



## How to compile Warehouse reports

# **Summary instructions for relevant ASYCUDA Users**

The following summary instructions seek to assist relevant ASYCUDA Users on how to compile Warehouse reports in the ASYCUDA World (AW) system.

#### Note:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press the F3 key.
- iv. To know the name of a field or button, place the mouse over it to see its name.

#### **Process:**

WHS List Inventory:

1. Go to ASYCUDA→Goods Clearance→Reports→Stocks Management→<*Right click*>'WHS List Inventory'→Report:

1	WHS List Inventory - Report [WH0039]	C, 2, 2
1	File Edit View Help	
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ſ	ASYCUDA	
5	Warehouse List	
I		
1	Closed Opened Expired Extended	
I	Parameters	
9	Warehouse code	
	WH0039 FUNG KUEL	
	Date	
	02/03/2017	
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- 2. Select the status of the Warehouse declarations either 'Closed', 'Opened', 'Expired' or 'Extended'.
- 3. Enter all the 'Parameters' with today's date for data relevant up to today.
- 4. Verify the report parameters by clicking on the 'Verify the Document' icon:
- 5. Compile the report by clicking on this icon:  $\bigotimes$





6. The report should appear as a AW mail in your inbox after a few minutes:



7. In your 'Inbox', select the 'Attachment' tab at the bottom tool bar, right click the attached report to 'View' or 'Save':

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Inbox Drafts Templates Sent Trash	Subject     Subject     repurint visitivere     Report not delivered     THE MAL ROBOT     Report delivered Wa.     THE MAL ROBOT	Date 10/02/2017 4:17:35 10/02/2017 4:17:35 10/02/2017 4:18:49 10/02/2017 4:20:20 10/02/2017 4:21:36 10/02/2017 4:24:16
	Report delivered: Re. THE MAIL ROBOT Attachment: soplugin/pdf Report Usev View	10/02/2017 5:12:47

### WHS Products Inventory:

8. Go to ASYCUDA→Goods Clearance→Reports→Stocks Management→<*Right click*>'WHS Products Inventory'→Report:

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<b>ASYCUDA</b>			
Warehouse Inventory	Warehouse Inventory		
By Product Parameters Warehouse code Product code	By Company	By Country of origin	
Company code	,		
Country code			

- 9. Select the criteria for the report either 'By Product', 'By Company', or 'By Country of origin'.
- 10. Enter the required 'Parameters' details, however these are optional.
- 11. Complete the next steps similar to steps 4-7 above, to compile the report.
- End