



HTN – How to Access Account Summary

The following 'Functional Note' provides the users of the with the information necessary on how to access Prepayment Account Summary

Step 1.

Open all the Folders under Accounting as displayed below. Right-click and select find.

NOTE:

- If the Prepayment Account is created under Declarant, use the Declarant Owned Finder. (Refer to Figure 1.1).
- If the Prepayment Account is created under Consignee, use the Consignee Owned Finder. (Refer to Figure 1.2)
- If the Prepayment Accounts are created for Both Consignee and Declarant, Select the Desired Finder. (Refer to Figure 1.3)

Figure 1.1

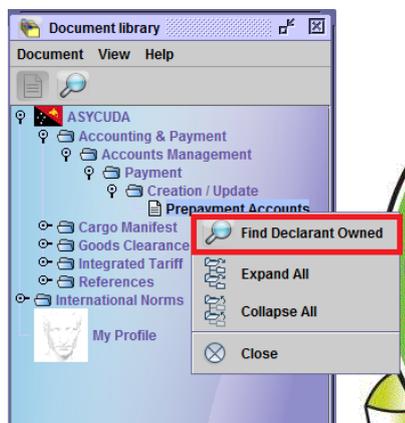
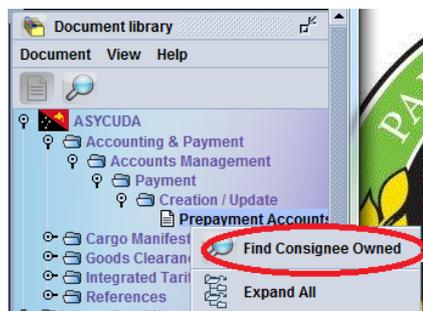
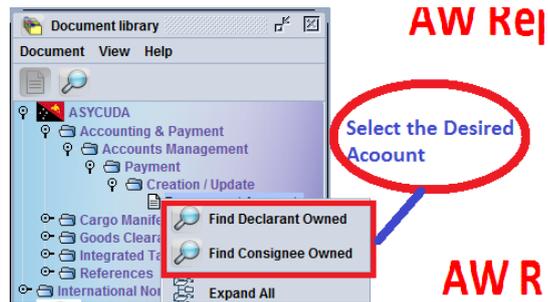


Figure 1.2



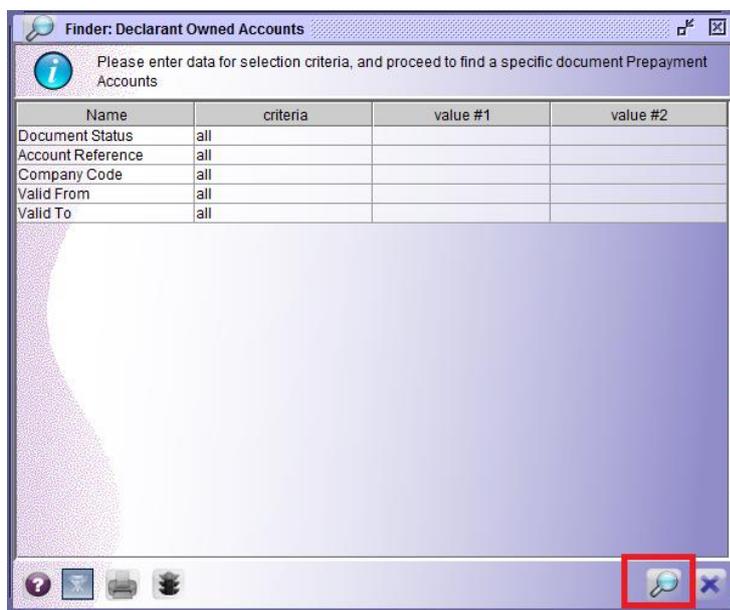
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Figure 1.3



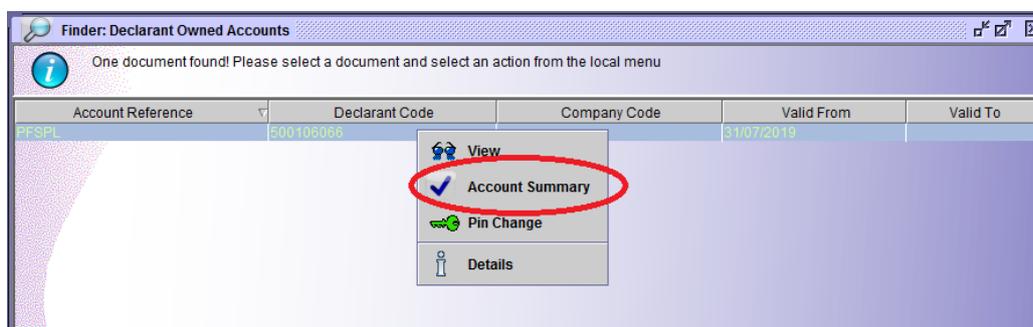
Step 2.

Click the Search Icon as outlined below. (No need to enter Searching criteria prepayment account)



Step 3.

Right-click on your result and select Account Summary



Step 4.

Enter or define the specific dates to see the transaction as outlined below. You will see SADs Assessment #s and the amounts credited or debited.



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Prepayment Accounts - Account Summary [PF SPL]

File Edit View Help

ASYCUDA World

Prepayment Account Management

Account reference: PF SPL, Type: 2, PrePayment

Declarant: 500106066, Company:

Date Interval: From: , To: [Magnifying Glass Icon]

Owner Name and Address: PENTAGON FREIGHT SERVICES PNG LTD, P.O.BOX 111, PORT MORESBY, NCD, SECT 05, LOT 16, DOUGLAS ST. POM, pentagon@pentagon.com.pg, IPA 1-84527

Account Summary

Op.	Description	Ser.	Nbr.	Ass. Date	Office	Debit	Credit	Date
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Once you entered your date hit search. You should have this type of result. The balance is found at the bottom part.

Prepayment Accounts - Account Summary [PF SPL]

File Edit View Help

ASYCUDA World

Prepayment Account Management

Account reference: PF SPL, Type: 2, PrePayment

Declarant: 500106066, Company:

Date Interval: From: 03/08/2019, To: 14/08/2019 [Magnifying Glass Icon]

Owner Name and Address: PENTAGON FREIGHT SERVICES PNG LTD, P.O.BOX 111, PORT MORESBY, NCD, SECT 05, LOT 16, DOUGLAS ST. POM, pentagon@pentagon.com.pg, IPA 1-84527

Account Summary

Report on : 03/08/2019

Op.	Description	Ser.	Nbr.	Ass. Date	Office	Debit	Credit	Date
1	Declaration Assessment	A	39861	03/08/2019	JAS	30.00		03/08/2019
2	Declaration Assessment	A	15465	05/08/2019	POM	30.00		05/08/2019
3	Declaration Assessment	A	15830	08/08/2019	POM	30.00		08/08/2019
4	Declaration Assessment	A	16102	12/08/2019	POM	30.00		12/08/2019
Total						120.00		
Balance on : 12/08/2019							4,880.00	

You can also print the summary by selecting the printer icon. By default it will automatically be opened in PDF format. From there you can print.