type. Enter a product type or use the search function.

c) To save the cost center, click on the button **OK**.
The cost center is displayed in the table.

16. To enter a credit limit, click on the tab **Accounting/Länder Credit limit**. Proceed as follows:

a) Click on the icon + in the area **Länder Kreditlimit**.
The **Land Kreditlimit** window opens.

b) Fill in the fields **Country** and **Credit limit**.

Field	Description
Country	Country abbreviation of the country to which the credit limit applies
Credit limit	Absolute credit limit in euros

c) To enter another credit limit, click on the button **Add**.

d) To save the credit limit, click on the button **OK**.
The credit limit is displayed in the table.

17. To enter data for automatic invoicing, click on the tab **Accounting/Invoice creation**.

Tip: Basically DAKOSY GE all services are invoiced to the booking party (field **Invoice receiver** in the order or shipment). You can enter discrepant voucher recipients for the automatic billing of customs declarations on the **Accounting/Invoice creation** tab. You can find instructions on how to define voucher recipients in the chapter *Defining voucher recipients for an address*.

18. If required, fill in additional fields for automatic invoicing.

Field	Description
EuSt Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the import tax costs are billed to this address.

Field	Description
Zoll Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the customs duties are billed to this address.
Andere Dienstleistungen Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the other services will be billed to this address.
Anzahl Rechnungen	Number of invoices to be created for the booking party. If the field is filled, the fields **EuSt Adressrolle**, **Zoll Adressrolle** and **Andere Dienstleistungen Adressrolle** must remain empty. • If you leave the field empty or enter the value 1, an invoice will be created. • If you enter the value 2, an invoice for customs and VAT and an invoice for other services will be created. • If you enter the value 3, an invoice will be created for VAT, customs and other services.
Automatic invoice	Should the billing process be automated?
Invoice type	Type of billing. Possible values are: • **Invoice** • **Bourns Collective Invoice**
General period type	Period in which the general settlements are processed. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
General day in period	Day in the billing period for general billing. For a weekly or bi-weekly billing, enter a value from 1-7, for example 3 for Wednesday. For monthly billing, enter the date.
Zoll/EuSt Abrechnungszeitraum	Period in which the customs and VAT invoices are processed. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
Tag im Zoll/EuSt Abrechnungszeitraum	Day in the invoicing period for customs and EU VAT invoices. For a weekly or bi-weekly statement, enter a value from 1-7, for example 3 for Wednesday. For a monthly statement, enter the date.
Dienstleistungen Abrechnungszeitraum	Period in which the settlements for services are carried out. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
Tag im Diensl. Abrechnungszeitraum	Day in the billing period for service billing. For weekly or bi-weekly billing, enter a value from 1-7, for example 3 for Wednesday. For a monthly billing, enter the date.

Field	Description
Custax booking option	Posting option for automatic processing when receiving a CUSTAX message. Possible values are: • **Book** • **Create** • **Send**

19. To define handling instructions or default values, click on the tab **Further**. Fill in the fields if required.

Field	Description
Handling instructions	Free text field for handling instructions. Enter a text. To transfer a saved text from the database, enter a # followed by the remark code in capital letters and exit the field with the tab key. You can combine both options by supplementing text or adding further text modules.
Default Airport	Default value for the airport of departure that is transferred to the dossier.
Default Seaport	Default value for the port of departure that is transferred to the dossier.
Profit share percentage	Profit share of the customer in percent
Accounting Info	Free text field for accounting information. Enter a text. To transfer a saved text from the database, enter a # followed by the remark code in capital letters and exit the field with the tab key. You can combine both options by supplementing text or adding further text modules.
Regulated agent	Regulated booking party
Creation allowed	Is B/L creation allowed?

20. To enter another reference, click on the tab **References**. Proceed as follows:

a) Click on the icon +.
The **Edit the reference** window opens.

b) Fill in the fields **Type** and **Reference**.

c) To enter another reference, click on the button **Add**.

d) To save the reference, click on the button **OK**.
The reference is displayed in the table.

