HM Customs Gibraltar

How to access the ASYCUDA Prepayment System

ASYCUDA Section
04/12/2023

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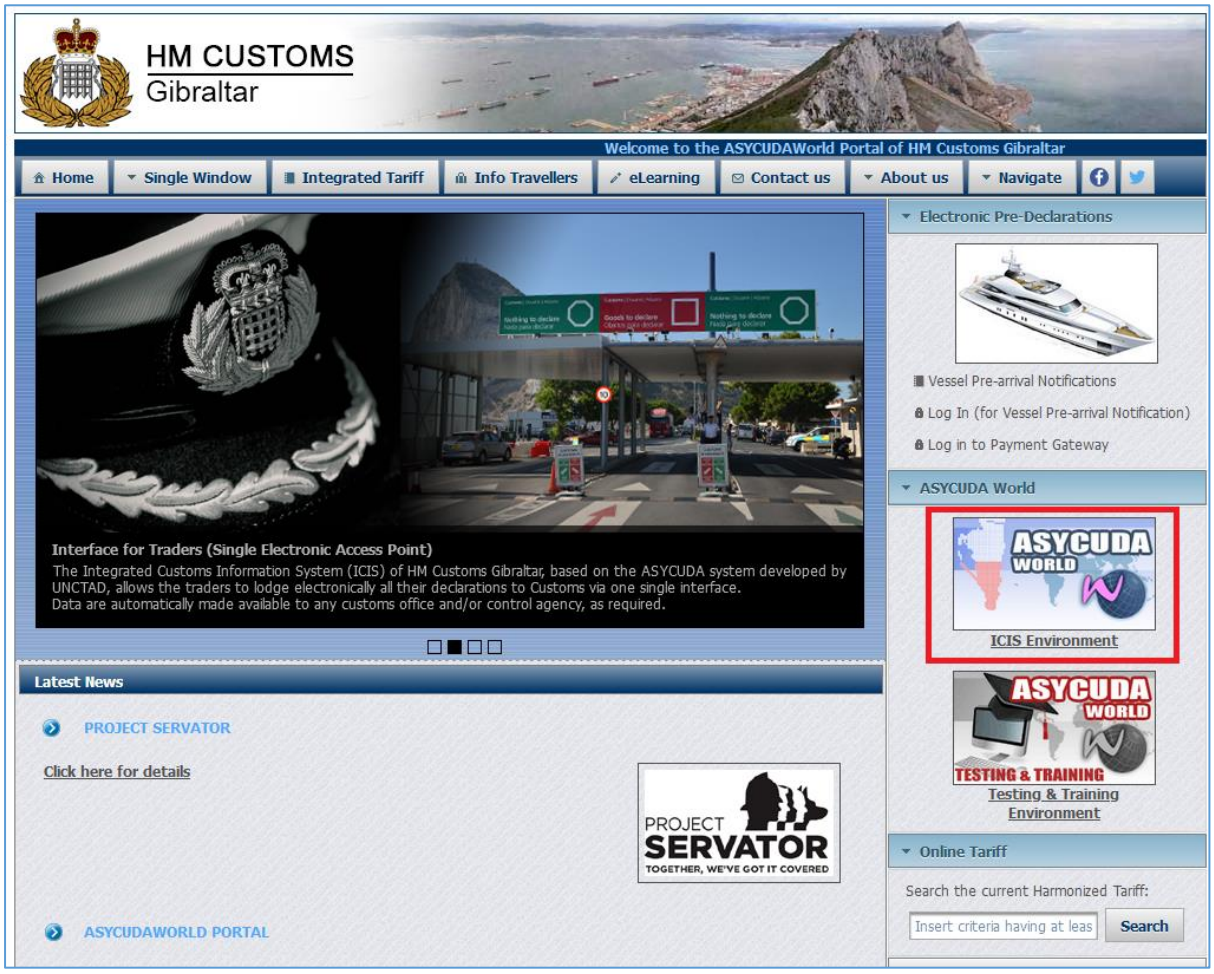
Accessing ASYCUDA

Navigate to the HM Customs Gibraltar website and click on the ASYCUDA World ICIS Environment. A file will be saved to your computer. After the download is complete, simply double-click the file to launch ASYCUDA. Please ensure that you have Java installed on your local computer for the program to function correctly. You can find additional instructions on our website on how to install and configure Java on a Windows machine.



Login to ASYCUDA

1. Start by logging into the ASYCUDA platform using your current username and password which has been created in the registration process.

