# How to compile Warehouse Guarantee reports

## Summary instructions for ASYCUDA Users

The following summary instructions seek to assist ASYCUDA Users on how to compile Warehouse Guarantee Reports using the ASYCUDA World (AW) system.

**Note:**
i.     Users are encouraged to take note on the system messages and instructions to complete the procedure.
ii.    To access any reference table, press the F3 key.

**Process:**
1.  Go to ASYCUDA→Accounting & Payment→Accounts Management→Guarantee →Creation / Update→*<Right click>*Warehouse→Find.

2.  From the 'Warehouse finder' use any criteria to find the interested Warehouse 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 Warehouse Owners, only the Owner's owned warehouse will be listed.

3.  Right Click the Warehouse of interest and select 'Account Summary'. Complete the "Warehouse Guarantee Account Management" by inserting dates of interest in the 'Date Interval' field then click on the search Icon: 🔍
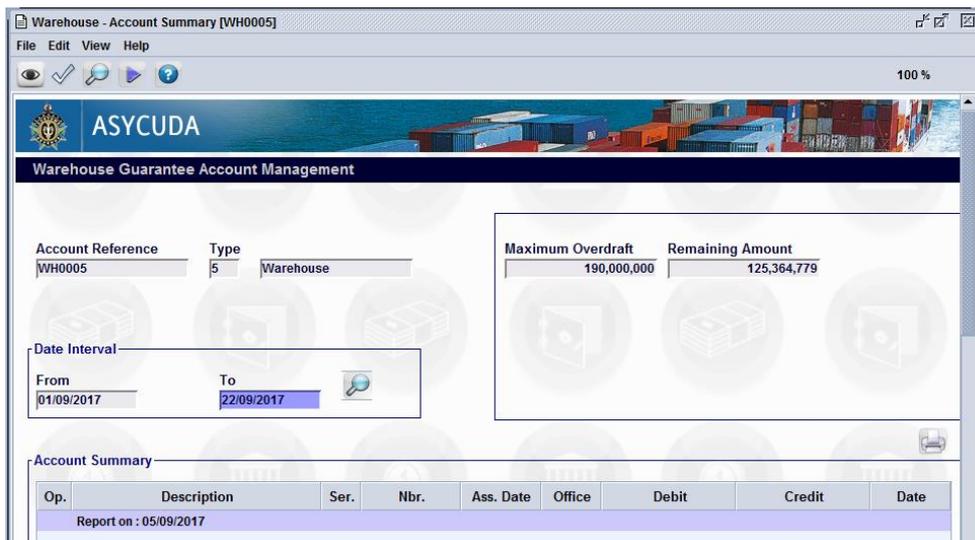


4.  To print report, click on the printer icon: 🖨

■ End