



Section 3 – MODCBR

ASYCUDA⁺⁺ Functional Manual

V1.15

Section
3

MODCBR - Customs Declarations.

Preparing and Processing ASYCUDA++ Customs Declarations.

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Amendment Control Grid

Periodically, amendments to this Reference Document will be issued. Each amendment batch will be serially numbered and dated. This Amendment Control Grid is provided in order to maintain a record of the receipt and incorporation of amendments into the Reference Document and thereby ensure that it is kept fully up to date.

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

About This Section

ASYCUDA++ is essentially a Customs Declaration processing system and as such the contents of this section are important in understanding the system. This section covers all of these the functions in detail.

MODCBR is the Customs office module. It covers all of the day-to-day processes of Declaration control. It is described fully.

MODBRK is a sub set of **MODCBR** allowing Declarants and Customs Brokers to input and obtain information about their **own** declarations on Client machines operated by their own staff in their own offices. The limited functions available are identical to **MODCBR** but are limited to those necessary to input declarations, for example it has no Verification or Suspense Procedure options. The functions available in **MODBRK** are shown in Appendix C – Heirarchical Menus and by checking the functions against this Section you can see information for all of the functionality in the **MODBRK** module.

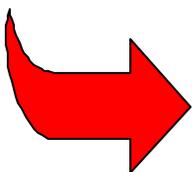
MODENT is again a sub set of **MODCBR** allowing Declarant and Broker staff to input declarations on what are essentially publicly available Client PCs. This module is intended for use by Declarants and Brokers who do not have their own Client PCs but use those provided by Customs or another provider such as an airline or shipping company. The functions available in **MODENT** are shown in Appendix C – Heirarchical Menus and by checking the functions against this Section you can see information for all of the functionality in the **MODENT** module.

MODSDI is a Statistical input module that allows manually processed Declarations to be input after manual clearance specifically for statistical purposes. As with **MODBRK** it has functionality from **MODCBR** but it has even more limited functions and there is no validation of any data. It does allow for the date, registration number, assessment number and tax calculations to be entered for statistical capture by Customs Regions or Headquarters. The functions available in **MODSDI** are shown in Appendix C – Heirarchical Menus and by checking the functions against this Section you can see information for all of the functionality in the **MODSDI** module.

The information in this section refers to all four Declaration input modules as appropriate.

This section describes the

- Preparing and Processing of ASYCUDA++ Customs Declarations;
- The Single Administrative Document (SAD);
- Declaration Status;
- Processing declarations;
- Viewing and Printing;
- Selectivity Controls;
- Suspense Procedures;
- EDI.



This section of the Reference Document describes the purpose and operation of all declaration processing functions, including creation, amendment, reporting and control. The use of many of the functions will be determined by the operating procedures of the National Customs administration.

For details and step-by-step instructions on how to enter declarations and to carry out the various processes see the ASYCUDA++ User Training Module '**Declarations (Data Entry)**'.

Introduction to Declaration Processing

MODCBR can be described as the core module of ASYCUDA++. The basis of Customs control procedures, of taxation assessment and revenue collection is the Declaration processing system.

The ASYCUDA ++ System is based on a Client/Server environment. The Server at the Customs Headquarters (HQ) contains all the reference and transaction files of the system. These files are managed and updated at HQ.

MODCBR on the Client PC contains a mirror copy of all the reference and transaction files that are necessary to carry out daily routine tasks, such as declaration input. When the Client logs onto the Server the reference files are compared and updated as necessary to the Client computer - this process is known as '**replication**'. The Client can then process the declarations through the Server, where the declarations acquire a '**legal**' or '**officially recognised**' status.

This means that many routine tasks can be carried out with this module, without any Server connection. Declarations can be prepared, locally checked and stored without any external link. This offers many advantages, in convenience and cost, particularly at remote locations relying on modem connection.

ASYCUDA++ Declarations

Declarations and declaration processing are at the core of control systems used by most Customs Administrations throughout the world. Declarations are the base document of Customs and are used to control the movement of goods into and out of the country, are the media for calculation and collection of taxes and duties, and the basis for collection of national trade statistics.