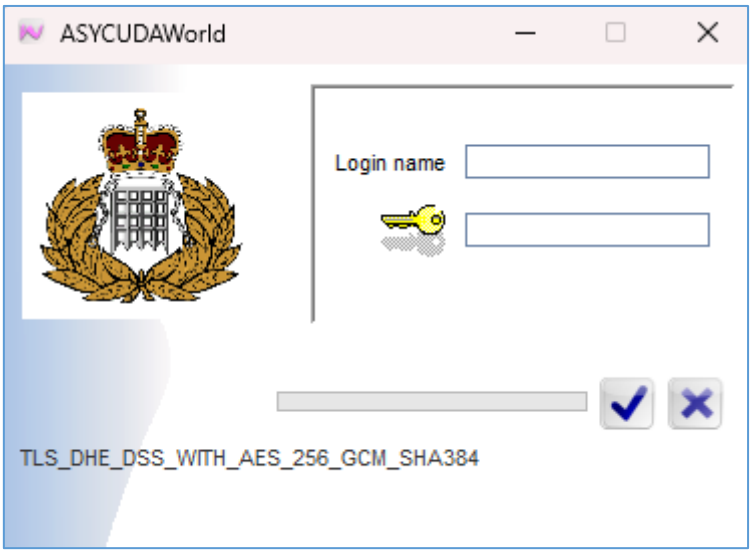


Figure 1 - Login popup

2. Navigate to the Account & Payment -> Accounts & Management -> Payment then Right Click on Prepayment Accounts

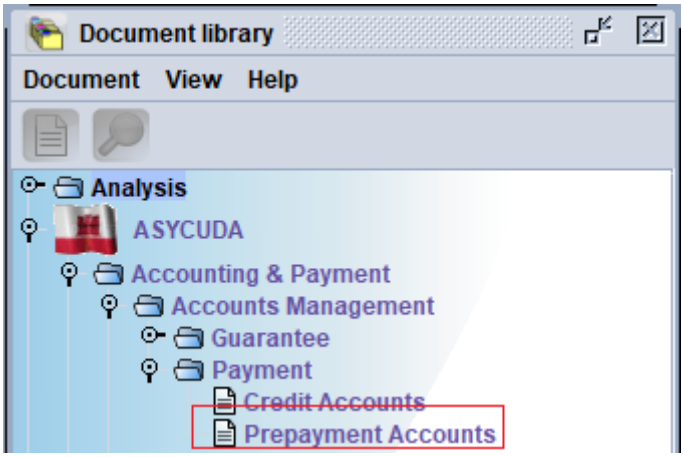


Figure 2 - Prepayment Accounts

3. Chosen the relevant option: -

Figure 3 - Choose either consignee or declarant owned.

4. A new popup window will populate as the screenshot below – figure 4. Enter your company code on value#1 and click on the search button.

