



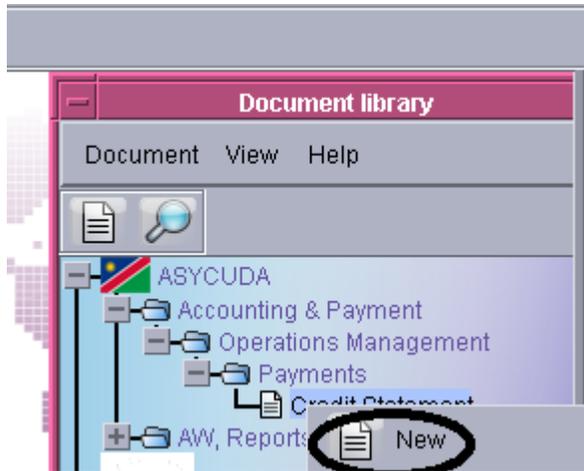
Generating a Credit Statement

| | |
|----------------------|-------------------------------|
| Subject | Generating a Credit Statement |
| Version | SoClass 2.2.16 |
| Issue date | 16/03/2016 |
| Beneficiaries | Credit Account Holders |
| File | |
| Status | Release 1.0 |
| Checked by | Technical Team members |
| Copyrights | |

How to Generate A Credit Statement

1-Generation

Click on Asycuda, Accounting & Payment, Operations Management, Payments and right click on Credit Statement. **Select New**



New Statement

The Account Reference field will contain your credit account name, and the Account Holder field will be having your account code. You will need to provide office Code (Usually, **EROS**, optionally by clicking on the little triangle in the office you will be presented with all the available offices, for your company), and the end date (Date interval Box). **The end date cannot be today's date.** must be a date before today or specified by the user, depending on their budget and payment schedule. Bear in mind that the next time you want to generate another statement the **From date** will be the aforementioned end date to ensure part payments.

Account Reference
DHLN_CREDIT

Account Holder
DHL001

Customs Office
[Red Box]

Name and Address
D.H.L. NAMIBIA

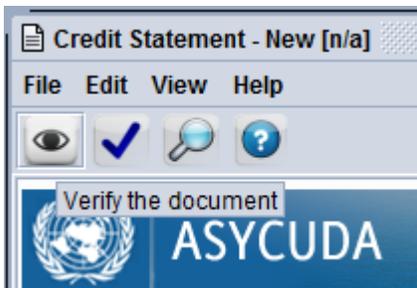
Reference Number
2016

Date Interval
From: 23/01/2016 To: [Empty]

Statement dates
Issued On: 15/02/2016

Amount Co

Click on Verify (on the eye icon) to view the amount to be paid:



The amount encircled is payable for the date range as selected above.

Customs Office

Reference Number

Amount Collected:

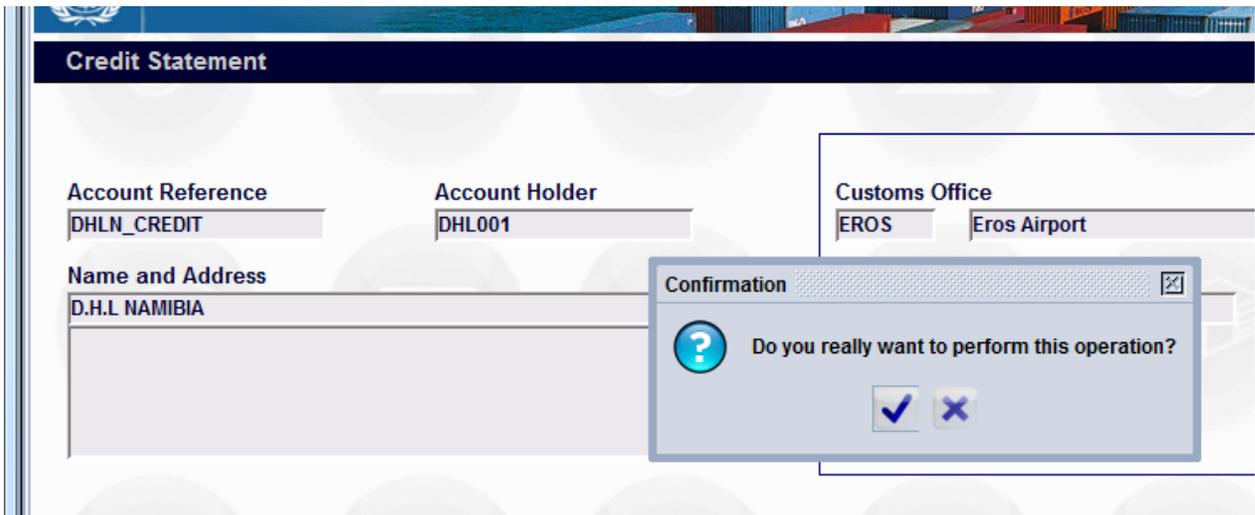
If you are happy with the amount collected (due amount) and after going through the account summary breakdown as shown below:

