ASYCUDA REPORTS
USER MANUAL

Table of Contents

1. Accessing reports

ASYCUDA World offers the user a number of reports in various reporting categories. These may be accessed by navigating the ASYCUDA World document library and following the path:

ASYCUDA >> Asycuda World Reports >> Right-click the option: **Reports** and select the function: **"Open"**. See figure 1.

FIGURE 1

The system will display the blank report form. Click the drop-down option and select the required category from **"Report Category"**. If you are not certain of the category, select **"ALL"** from the drop down list.
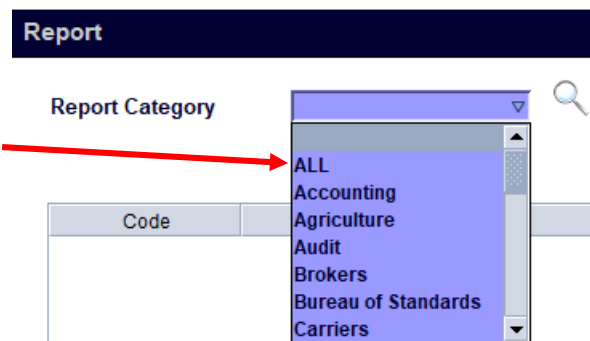

FIGURE 2

The system will display a listing of reports available under the category selected. If the listing is empty or the desired report does not appear, you do not have access to the report and will need to request access from the Customs and Excise Department's IT Unit.

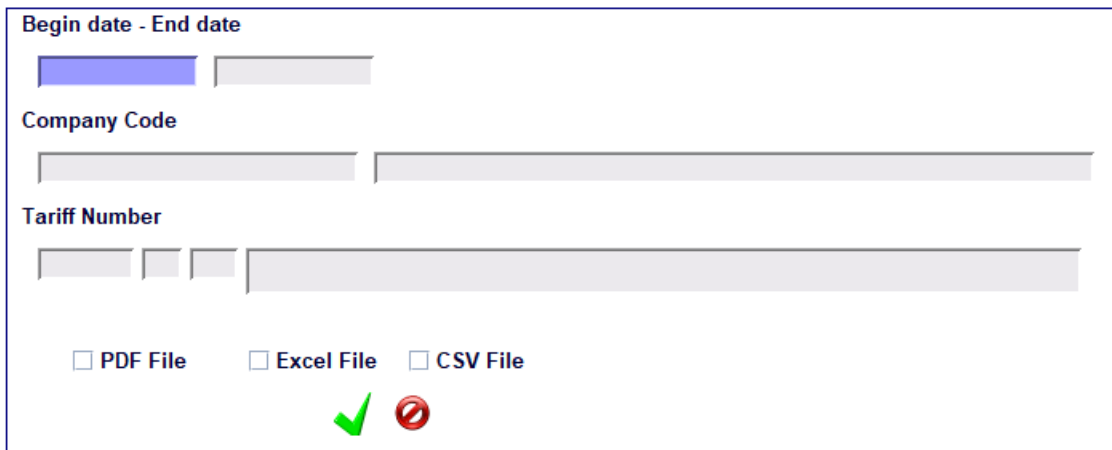Click on the required report, then right-click to reveal the **"Select"** option. See figure 3 below.

FIGURE 3

2. Search parameters

On clicking **select**, the system will display a blank criteria form. These are the search parameters for the report to narrow down the data displayed in the report. Figure 4 shows an example criteria form.

In the example above,
   a) the first two parameters are a date range for the data within the report
   b) the second parameter is the company code and name. if the company's code is not known it can be searched for by right-clicking on the company code field and selecting **"Find"**
   c) the third parameter is a tariff number. Again if the specific code is not known it can be searched for by right-clicking on the Tariff Number field and selecting **"Find"**

Criteria forms vary with each report, i.e. different reports have different criteria and all fields on a criteria form are required.
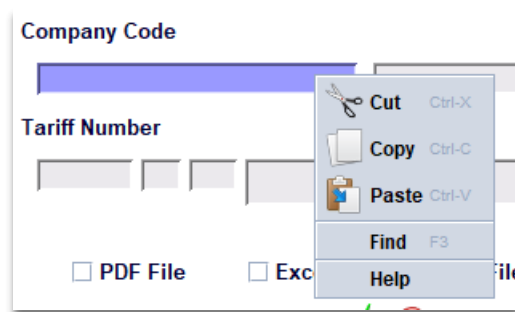
3. Generating report

After filling out each field, select one of the output types (**PDF File, Excel File or CSV File**). This tells the system which output file format to generate for the report. Select the ✔ icon to submit the request.

The system will display a confirmation message.

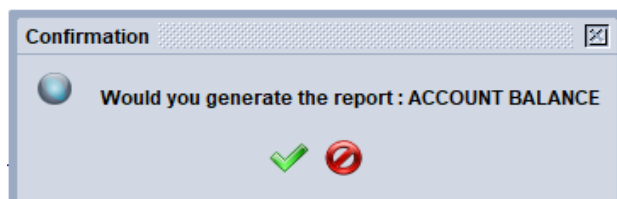Click the ✔ icon to confirm and generate the report.

If **PDF File** is chosen as the output format, a pdf document opens up containing the requested data. This can then be saved to the user's computer through the PDF viewer.

If **Excel File** is chosen as the output format, a save dialog box will open up where the user can select the location on their computer where the file will be saved. The file name for the excel file would be displayed as the name of the report. For example, if the report name is ACCOUNT BALANCE then the file will be saved as ACCOUNT BALANCE.xls. *Note that the file name <u>CANNOT</u> be changed at this point. Even if the user changes what is displayed in the save dialog box, the system will ignore this and save the file as the name of the report. The user will have to navigate to the location where the file was saved on their computer and manually change the name of the file. This is especially important if the user intends to run the report more than once and save the files to the same location on their computer. If the file names are <u>NOT</u> changed they will be overwritten each time the report is generated.*

If **CSV File** is chosen as the output format, the same applies as with the Excel file format. Files need to be renamed manually otherwise they are overwritten each time the report is generated.

