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:
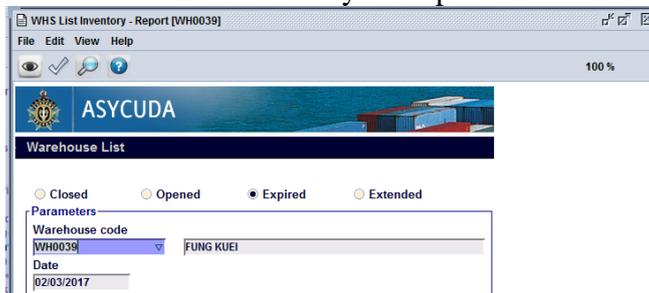

2. Select the status of the Warehouse declarations either 'Closed', 'Opened', 'Expired' or 'Extended'.

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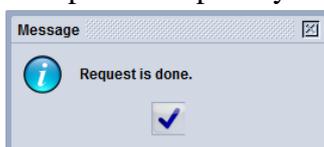
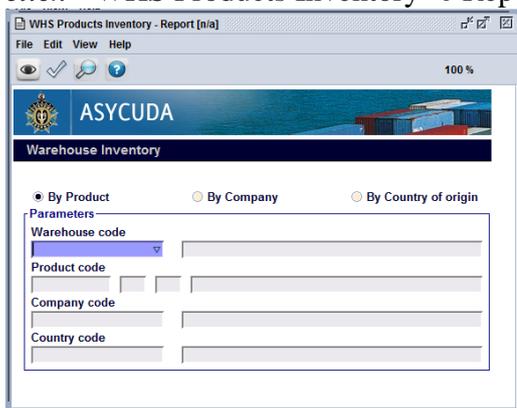6. The report should appear as a AW mail in your inbox after a few minutes:

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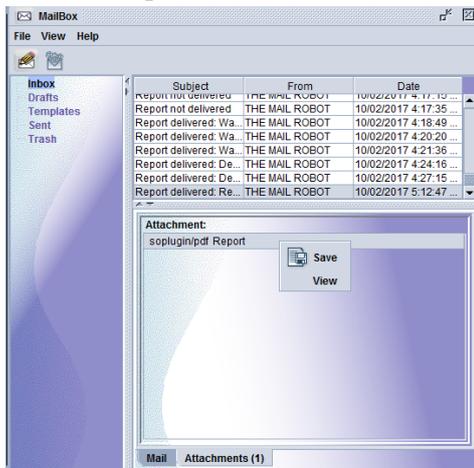
WHS Products Inventory:

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

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