



AW Trader Reports

Subject	AW Trader Reports
Version	1
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



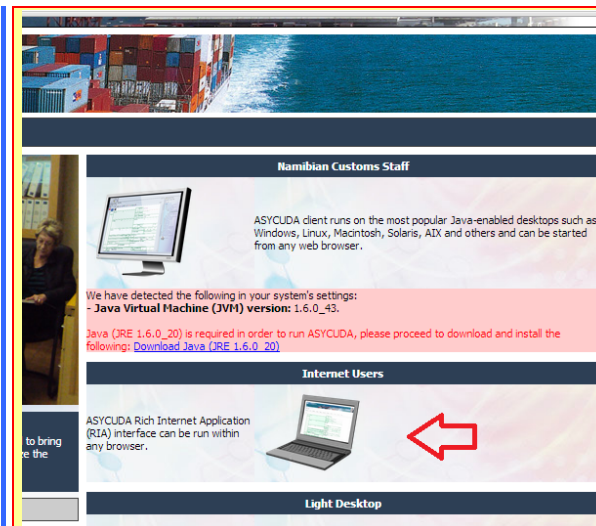
You must have installed successfully Java version 1.6 or 1.7 (not 1.8) as well as Adobe reader to run adequately AW application. Installation for Java and Adobe reader are found on our Web Page below.

Using your favorite Browser, connect to our Web Page:

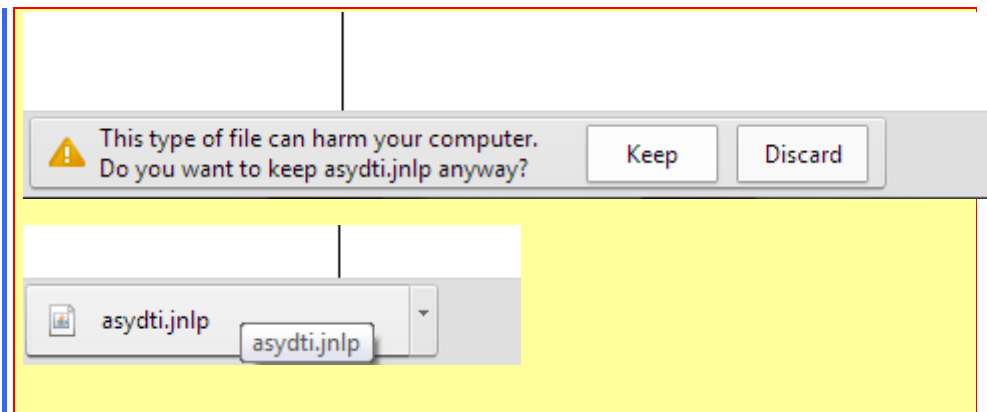
<http://www.asycudaworld.mof.na:8080/asyw/>

The following example shows the Web Page:

In the Internet Users section, Click on the laptop to launch the AW application



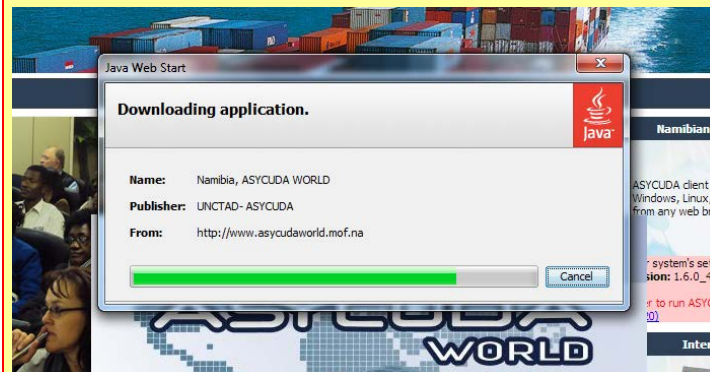
You will be prompted to keep a file, Keep the file.



Open the jnlp file by clicking on it

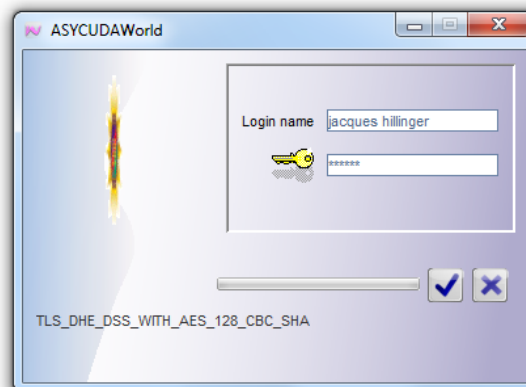


This will download the AW application.