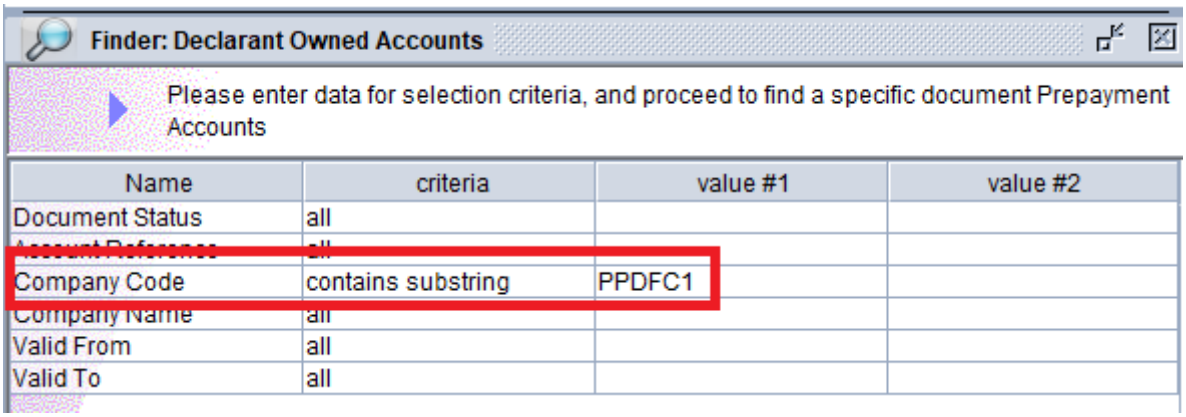


Figure 4 - Filter

Account Summary

5. Right click on the on the declarant owner accounts which appear on finder. Then navigate to the “Account Summary”.

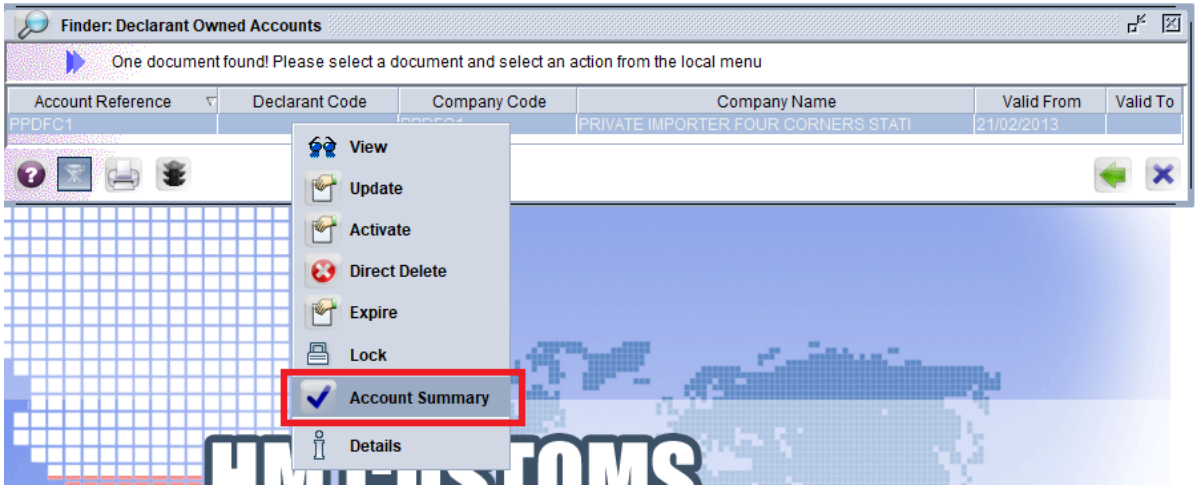


Figure 5 - Account Summary

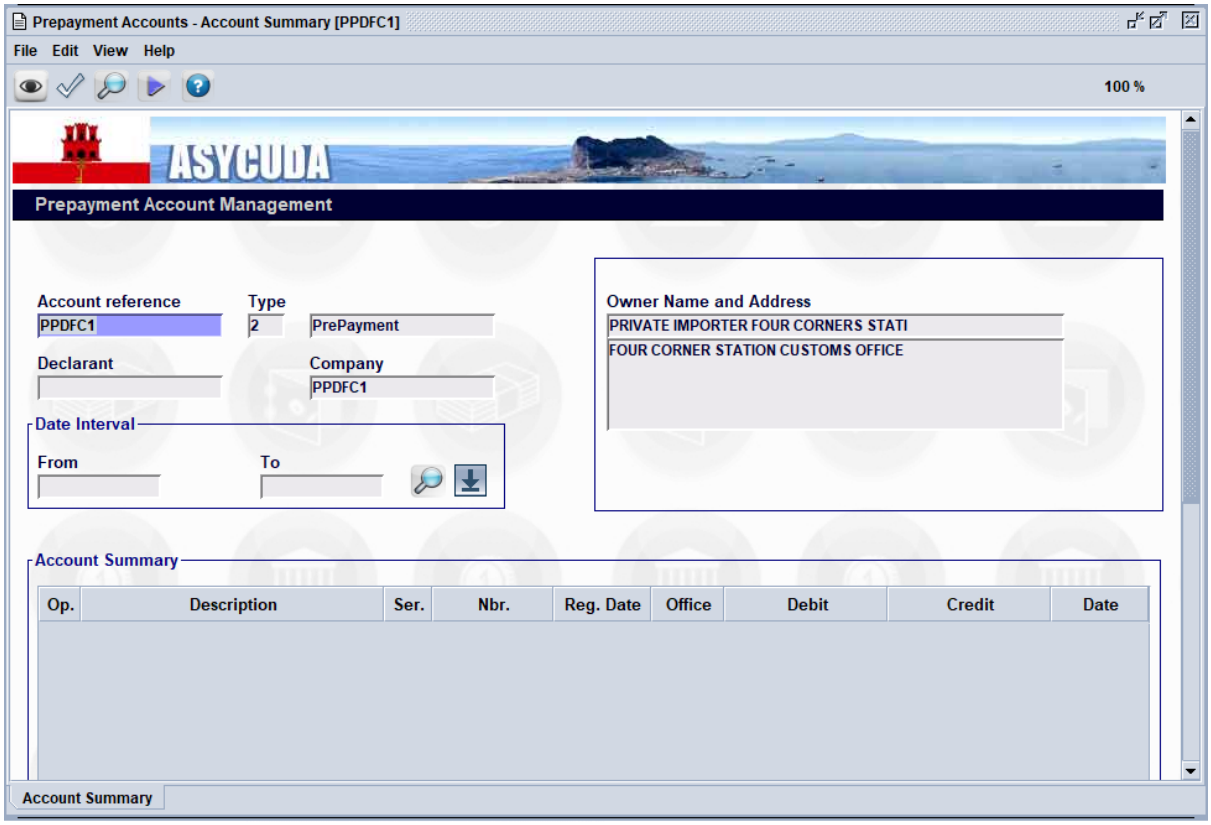


Figure 6 - Account Summary Details

6. Within the Account Summary popup window, you will be able search transactions of your liking. Users will also be able to download the file as an Excel format.

Exporting Account Summary

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

