

## How to compile Prepayment Accounts summary and change pin

## **Summary instructions for relevant ASYCUDA Users**

The following instructions seek to assist relevant ASYCUDA User's in compiling Prepayment Accounts summaries and changing the account pin number in ASYCUDA World (AW).

## Note:

- i. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- ii. To know the name of a field or button, place the mouse over it to see its name.

## **Process:**

- Go to ASYCUDA→Accounting & Payment→Accounts Management→Payment→Creation / Update→<*Right click*>Prepayment Accounts→"Find" (*For Customs ONLY*) or "Find Declarant Owned" (*For Declarant owned accounts*).
- 2. From the 'Prepaid Accounts finder' use any criteria to find the interested Account

and click on the 'Search' icon to display the result of the search. For Customs Users, if no criteria is captured, all Accounts will be listed. Whilst for Declarant Users, only the Declarant owned account(s) will be listed.

3. To compile the summary, right click on the account and select 'Account Summary'. Complete the "Prepayment Accounts Management" by inserting dates of interest in

the 'Date Interval' field then click on the search Icon.

Account reference	Туре			Owner Name and	l Address	
PPFR8	2	PrePayment		FR8 LOGISTICS LT	D (VILA)	
Declarant 295585	- 6	Company		P. O. BOX 5025 PORT VILA VANUATU		
)ate Interval						
rom	lo					
	-		A REAL PROPERTY.		/	4
						6
Account Summary—				-	a	E

4. To print the report, click on the print icon:



5. To change the pin number, select Pin Change:

One document found! Please select a document and select an action						
\. \	Declarant Code					
2.95%	↓ / 	Account Sum Pin Change	mary			
	Please sel	Please select a document a	Please select a document and select an			

Note: Only Declarant Users have access to change the pin numbers of their accounts.

- 6. Enter:
  - Old Account PIN
  - New Account PIN
  - Confirm PIN
- 7. Verify ( and validate ) the Pin change.
- End