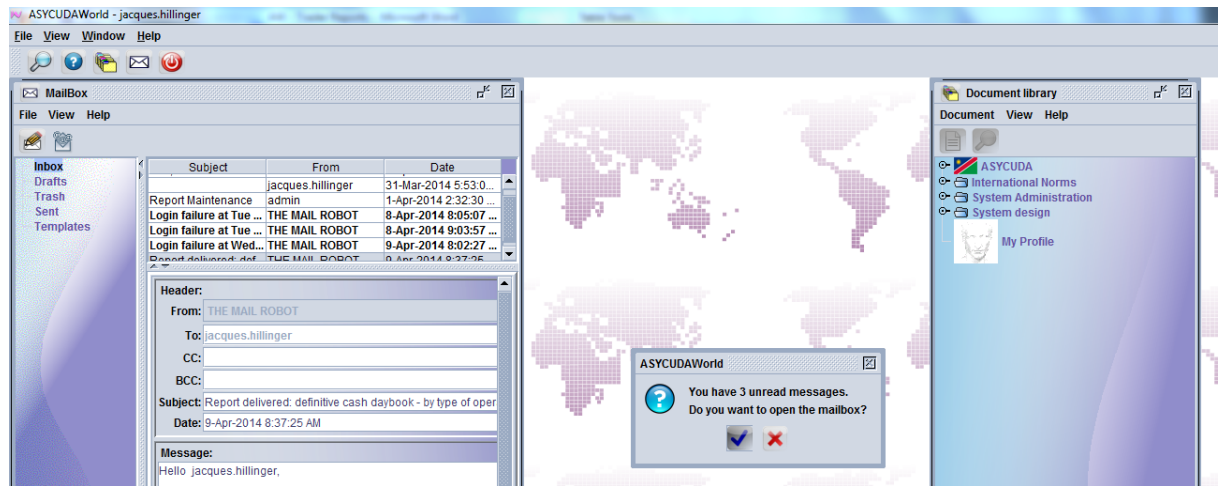
1.2 Log in to AW

Insert your log in credentials. Please note that the username is in lowercase





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.



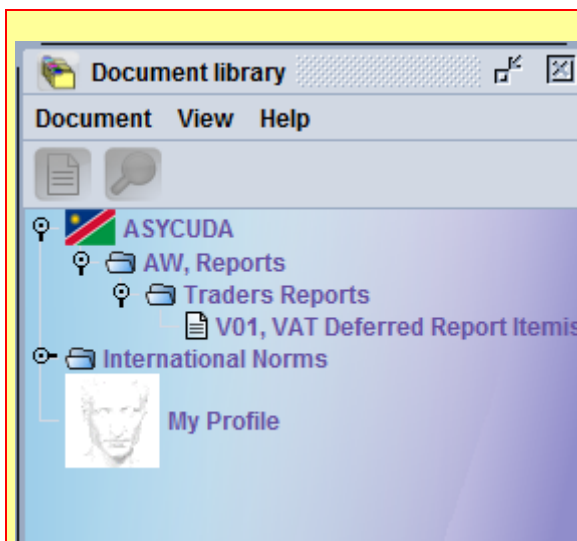
Document Library



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.