Declarations

| Office | Declarant Ref. | Assessment Reference | Model | Amount |
|---------------------------------------|-------------------|----------------------|-------|------------------|
| EROS | 2016 8726233933 | A 2432 25/01/2016 | IM 4 | 406.04 |
| EROS | 2016 8609631225 | A 2417 25/01/2016 | IM 4 | 234.77 |
| EROS | 2016 4083211053 | A 2418 25/01/2016 | IM 4 | 1,909.93 |
| EROS | 2016 2169114430 | A 2420 25/01/2016 | IM 4 | 1,438.91 |
| EROS | 2016 1794407484 | A 2419 25/01/2016 | IM 4 | 19.96 |
| HAIR | 2016 7365683942 | A 2192 25/01/2016 | IM 4 | 16.5 |
| HAIR | 2016 3128848472 | A 2194 25/01/2016 | IM 4 | 87.32 |
| EROS | 2016 1484793892 | A 2472 25/01/2016 | IM 4 | 1.65 |
| HAIR | 2016 5751636461 | A 2195 25/01/2016 | IM 4 | 16.5 |
| HAIR | 2016 6163710781 | A 2198 25/01/2016 | IM 4 | 16.5 |
| EROS | 2016 8305919171 | A 2455 25/01/2016 | IM 4 | 1,260.71 |
| EROS | 2016 9561858272 | A 2459 25/01/2016 | IM 4 | 27.66 |
| EROS | 2016 7607949145 | A 2460 25/01/2016 | IM 4 | 23.14 |
| HAIR | 2016 5751961460 | A 2204 25/01/2016 | IM 4 | 132 |
| EROS | 2016 DDP403771915 | A 2461 25/01/2016 | IM 4 | 132 |
| EROS | 2016 4197914081 | A 2469 25/01/2016 | IM 4 | 426.48 |
| EROS | 2016 7687675704 | A 2466 25/01/2016 | IM 4 | 54.47 |
| Total Amount for Declarations: | | | | 32,487.45 |

Click on the blue check icon to generate the statement.

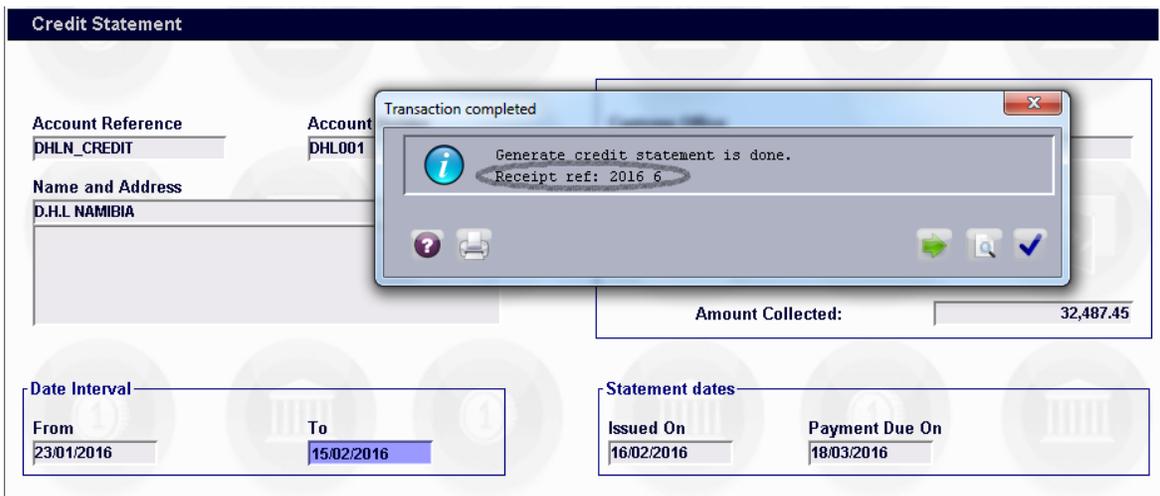
Once you click on the blue check icon you will be presented with the following screenshot:



Please note that this process is **IRREVERSIBLE**, thus you need to be 100% sure before you generate the statement.

Once you are sure, click on the blue check icon for the generation of the credit statement.

After a few seconds, the following screen will show the credit statement been generated with the statement number. **Take note of the Receipt ref (statement) number**

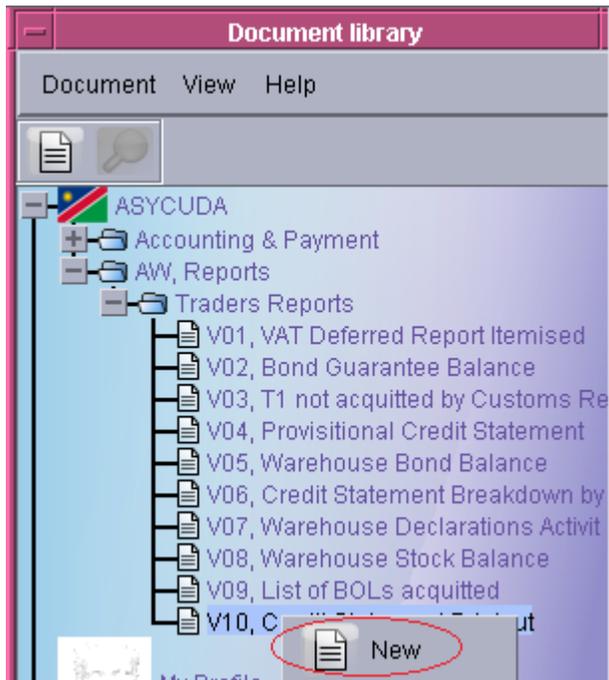


Click on the blue check icon to complete the transaction.

Generating a Credit Statement

2- Printing the Statement

Click on Asycuda, AW, Reports, Traders Reports and right click on V10, Credit Statement Printout. **Select New**



Insert the parameters of the statement to be printed as shown on next page:

V10, Credit Statement Printout - New

File Edit View Help

Request ASYCUDA

Credit Statement Printout

Statement Year
 Mandatory

Statement Reference
 Mandatory

Credit Account Code
 Mandatory

Access Code

Output Type

Portable Document (PDF) Comma Separated (CSV) Microsoft Excel (XLS)

Note that all four (4) fields are mandatory; Select output type of your choice/need.

Click on the blue check icon to prepare the printout.

When retrieved, Click on File and **Save as** to save a copy on your local computer.

File Edit View Window Help

Open... Ctrl+O
 Open From Acrobat.com...
 Create PDF Online...
 Save Ctrl+S
Save As... Shift+Ctrl+S
 Save As Other...
 Save To Acrobat.com...
 Send and Track Files Online
 Send File...
 Get Documents Signed...
 Revert
 Close Ctrl+W

1 / 3 41.7%

Credit Statement Printout

| Ast. Date | Status | Clearing Agent | Year | Reference |
|------------|--------|----------------|------|---------------|
| 17/04/2015 | | DHL001 | 2015 | DDP3294193792 |
| 17/04/2015 | | DHL001 | 2015 | 3127922770 |
| 17/04/2015 | | DHL001 | 2015 | 3298708545 |