21. To enter a function code for ICS2 or customs attributes, click on the tab **Customs attributes**.

22. If required, fill in the field **ICS2 Function code**.

Field	Description
ICS2 Function code	Function code for ICS2. If the field is filled and the address is selected in an ICS2 customs declaration, the function code is transferred to the corresponding **Function code** field. Possible values are • **1 - Natürliche Person** • **2 - Juristische Person** • **3 - Personenvereinigung**

23. To enter customs attributes, proceed as follows:

> **Tip:** You can use customs attributes to simplify the completion of customs declarations. You can currently store the following values:
> - A predefined customs office for the NCTS procedure Germany.
> - A percentage amount for calculating the transport insurance for the import customs procedure Germany.

a) Click on the icon +.
The **Customs attribute** window opens.

b) 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
Procedure	Customs procedure in which the customs attribute is used
Customs Declaration Type	Customs declaration type in which the customs attribute is used
Role	Technical role of the address in the customs declaration
Attribute type	The field to be filled in the customs declaration.
Value	The value that should be displayed in the field to be filled.
Customs office	Customs office. If a customs office is specified, the data is only transferred to a customs declaration that is addressed to the specified customs office.

> **Tip:** To have the insurance sum automatically calculated in the D.V.1 data of the item in a German import customs declaration, enter the attribute **Transport insurance GER** for the corresponding customs declaration type. Enter the percentage amount in the **Value** field in the same format as in the D.V.1. The **Role** field must remain empty. If you enter the address as the customs value declarant and activate the **Calculate insurance** check box, the value is pre-filled accordingly.

c) To enter another customs attribute, click on the button **Add**.

d) To save the customs attribute, click on the button **OK**.

24. To enter print texts, click on the tab **Print Notes**. Proceed as follows:

a) Click on the icon +.
The **Print Notes** window opens.

b) Fill in the field **Text**.

c) To enter another print text, click on the button **Add**.

d) To save the print text, click on the button **OK**.
The print text is displayed in the table.

25. To save the address, click in the area ··· **Actions** on the entry **Save**.
The address is displayed in the overview.

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

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

5.1 Creating a contact

This chapter describes how to create a contact. A contact is stored for an address.

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

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

1. Open the overview **Customer/Addresses**. You have the following options for opening the overview:
   - Select the menu entry **Start** > **Customer/Addresses**.
   - On the start page in the area **Applications** click on the entry **Customer/Addresses**.
2. Open an address with a double-click.
3. Click on the tab **Communication**.
4. To store a contact, click on the icon + in the table **Contact**.
   The **Edit the contacts** window opens.
5. 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
RealName	Name of the contact
Phone	Telephone number
Role	Role of the contact. Possible values are: • **Rechnungsversand** = The contact's email address is pre-filled in the print dialog for invoice dispatch. For automatic bookings, the invoice is sent directly to the contact's email address. • **Zoll** = The contact can be selected as a contact in a customs declaration for the customer. • **Allgemeiner Ansprechpartner** = The contact is adopted as the contact in a dossier for the customer. For a customs declaration, the system first searches for a contact with the role **Zoll**. • **Gefahrgut Ansprechpartner** (currently without function) • **Buchhaltung** (currently without function) • **Vertrieb** (currently without function) • **Mahnung** (currently without function)

   Important: To create a contact for a customs declaration and in particular for an export declaration, select the value **Zoll** in the **Role** field.

6. To enter multiple email addresses for a contact, proceed as follows:
   a) To save the address, click in the area ··· **Actions** on the entry **Save**.

   Important: To be able to store an email address, you must save the address.

   b) Select the contact and click on the icon.
   The **Contact Document email** window opens.
   c) Click on the icon +.
   A window opens.
   d) 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
Country	Country of customs declaration
Role	Address role of the contact in a customs declaration, for example **CN** (consignee) or **CZ** (sender). Depending on the role in a customs declaration and the country, different documents can be sent to different email recipients.
Document	Type of document to be consigned by email. The content of the field currently has no meaning. You can enter any placeholder.
Email	Email address of the company or contact

e) To save the email for the contact, click on the button **OK**.