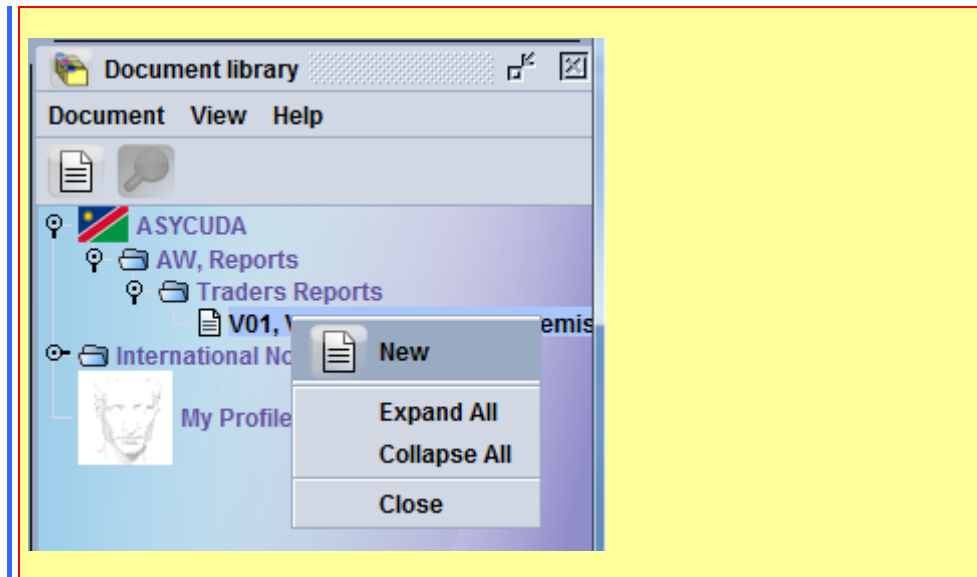
1.3 Accessing the report

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



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

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



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

V01, VAT Deferred Report Itemised - New

File Edit View Help

ASYCUDA

VAT Deferred Report Itemised - Traders

VAT # 1234567890 e.g. 123456789

Access Code 2013010

Date of validity 01/03/2014 Mandatory

End date of validity 31/03/2014 Mandatory

Output Type

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

Email Settings

☐ Send to Email

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

Ministry of Finance
Customs Headquarters

VAT Deferred Report Itemised - Customs

Trader VAT # and Name:

Month: 2014 03

Office	Model	Reg. No	Reference	Exporter Name	Ass. No and Date	Item	HS Code	FOB Value	VAT Amount	Agent Code
Ariamsvlei	IM 4	C 40298	128324048	MERCK CHEMICALS	A 40502 01-MAR-14	1	28070000	3,705	611.32	NCA001
Ariamsvlei	IM 4	C 40298	128324048	MERCK CHEMICALS	A 40502 01-MAR-14	2	29141100	1,837	303.1	NCA001
Ariamsvlei	IM 4	C 40298	128324048	MERCK CHEMICALS	A 40502 01-MAR-14	3	29051100	237	478.45	NCA001

