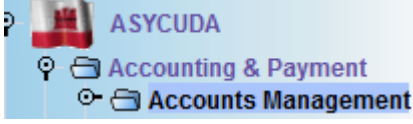
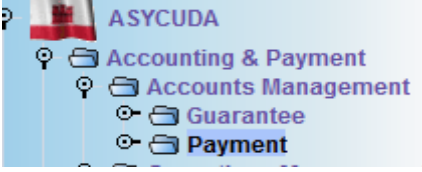


How to access the prepayment account

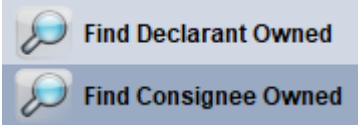
Click ASYCUDA 

Click Accounting & Payment 

Click Accounts Management 

Click Payment 


Right click on Prepayment Accounts 

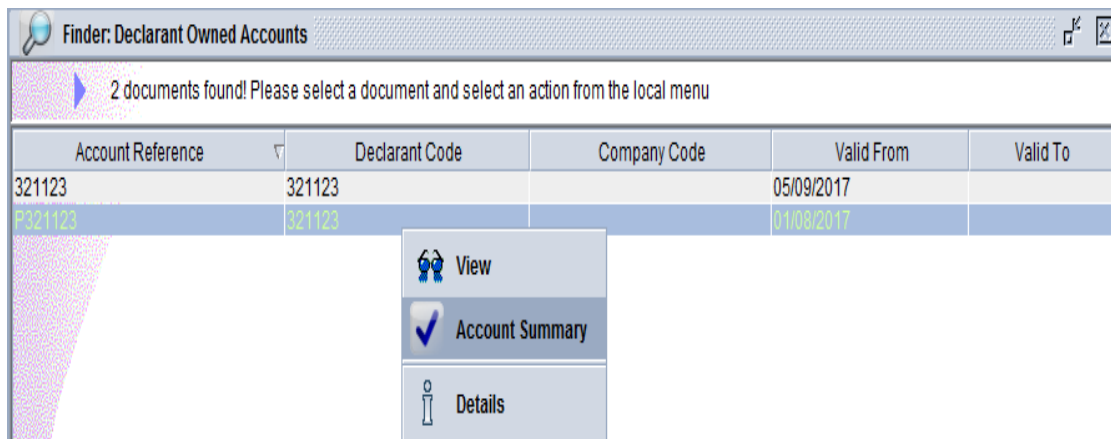
Choose relevant option 

Finder: Declarant Owned Accounts

Please enter data for selection criteria, and proceed to find a specific document Prepayment Accounts

Name	criteria	value #1	value #2
Document Status	all		
Account Reference	all		
Valid From	all		
Valid To	all		

Leave the search criteria as it is and click on the  found at the bottom right hand of the finder box to display your account number(s)





Right click on selected account and select Account Summary as seen above.

Account reference
Type

Declarant
Company


Date Interval

From **To** 

You can select a desired date range in date interval. Click on the Search button  to display your transactions as seen below.

Account Summary

Op.	Description	Ser.	Nbr.	Ass. Date	Office	Debit	Credit	Date
Report on : 08/08/2017								
1	Cash Deposit				GIEPU		10000.00	08/08/2017
2	Declaration Assessment	L	97	08/08/2017	GIEPU	1081.08		08/08/2017
3	Cash Deposit				GIFC1		1000.00	08/08/2017
4	Declaration Assessment	L	98	08/08/2017	GIEPU	540.54		08/08/2017
5	Declaration Assessment	L	99	08/08/2017	GIEPU	1081.08		08/08/2017

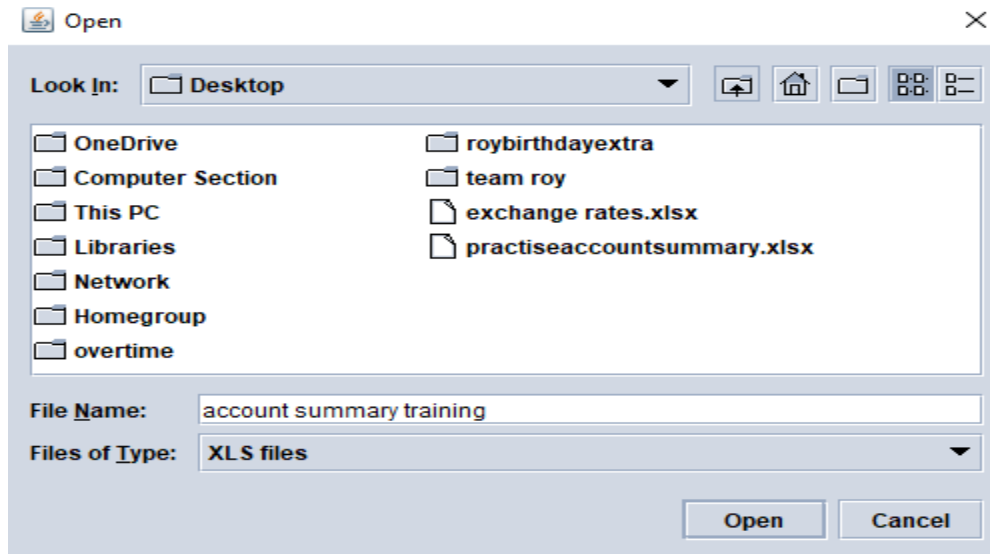
If you wish to export your account summary to an excel file click on the 

Date Interval

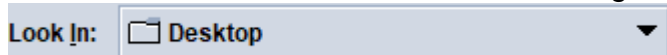
From To  

Export to Excel

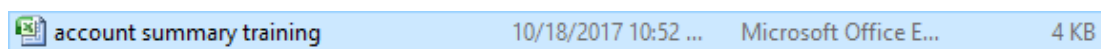
Enter a specific file name e.g. account summary training and click open



This will be saved to the folder selected. E.g. desktop



To open your account summary excel, go to your selected folder e.g. desktop and open file.




	A	B	C	D	E	F	G	H	I
1	Op.	Descriptic Ser.	Nbr.	Reg. Date	Office	Debit	Credit	Date	
2									
3		Report on : 24/05/2017							
4									
5	1	Cash Deposit					30000.00	24/05/2017	
6	2	Declaratic E	32	26/05/201	GIEPU	252.00		26/05/2017	
7									
8									
9		-----					-----		
10		Total				252.00	30000.00		
11		Balance on : 26/05/2017						29748.00	

Please make sure when opening an account summary that you close them by

clicking on the tick icon



and not the  to close window as this will lock your account