7. Click on the button **Close**.
8. To save the address, click in the area ··· **Actions** on the entry **Save**.

6 Creating an article

This chapter describes how to create an article.

1. Select the menu entry **Maintenance** > **Commodity codes**.
   The **Commodity codes** overview opens.
2. Click on the entry+ **New** in the area ··· **Actions**. Alternatively, you can create an article from the data of a customs position:
   a) Right-click in the **Article Code** field.
   b) From the context menu, select the entry + **Edit Article Complete**.
   The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.
3. Fill in at least the mandatory fields on the **General** tab. 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
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the **Article Code** field.
Volume per package	Volume per package

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

   Tip: If you fill in the **Customs goods description** field, the goods description for customs declarations is taken from this field. If you do not fill in the field, the goods description is taken from the **General** tab.

8. To enter commodity codes for customs procedures from different countries, proceed as follows:
   a) In the **Customs tariff numbers** area, click on the flag of the desired country. Depending on the settings, not all countries are visible.

The **Edit a Tariff number** window opens.

b) Fill in at least the mandatory fields.

c) Click on the **OK** button.
The commodity code is displayed with the corresponding country code in the **Customs tariff numbers** area.

9. Optionally, enter translations for the customs goods description. To add a new translation, proceed as follows:

a) In the **Customs goods description (Translations)** area, click on the icon +.
The **Edit translation** window opens.

b) Fill in at least the **Language** and **Translation** fields.

c) Click on the **OK** button.
The translation is displayed in the area **Customs goods description (Translations)**.

10. You can enter documents for customs declarations per article. To enter documents, proceed as follows:

a) Click on the tab of the corresponding country.

b) Click on the **Documents** tab.

c) Click on the icon +.
The **Edit a Document** window opens.

d) Fill in at least the mandatory fields.

- To enter another document, click on the **Add** button.
- To end the entry, click on the **OK** button.

The document is displayed in the table.

You can find an overview of all entered documents on the **Customs/Documents** tab.

> **Tip:** If you select the article in a customs declaration, the stored documents are transferred to the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill in the fields.

12. To enter additional taxes for import Switzerland, proceed as follows:

a) Click on the **Switzerland** tab.

b) Click on the **Import** tab.

c) In the **Additional Taxes** area, click on the icon +.
The **Edit Additional Tax** window opens.

d) Fill in at least the mandatory fields.

- To enter additional taxes, click on the **Add** button.
- To end the entry, click on the **OK** button.

The additional taxes are displayed in the table.

> **Tip:** If you select the article in a customs declaration IMGE, the additional taxes stored are transferred to the corresponding position in the customs declaration.

13. To display a list of the users of the article, click on the **Info center** tab.

14. To save the article, click on the **Save** entry in the area ··· **Actions** area.
The article is displayed in the **Commodity codes** overview.

6.1 Creating an article (fast entry)

This chapter describes how to create an article using fast entry.

1. Select the menu entry **Maintenance** > **Commodity codes**.
The **Commodity codes** overview opens.
2. Click on the entry + **New (Quick)** in the area ··· **Actions**. Alternatively, you can create an article from the data of a customs position. Proceed as follows:

a) Right-click in the **Article Code** field.
b) From the context menu, select the + **Artikel erstellen** entry.

The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.

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

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the **Article Code** field.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Inventory unit	Unit of measurement under which the item is listed in the customs warehouse inventory.
Batch management required	If the check box is activated, the item is subject to batch duty.
Tariff no.	8-digit customs tariff number of the Combined Nomenclature/Tares
Taric	The 9th and 10th digit of the customs tariff number (TARIC)
National	The 11th, purely national digit of the total customs tariff number
Valid from	Date from which the commodity code can be used.
Valid to	Date up to which the commodity code can be used.
Supplement	The supplement code depends on the commodity code. Supplementary codes can be trade policy or customs measures that are dependent on *EZT*.