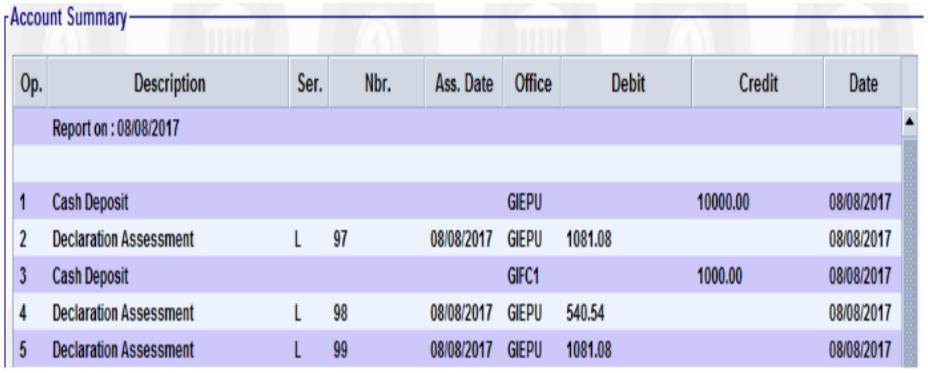


Figure 7 - Account Summary

8. If you wish to export your Account Summary to an Excel file, click on the icon.

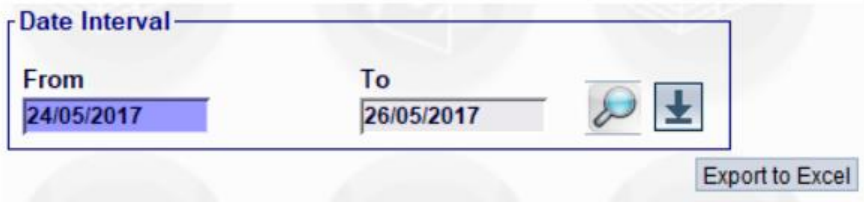


Figure 8 - Date Internal Search

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

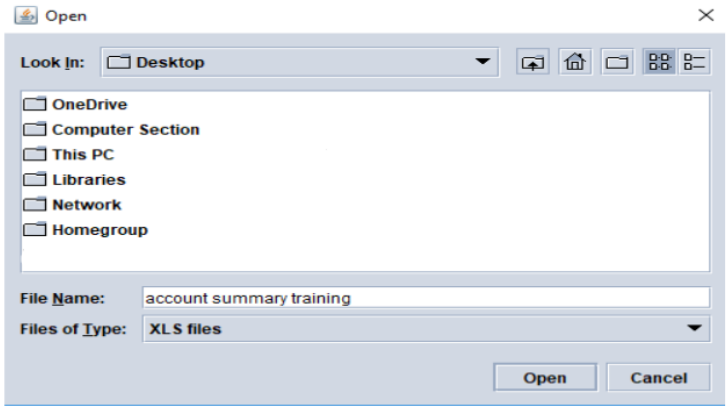
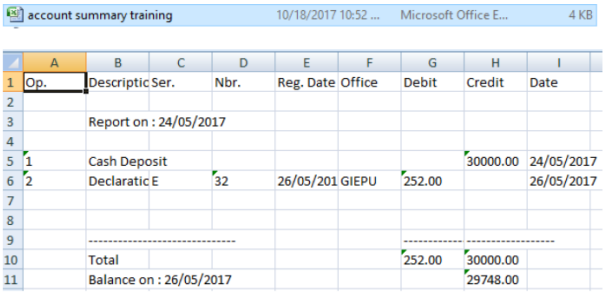


Figure 9 - Location to Save Excel File

10. This will be saved to the folder selected. E.g. Desktop

Figure 10 - Saved Location

11. 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	

Figure 11 - Account Summary in Excel