

# **AW Trader Reports**

Subject	AW Trader Reports
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Issue date	14/04/2014
Beneficiaries	Traders
File	AW – Trader Reports
Status	
Checked by	
Copyrights	



# 1. Printing a Report

### 1.1. Connecting to the AW server



You must have installed successfully Java version 1.6 or 1.7 (not 1.8) as well as Adobe reader to run adequately AW application. Installation for Java and Adobe reader are found on our Web Page below.

Using your favorite Browser, connect to our Web Page:

### http://www.asycudaworld.mof.na:8080/asyw/

The following example shows the Web Page:

In the Internet Users section, Click on the laptop to launch the AW application	Image: State of the state
You will be prompted to keep a file, Keep the file.	This type of file can harm your computer.
Open the jnlp file by clicking on it	A Do you want to keep asydti.jnlp anyway?     Keep Discard



This will download the AW application.



# 1.2 Log in to AW

Insert your log in credentials. Please note that the username is in <b>lowercase</b>	ASYCUDAWorld
	TLS_DHE_DSS_WITH_AES_128_CBC_SHA



Depending on your configuration, a similar screen will appear. Close all the windows by clicking on the X button and start using the system by opening the Document library.

File View Window Help	
🖂 MailBox 🛛 🕹 Document library 🕫	< 🗵
File View Help Document View Help	
Inbox Subject From Date	24
Drafts jacques hillinger 31-Mar-2014 5:53.0	
Sent Login failure at Tur THE MAIL POPDT 2 Anr 2014 25230	
Templates Login failure at tweTHE MAIL ROBOT 8-Apr 2014 903:57	
Login failure at Wed THE MAIL ROBOT 9-Apr-2014 8:02:27	
Denot deliverad: Ant TUE MAIL DODAT D. And 0147-25	
Lucador A	
From THE MAIL PODDY	
To: jacques.hillinger	
CC: ASYCUDAWorld	- N
BCC	
Subject: Report delivered: definitive cash davbook - by type of oper	
Date: 9-Anr-2014 8:37:25 AM	
Message:	
Hello jacques hillinger,	

### Document Library



The document Library contains all the menus and options that you are entitled to run. The document library icon is located on the top left of the AW screen and represented by a series of folders.

## 1.3 Accessing the report

By clicking on the icon will open sub menus. Click until you find the V01, VAT deferred Report.





Right Click on the V01 VAT deferred Report and select New

🐑 Document librar	/	r 🖂	
Document View H	elp		
♀ ASYCUDA ♀   AW, Reports ♀   Traders	s Reports		
Conternational Notes	New	emis	
My Profile	Expand All Collapse All		
	Close		

### 1.4 Inserting the parameters to run a report

Parameters: Insert the VAT Import account in the VAT # field as well as your access code and the appropriate date ranges.

#### **Output Type**:

Select the desired output by clicking check box.

#### Email Settings:

Check the send to Email box if you want the report to return as an email attachment.

**Note:** This is an internal email and will not be sent to your personal email box

<u>Eile View Window H</u> elp
V01, VAT Deferred Report Itemised - New
File Edit View Help
ASYCUDA
VAT Deferred Report Itemised - Traders
VAT # e.g. 123456789
Access Code
Date of validity Mandatory
End date of validity Mandatory
Output Type
Portable Document (PDF) Comma Separated (CSV) Microsoft Excel (XLS)
Email Settings
□ Send to Email



## 1.5 Running a report

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Parameters: Insert the VAT Import account in the VAT # field as well as your access code and the appropriate date ranges.

#### **Output Type**:

Select the desired output by clicking check box.

#### **Email Settings:**

Check the send to Email box if you want the report to return as an email attachment.

**Note:** This is an internal email and will not be sent to your personal email box

An example of the report looks like this. To print, click on your printer icon.

ile Edit View Help		
• 🗸 😨		
VAT Deferred Depart	territed Traders	
VAT Deferred Report	lemised - Traders	
VAT #	- 400466700	
1234507890 0.	]. 123430103	
Access Code		
2013010		
Date of validity		
01/03/2014	Mandatory	
End date of validity	R Handatan	
5110312014	wandatory	
Output Type		
Portable Document (P	Comma Separated (CSV)     Microsoft Excel (X	LS)
Email Settings		
Count to Empirit		

After entering all the parameters, click on the check icon to run the report.

Customs Headquarters										
				VAT Deferred Repo	ort Itemised - Custo	ms				
rader VAT # a	nd Name:									
Month:	2014 03									
Month:	2014 03	Reg. No	Reference	Exporter Name	Ass. No and Date	item	HS Code	FOB Value	VAT Amount	Agent Cod
Month: Mice	2014 03 Model	Reg. No C 40298	Reference 128324048	Exporter Name MERCK CHEMICALS	Ass. No and Date A 40502 01-MAR-14	ltem 1	HS Code 28070000	FOB Value 3,705	VAT Amount 611.32	Agent Cod



### 1.6 Running a report using email

Send to Email

By selecting the Send to Email icon and executing the report, the result will be sent as an attachment on your AW internal email.

Firstly, an acknowledgement will prompt you that you have requested the report to be sent to your AW internal email.



When completed, a similar screen will display the mail with the report attached.

1	
Inbox Drafts Trash Sent Templates	Subject From Date E04, VAT Deferred Re THE MAIL ROBOT 7-Apr-2014 4:51:26 PM Report delivered: defi THE MAIL ROBOT 9-Apr-2014 8:37:25 AM
	Header: From: THE MAIL ROBOT To: jacques.hillinger
	CC: BCC: Subject: E04, VAT Deferred Report Itemised - Customs Date: 7-Apr-2014 4:51:26 PM
	Message: Hello jacques.hillinger, Please find attached the report result file you requested Thank you, THE MAIL DODOT



Click

on

on the MailBox attachments (1) tab to see the report, File View Help Right click on the 19 report name to save Inbox Subject your local Þ Drafts computer. Trash Sent Templates Attachment:



#### Sign off from AW 1.7

To sign off, close all opened windows using the X box, then click on File and Exit.