4. You have several options:

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

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

7 Creating a deferment account

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

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

1. Select the menu entry **Maintenance** > **Economic Operators (Customs)**.
2. Open the economic operator with a double-click.
   The **Economic Operator** tab opens.
3. Click on the **Deferment account** tab.
4. To create a new deferment account, click on the icon +.
   The **Deferment account** window opens.
5. Fill in the fields **Country** and **Account type**. Click on the button **OK**.

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

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

Field	Description
Deferment Account	Account number of the deferral account
Deferment Type	Type of deferral account
own flag	Type of deferral request
Office	The federal cash office, the central customs office, for example "HH" for Hamburg.
BIN	Deferral user identification number provided by the central customs office
BIN repetition	Re-enter the deferral user identification number provided by the central customs office to check the entry.
Description	Free description of the deferral account

   Important: Enter the BIN twice.

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

   d) Click on the button **OK**.
   The restriction is displayed in the area **Restrictions**.
8. To create a deferment account (single administrative document) for Germany, fill in the following fields:

Field	Description
Office	The federal cash office, the central customs office, for example "HH" for Hamburg.
Account Number	Account number of the tax account
own flag	Type of deferral request
Description	Free description of the deferral account

9. Click on the entry **Save** in the area ··· **Actions**.
   The deferment account is displayed in the **Trader/Deferment account** tab.

8 Economic operators (customs)

This chapter explains how to manage economic operators.

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

- Duty accounts
- authorizations
- Guarantees
- Declarant ID
- EORI, UID, TCUI number or TIN
- Custom places

To enter an EORI with all the required customs master data, create an economic operator (customs). You must also assign an address to the economic operator so that, for example, authorizations or customs places can be selected via the address code in a customs declaration.

Important: For test operation, the test EORI assigned by customs must be entered, otherwise errors will be reported back when sending.

8.1 Creating an economic operator

This chapter describes how to create an economic operator. To enter an EORI with all required authorizations, custom places, guarantees and tax accounts, create an economic operator.

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

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

Field	Description
TIN/EORI/UID	Customs identification number of the economic operator. • Format TIN Germany: DE123456789012345 • Format UID Austria: ATXYZ1234567890 • Format UID Switzerland: CH123456789 • Format EORI Netherlands: NL123456789 • Format EORI Belgium: BE1234567890
Type	Type of customs identification number. If you want to communicate with a customs system such as ATLAS, e-zoll or EZV, select the value **Production** from the drop-down menu. If you are working in test mode, select the value **Test** from the drop-down menu.

Field	Description
EORI Type	EORI type for Swiss addresses. The EORI type is required to use the correct data of the economic operator in Swiss customs declarations. The value **EORI** is displayed by default. For addresses with the country code CH, select one of the following values if required: • **3rd Country Unique ID No** (TCUI number) • **EORI** • **Swiss Business Partner ID (GP-ID)** • **Swiss Business ID (UID)**
Description	Free text field

4. For the EORI in Germany, you must store all branch numbers, at least the branch number `0000`. To store a branch number, proceed as follows:
   a) Click on the icon + in the table **Branch numbers**.
   The window **Edit a branch number** opens.
   b) Fill in the field **Branch number**.
   c) For better orientation with several branches, fill in the field **Description**.
   d) Click on the button **OK**.
   The branch is displayed in the table.
5. In the area ··· **Actions** click on the entry **Save**.

> **Important:** To be able to enter authorizations, custom places, guarantees and tax accounts, you must save the economic operator.

