

How to compile Prepayment Accounts summary and change pin

Summary instructions for relevant ASYCUDA Users

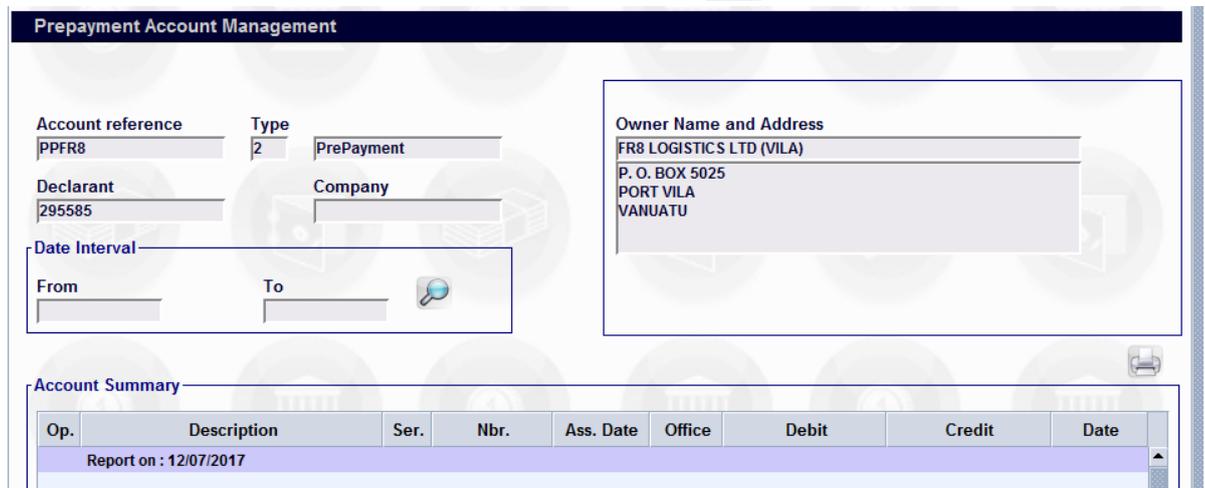
The following instructions seek to assist relevant ASYCUDA User's in compiling Prepayment Accounts summaries and changing the account pin number in ASYCUDA World (AW).

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.

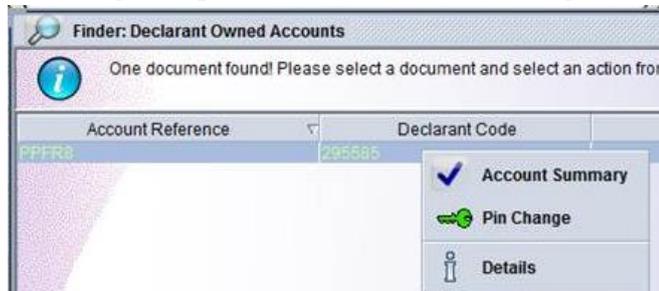
Process:

1. 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: 



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

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



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