If no data is found that matches the search criteria entered, the system displays an empty report message and no report is generated.
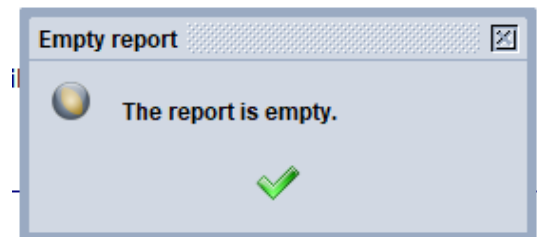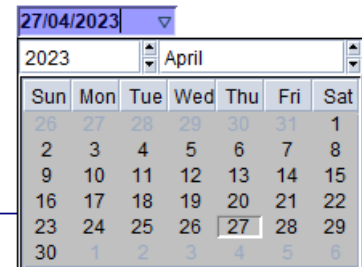
APPENDIX

Search parameters

Date

Opens a calendar to select a date. The report will display data where the date exactly matches the date chosen.

FIGURE 8

Year

Enter the year as a four-digit number. The report will display data where the year exactly matches the year entered.

FIGURE 9

Flow

A dropdown list with two values 0 – Exportation, 1 – Importation. The report will display export entries if 0 is chosen or import entries if 1 is chosen.

FIGURE 10

SAD Reg. Nbr.

Two fields representing the registration number of an entry. The first field should have "**C**" as the value while the second field is the actual number. The report will display information for any SADs that match the C number entered.

FIGURE 11

SAD Ref. Nbr.

The reference number of an entry. The report will display any SADs where the reference number matches what was entered.

FIGURE 12

Begin date – End date

A date range from begin date to end date. Each field opens a calendar to select the date. The report will display data where the date falls with the selected date range.

FIGURE 13

Customs office code/name

A dropdown list of Customs offices. The first field is the list of office codes. Upon selecting the office code, the second field is populated with the name of the office. If **"All"** is checked then data will be displayed for all offices.

Customs Office code/name

| LCCAP | CASTRIES PORT | ☐ All |

FIGURE 14

Country code/name

A dropdown list of countries. The first field is the list of country codes. Upon selecting the country code, the second field is populated with the full name of the country.

Country code/name

| AG | ANTIGUA AND BARBUDA |

FIGURE 15

Company Code

The company code is entered in the first field and the second field is populated with the company name. If the code is not known, it can be searched for by right-clicking on the company code field and selecting **"Find".**

Company Code

FIGURE 16

Month

The month as a two-digit number. For example, January = 01, February = 02, etc.

Month

01

FIGURE 17

Manifest Registration Number

The first field is the year and the second field the manifest number.

Manifest Registration Number

| 2023 | / | 100 |

FIGURE 18

B/L Reference Number

The reference number of a Bill of Lading.

B/L Reference Number

FIGURE 19

Voyage Number

Voyage number on the manifest.

Voyage Number

FIGURE 20

Declarant Code

Declarant Code

The declarant code is entered in the first field and the second is

FIGURE 21

populated with the declarant name. If the code is not known, it can be searched for by right-clicking the declarant code field and selecting **"Find"**.

Carrier Code/name

Carrier code/name

A dropdown list of carrier codes. The first field is a list of carrier codes. Upon selecting

3S   AIR ANTILLES

FIGURE 22

the carrier code, the second field is populated with the name of the carrier.

Tariff Number

Tariff Number

870323   20   000   Other, of a cylinder capacity exceeding 1,500 cc but not exceeding 1,800 cc

FIGURE 23

The full eleven-digit tariff number is broken into three fields. The first field contains the first 6 digits, the second field the next 2 digits and the third the final 3 digits. After the tariff numbers are entered, the fourth field is populated with the description in the tariff. If the full tariff number isn't known, it can be searched for by right-clicking the tariff number field and selecting **"Find"**.

The First n

The First n

Limit the data to the top n results. For example, the top 10 countries of export, the user would enter 10 in this field and the report will be limited to the top 10 countries.

10

FIGURE 24

Warehouse Code

Warehouse Code

FIGURE 25

A drop-down list of warehouse codes. The first field is a list of warehouse codes. Upon selecting the warehouse code, the second field is populated with the name of the warehouse owner.

Extended Procedure Code

Extended Customs Procedure

A dropdown list of extended procedure codes. The first field is a list of

4000   DIRECT ENTRY FOR HOME USE

FIGURE 26

procedure codes. Upon selecting the procedure code, the second field is populated with a description of the procedure code.

Chapter Code/name

Chapter code/name

A drop-down list of tariff chapters (the first two

| 18 | Cocoa and cocoa preparations. | ☐ All |

FIGURE 27

digits of the tariff number). Upon selecting the chapter code, the second is populated with a description of the chapter. If **"All"** is checked, then data for all tariff chapters will be displayed.

Account Code

Account code

Prepayment or credit account number.

FIGURE 28

Shed Code/name

Shed code/name

A drop-down list of shed codes. The first field is a list of shed codes. Upon selecting the

| CACP | CASTRIES CONTAINER PARK |

FIGURE 29

shed code, the second field is populated with the name of the shed.

Budget Head

Budget head

The 6-digit budget head of the treasury account. FILL THIS.

FIGURE 30

Means of Payment

Means of Payment

A drop-down list of payment codes. The first field is a list of codes. Upon selecting the payment code, the

| 10 | IN CASH |

FIGURE 31

second field is populated with a description of the form of payment.