6. To open an overview of the addresses assigned to the economic operator, click on the tab **Addresses**.
   You can find instructions on creating an address in the chapter *Creating an address* on page 9.
7. To open an overview of the authorizations, click on the tab **Customs Authorizations**.
   You can find instructions on creating an authorization in the chapter *Creating an authorization* on page 27.
8. To open an overview of custom places, click on the tab **Customsplaces**. Depending on the procedure, you have several options:
   - Instructions for creating a custom place for the export and NCTS customs procedures can be found in the chapter *Creating an authorization* on page 27.
   - Generally available customs places for the Netherlands and Austria, which are to be used in a customs declaration, must first be created in the frame of the respective authorization. Instructions for creating a generally available custom place can be found in the chapter *Creating an authorization* on page 27.
   - Instructions for creating a SumA place of temporary storage can be found in the chapter *Creating a SumA place of temporary storage*.
9. To open an overview of the guarantees, click on the tab **Customs Guarantees**.
   You can find instructions on how to create a guarantee in the chapter *Creating a guarantee account*.
10. To open an overview of the declarant IDs, click on the tab **Declarant-IDs**.
    You can find instructions on how to create a declarant ID in the chapter *Creating a declarant ID*.
11. To enter data for a change in communication with customs, click on the tab **Transferdata**.
12. To open an overview of the customs accounts, click on the tab **Deferment account**.
    You can find instructions on creating a deferment account in the chapter *Creating a deferment account* on page 22.
13. In the area ··· **Actions** click on the entry **Save**.
    The economic operator is displayed in the overview.

8.2 Deactivate economic operators

This chapter describes how to deactivate an economic operator. As an economic operator cannot be deleted, you must deactivate it instead.

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

1. Select the menu entry **Maintenance** > **Economic Operators (Customs)**.
2. Open the economic operator with a double-click.
   The tab **Economic Operator** opens.
3. Click on the tab **General**.
4. To deactivate the economic operator, enter a date before the current date in the field **Valid To**.
5. In the area ··· **Actions** click on the entry **Save**.
   The check box **Valid today** in the overview is deactivated for the economic operator.

9 Creating an authorization

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

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

1. Select the menu entry **Maintenance** > **Economic Operators (Customs)**.
2. Open the economic operator with a double-click.
   The tab **Economic Operator** opens.
3. Click on the tab **Customs Authorizations**.
4. To create a new authorization, click on the icon +.
   The tab **Customs authorization** opens.
5. 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. You will find all the necessary information on your authorization from customs.

Field	Description
Country	Country for which the authorization has been granted.
Authorization-number	Number of the authorization. Enter the authorization number without special characters or spaces. The authorization numbers have different formats depending on the country. • Germany: DEABC5863XY123456 (or temporarily still in the old format DE5863XY1234) • Austria: for example ATALGBTF9991 or ATDPOD5GKB33 • Netherlands: NL1234567890123
procedure type	Type of procedure for which the authorization was granted.
Type	Superordinate category of the procedure for which the authorization was granted.
External findings	Should the status **External findings** be set if the customs declaration IMDS or IPDS (vZA/AZ) was not sent to ATLAS via DAKOSY GE? The status **External findings** is the basis for creating the EGZ. To set the status, select the value **Yes**.
Description	Free text field to describe the authorization
Valid From	Time from which the authorization or restriction is valid.
Valid To	Date until which the authorization or restriction is valid.

Important:

- Enter the authorization number without slashes.
- Since the update to AES 3.0 (09/2023), for an authorization as an authorized exporter, the value **Simplified Procedure** must be selected in the field **Type**. If you created the authorization number before the update, change the value **Authorized exporter** to the value **Simplified Procedure** and save the authorization.

Tip:

- If you enter a customs office, this is adopted for all custom places. If your customs places are assigned to different customs offices, leave the field empty and enter the customs offices for the respective customs place.
- Examples of *UCC authorization types* are:
  - ACE, ACR or ACT (NCTS procedure)
  - EIR (local clearance procedure)
  - IPO (inward processing)
  - SDE (simplified procedures)

6. To enter a new custom place, proceed as follows.

You can enter the following custom places:

- Customs places for the export customs procedure
- Custom places for the NCTS customs procedure
- Generally available custom places for the Netherlands
- Generally available custom places for Austria

a) In the table **Customsplaces** click on the icon +.
The window **Edit a Customsplace** opens.

b) Fill in at least the mandatory fields. Depending on the country, different fields must be filled in.