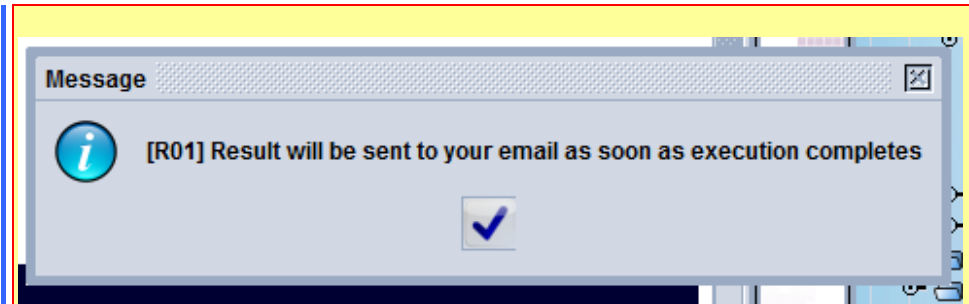


1.6 Running a report using email

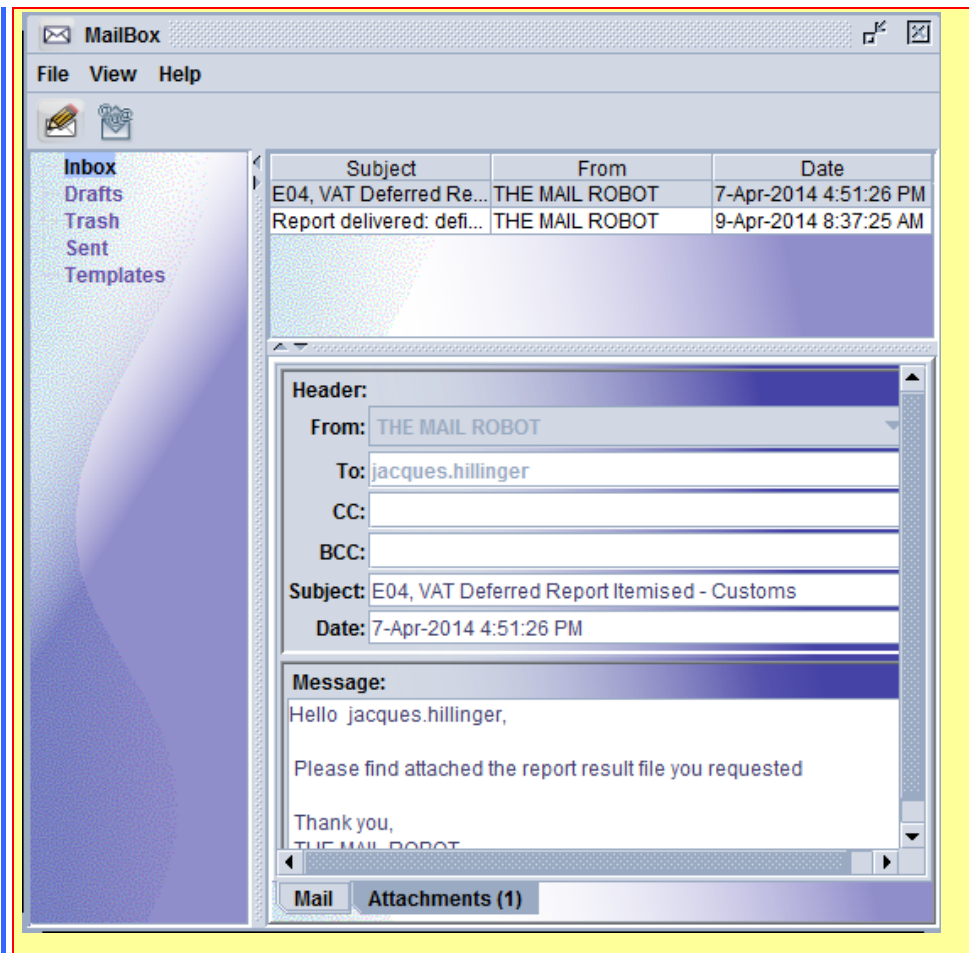
☒ **Send to Email**

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.



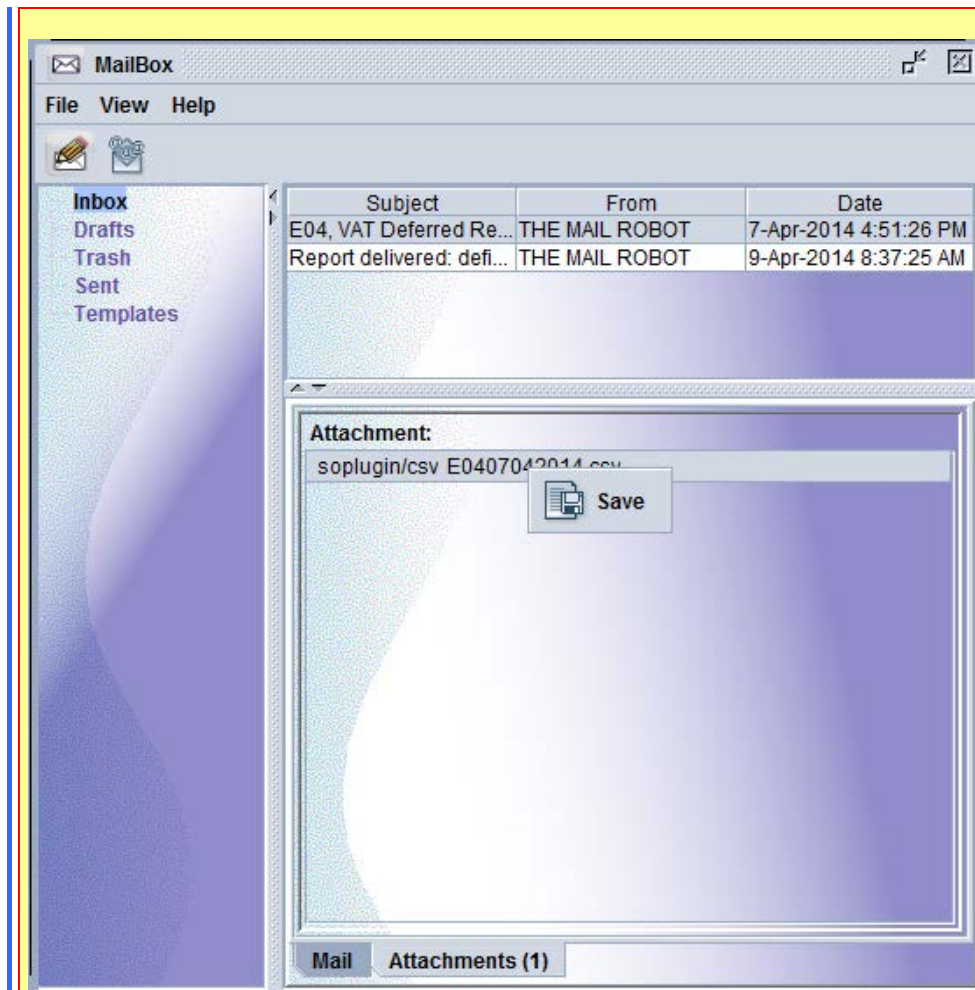
When completed, a similar screen will display the mail with the report attached.





Click on the attachments (1) tab to see the report,

Right click on the report name to **save** on your local computer.



1.7 Sign off from AW

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