How to compile Manifest reports and view Bill write-offs

Summary instructions for all ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users in how to compile Manifest reports and view Bill write-offs in the ASYCUDA World (AW) system.
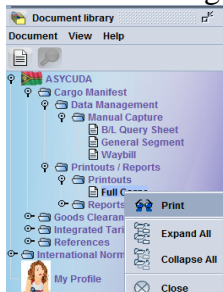
Note:
i.   Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
ii.   Users are encouraged to take note on the system messages and instructions to complete the procedure.
iii.   To access any reference 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:

To print Full Cargo reports:

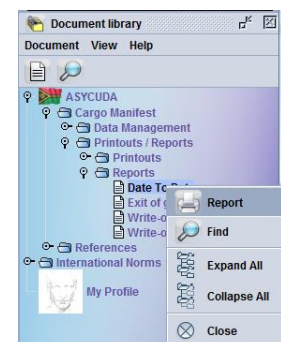1. Go to ASYCUDA→Cargo Manifest→Printout/Reports→Printouts→*<Right click>*"Full Cargo" →Print.

2. Enter the required 'Parameters' detail

3. Compile the report by clicking on the 'Manifest Report' icon:

To print other Manifest reports:

4. Go to ASYCUDA→Cargo Manifest→Printout/Reports→Reports→*<Right click>* "Date To Date" or "Exit of goods" or "Write-off list" or "Write-off Status"→Report

5. Select the preferred option.

6. Enter the required 'Parameters' details.

7. Compile the report by clicking on this icon:

8. The report will be sent to your ASYCUDA email.

Other Write-off reports:

When viewing a Manifest:

1. The written-off list can be viewed by clicking on the 'Bol' tab at the bottom of the Manifest and by clicking on the 'View only written off' icon on:

2. The non-written-off list can be viewed by clicking on the 'Bol' tab at the bottom of the Manifest and by clicking on the 'View only not written off' icon:

When viewing a Bill:

3. The write-off history can be viewed by clicking on the 'Write off' tab at the bottom of the Waybill:

■ End