Field	Description
Type	Type of custom place. Depending on the country, you can also leave the field blank.
Key	Code assigned by customs for the custom place. You received the customs location code from customs with your authorization.
Customs office	Authorizing customs office. For the customs place: Office number of the customs office responsible for the customs place.
Postal address	Address of the custom place
Description	Free text field to describe the custom place
valid from	Time from which the custom place is valid.
valid to	Date until which the custom place is valid.

Tip:

- You can assign the custom place to one or more procedures according to the authorization. To assign the custom place to a procedure, select the value for the corresponding field **Yes**.
- If you have not entered a customs office for the authorization or the customs office is discrepant from the custom place, enter the customs office.
- To enter a new address, right-click in the field **Postal address**. Select the entry **Maintain one-time-customer** from the context menu. You can find instructions in the chapter *Editing one-time-customers and print addresses*. If you add the address to the customer master data, the link is displayed in the economic operator on the tab **Addresses**.

c) To save the custom place, click on the button **OK**.
The custom place is displayed in the table **Customsplaces**.

7. You can set deadlines for the NCTS customs procedure. Depending on the deadline set, the field **Presentation date** in an NCTS dispatch (NCDP) is filled. To set a new deadline, proceed as follows:
   a) In the table **Deadlines**, click on the icon +.
   The window **Deadline** opens.
   b) Enter a value from `0` to `365` in the field **Deadline in days**.
   c) Deadlines can be processed depending on other fields. If required, fill in the fields **Customs office**, **Destination country** or **OrgUnit**. For example, if the field **OrgUnit** remains empty, the deadline applies to all branches of the company.
   d) To save the deadline, click on the button **OK**.
   The deadline is displayed in the table **Deadlines**.
8. To enter the restrictions for your authorization, proceed as follows:
   a) Click on the tab **Restrictions**.
   b) In the table **Restrictions** click on the icon +.
   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
type	Restriction type: Inclusion or exclusion
EZT Tariffnumber	Customs tariff number or chapter of the EZT that is included or excluded in the authorization.
Country	Name or country code of the country included or excluded in the authorization.
Valid From	Time from which the authorization or restriction is valid.
Valid To	Date until which the authorization or restriction is valid.

> **Important:** There must always be an inclusion and an exclusion.
>
> Example: If you enter an inclusion with a customs tariff number for which the authorization applies, you must also enter an exclusion without a customs tariff number. This indicates that the authorization does not apply to all other customs tariff numbers.

   d) Click on the button **OK**
   The inclusion and exclusion is displayed in the table.
9. To save the authorization, click in the area ··· **Actions** click on the entry **Save**.
   The authorization is displayed on the tab **Trader/Customs Authorizations**.

10 Template

A template is a submission for frequently used dossiers.

A template has the following characteristics:

- You can create as many templates as you like.
- You select a template when creating a dossier.
- When creating a dossier based on a template, all fields filled in the template are copied to the dossier. The entries can be changed and completed.
- For example, create a template for a customer's dossier. You can enter all customer-specific data.
- You can find instructions on creating a template in the chapter *Creating a template* on page 31.

If you create a template from a shipment with a B/L or a port order, the data for the B/L or the port order is also copied for the new shipment.

> **Important:** As the data of the B/L and the port order from the new shipment cannot be overwritten, create a template from a shipment for which there is no B/L and no port order.

You can change data in the port order and transfer it to the shipment, but not vice versa.

To preallocate fields for a document type (airfreight import shipment, export declaration), you can use preallocations. You can find more information on preallocations in the chapter *Preallocation*.

> **Important:** If you use a template, the preallocation is ignored.

10.1 Creating a dossier from a template

This chapter describes how to create a dossier from a template.

> **Important:** Depending on the customs declaration type, the function may be deactivated, for example for the customs declaration types WODS and WOXS.

1. Open a module for which you want to create a dossier, for example **Air import** or **customs declaration**.
2. In the area **Overviews** click on the entry **Template Sea Import** or **Templates**.
3. Enter search criteria for the search for a template, for example a **Shipment-Number** or the **Customs Procedure Type** and the **RefNo/LRN**.
4. Click on the button **Search**.

   > **Tip:** To display all existing templates and preallocations, click on the button **Search** without specifying search criteria.

5. Select a template in the table.
6. To create the dossier, click in the area ··· **Actions** on the entry → **Create from Template**.
   The window **Entry for a Shipment-No.** or **New Customs Declaration** opens.
7. You have two options:
   - Enter a unique reference for the dossier in the corresponding field **Shipment-No.** or **RefNo/LRN**.
   - To automatically generate a consecutive number, click on the + button. The number can be embedded in a sequence of digits and/or letters.

Tip:

- Only the following special characters are allowed in the shipment number: space, dash (-), dot (.) and slash (/).
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).

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

You can complete the acquisition, save and send the dossier.

10.2 Creating a template

This chapter describes how to create a template.

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

Tip:

- The template does not have to be saved without errors as it serves as a submission.
- Alternatively, you can create a template from a dossier. You can find instructions in the chapter *Creating a template from a dossier* on page 31.

The template is displayed in the overview.

10.3 Creating a template from a dossier

This chapter describes how to create a template (as a copy template) from a dossier.

- You have opened a dossier (order/shipment/customs declaration) for which a template is to be created.
- You have already entered the data for the dossier to the extent that it is required for a copy template.
- You are using a shipment for which there is no B/L or port order. The data of a B/L or a port order from a template cannot be overwritten from the new shipment.

1. To create a template from an order or shipment, proceed as follows:
   a) In the area **Related actions** depending on the dossier, click on the entry **Create Template**.
   Depending on the module, the window opens **Entry for a Shipment-No.** or **No.**.
   b) Enter a unique order number or shipment number in the field **No.**.

> **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 (/).

c) Click on the button **OK**.
The new template opens. The data has been taken from the order or shipment and saved. If required, you can overwrite the values.

d) If required, fill in additional fields that are to be filled in automatically when the template is copied in future.

e) In the area ··· **Actions** click on the entry **Save**.

> **Tip:** The template does not have to be saved without errors as it serves as a submission.

2. To create a template from a customs declaration, proceed as follows:

a) In the area **Related actions** click on the entry **Create Template**.
The window **Copy Customs Declaration** opens.

b) Enter a unique reference number in the field **RefNo/LRN**.

> **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 characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).

c) Fill in other fields if required. Depending on the context, different fields and check boxes are available.

d) Click on the button **OK**.
The new template opens. The data has been transferred from the customs declaration and saved. If required, you can overwrite the values.

e) If required, fill in additional fields that should be filled in automatically when copying the template in future.

f) In the area ··· **Actions** click on the entry **Save**.

> **Tip:** The template does not have to be saved without errors as it serves as a submission.

11 Edit errors (customs)

This chapter describes how to detect and correct errors using the example of a customs declaration.

You can recognize incorrect customs declarations in the **Customs declarations** overview by the status in the **Status** column and the icon ⊗. The statuses have different names depending on the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
   The customs declaration opens in a new tab.
2. Click on the **Messages & Status** tab.
3. In the table below the **Show Messages, Direction** field, select the line with the incoming message. The messages are displayed in the **Message Preview** area.

   There are differences in the weighting of the responses.

   - Error (**Error**) - Customs has rejected the declaration because it is incorrect.
   - Warning (**Warning**) - Customs reports an error that has not led to a rejection of the declaration.
   - Information (**Information**) - Customs has sent a notification.

   In the **Text** column details of the message are displayed. Depending on the type of response, the column can also remain empty.
4. Double-click on the line with the message text.
   Depending on the type of error, a window with additional information about the error opens.
5. You have the following options:

   - Correct the error, save the customs declaration and resend.
   - Correct the error at a later date.

12 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.

Tip: If customs sends PDF files (for example export or transit accompanying documents), you can open these from the preview of the **Customs declarations** overview. Click on the icon. You can print the document directly via the print dialog from Adobe Acrobat Reader.

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* on page 35.

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

Field	Description
Available Document Types	The table is only displayed if several document types are available for the selected document. • **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

Field	Description
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email
Text	Free text field for the email text. Enter 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.

12.1 Printing or emailing a message

This chapter describes how to print a message from customs. You can also output the message as a PDF file.

The print dialog *Print or email a document* on page 34 is based on the current database of the customs declaration. In order to be able to print multiple incoming messages, a print can be created on the tab **Messages & Status**, a printout can be created for each incoming message.

The following messages can be printed:

- **CURREL - decision of customs office for customs declaration**
- **CUSFIN - summary declaration completion information**
- **CUSFST - completion notification C, X, D goods or goods free zone**
- **CUSREC - information on declaration**
- **CUSREV - Information zur Stornierung eines Bescheids über Einfuhrabgaben**
- **CUSSTP - Bekanntgabe einer Maßnahme SumA**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung SumA**
- **FINTAX - Bescheid über die abschließende Festsetzung von Einfuhrabgaben**
- **NFFTAX - Gründe für die nicht abschl. Festsetzung von Einfuhrabgaben**

1. Open the tab **Messages & Status** of the customs declaration.
2. Select the message inbox.
3. Click with the right mouse button.
4. Select the entry **print** from the context menu.
   The window **Reprint: Documents** opens.
5. In the area **Unassigned DocumentTypes** select the form.

Tip: **Forms** are manually created documents, for example shipments, customs declarations and customs returns, for example findings.

6. 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
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 as a PDF file with a double-click.
- The functions **Scale** and **Two-Sided printing** must be supported by your printer.

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

7. If required, select another document type and repeat the previous step.
8. To create the forms, click on the button **OK**.

Tip: If you are printing a customs form, pay attention to the size of the form on the printout. Some customs offices will not accept printouts that do not match the original form. To print a PDF file in the correct size from Adobe Acrobat Reader, activate the radio button **Custom scale** in the print dialog in the area **customize page and options** with the value **100 %**.

13 Checklist for updaters

In this chapter you will find a checklist for updaters from ZODIAK Classic to DAKOSY GE.

We have prepared a checklist for you to help you with the update from ZODIAK Classic to DAKOSY GE. Use the following list to check whether all master data and configurations have been created completely and, if required, adapted correctly. If you follow the sequence of the list, you will not have to carry out any steps twice.

Step by step	What needs to be done?	Completed?
1	Create users.	
2	Assign user authorizations and create user groups if required.	
3	Event handling: Assign actions to each user.	
4	Edit the economic operator(s):	
4a	Create an economic operator. If a data transfer has been performed, check that all EORIs have been transferred.	
4b	Create deferment accounts (levy accounts). If a data transfer has been carried out, check whether all deferral accounts have been transferred.	
4c	Create customs authorizations.	
4d	Create guarantee accounts, for example for the transit procedure.	
5	If article master data has been transferred, check the transferred data.	
6	If required, create preallocations or templates.	
7	If a customs warehouse exists, check the following dots:	
7a	Create a warehouse configuration. If a data transfer was carried out, check whether the warehouse configuration was created correctly.	
7b	Create warehouse profiles. If a data transfer has been carried out, check whether the transferred data is complete.	
7c	Create warehouse users. If a data transfer has been carried out, check whether the transferred data is complete.	
7d	If an inventory transfer has been carried out, check the inventories per owner.	

Table 1: Checklist

14 Contact information

You will find contact information in this chapter.

If you have any technical questions, please contact your local customs office. Further contact options:

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: *+49 40 37860990*
- Email: *servicedesk@dakosy.de*
- *Contact form*

Technical questions customs

- Contact: Customs Information Center
- Phone: *+49 351 44834-520*
- Email: *info.gewerblich@zoll.de*

Technical questions ATLAS

- Contact: Service Desk ITZBund
- Telephone from within Germany (DE): *0800 8007-5451*
- Telephone from abroad: *+49 69 20971-545*
- Email: *servicedesk@itzbund.de*