The Single Administrative Document (SAD)

The input of customs declarations to the ASYCUDA ++ system is done using the European Single Administrative Document (SAD) format. The format of the declaration input screens are exactly the same as the format of the paper SAD.

The Layout of the SAD on the screen

Because of the size and detail of the paper SAD and the limitations of monitor screen size, the SAD is displayed on screen by areas called '**Quadrants**'. The SAD is divided into 11 Quadrants: -

1. Trade Operators

- Exporter
- Consignee

2. General Data

- Clearance Office
- Manifest
- Declaration type
- Number of forms
- List
- Number of items
- Total packages
- Declarant reference number

- Person responsible for financial settlement
- Country of last consignment/first destination code
- Trading country code
- Value details
- CAP (Common Agricultural Policy)
- Country of export/destination code

3. Transportation

- Identification and nationality of active means of transport at arrival
- Mode of transport code
- Place of discharge code
- Office of entry/exit code
- Location of goods

4. Financial

- Terms of delivery code
- Currency code
- Invoice total
- Financial and banking data

5. Goods Description

- Marks and numbers
- Number of packages
- Package type
- Container numbers
- Description of commodity code

6. Procedure

- Item number
- Commodity code
- Country of origin code
- Net mass
- Gross mass
- Procedure code
- Supplementary units
- Adjustment
- Statistical value

7. Additional Information

- Licensing details
- Duties and taxes details

8. Duties and Taxes

- Duties and taxes details

9. Accounting

- Deferred payment
- Accounting details
- Account number
- Mode of payment
- Assessment number
- Receipt number
- Total fees
- Total declaration

10. Transit**11. Valuation**

- Invoice total
- Item value

Input Boxes

In the ASYCUDA++ Declaration screens there are three types of boxes for data input: -

Mandatory Input Boxes

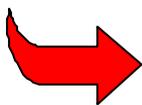
These require users to enter codes or information or they will not be able to proceed. The system will automatically output a message at the bottom of the screen to inform the user that the field is a mandatory input if they attempt to bypass any mandatory box.

Optional Input Boxes

In these boxes you can either enter codes or information or leave them blank.

Prohibited Input Boxes

These boxes will either contain a code that will be common for all declarations processed (for example, the Customs Clearance Office code) or that the information captured in this box is not required. The user is unable to access any prohibited boxes.



Some of the information or codes the user inputs can be incompatible, for example, if the user inputs an airport office of entry code, then the system can be configured not to accept the code for sea transport as the mode of transport for the importation. If this happens, the system automatically displays an error message at the bottom of the screen.



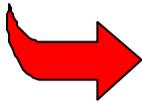
The system is designed so that it is possible for individual countries to decide which declaration information they require capturing. Country administration teams will define which fields are mandatory, conditional or prohibited inputs and which controls to apply.

Entering a code or information into a box

Type the code or information into the box, then **<Enter>**. When you type a code into a box and press enter, the system will automatically display the description of the code at the bottom of the screen. If the box contains room for the description of the code, this description is automatically inserted in the appropriate location in the box.

Moving from box to box

To move from one box to the next box press **<Enter>** or **<Tab>**. To move from one box to the previous box **<Shift> <Tab>**. It is also possible to move from box to box by moving the mouse to place the cursor on the box required then press either the right or left button.



As a general practice, it is recommended that **<Enter>** be used to move from box to box. This is because the data input into some boxes alters values in other parts of the SAD display. **<Enter>** triggers the recalculation of values after input of data in the box.

Using the List Facility for codes

If the cursor is in a box where it is mandatory to enter a code, it is possible to display a window with the list of codes and descriptions appropriate for that box, by pressing **<F8>**. The user will be able to choose a code from the window and this code is automatically inserted into the box.

If the user inputs a code in a box that does not exist, the system will automatically display a window with the list of codes and descriptions appropriate for that box. It will also highlight the code that is most similar to the one that the user keyed in. In the example Declaration screen below, (Trade operator's quadrant), the **<F8>** function is used to display a list of recognised Declarant Code numbers:



Fig. 3.1 MODCBR: Function: Declaration: Creation: F8 - Declarant field.

Local Menus

Many screens or windows within **MODCBR** give the user access to 'Local Menus' which provide a further range of actions or options that are unique to the function being carried out.

If the 'Local Menu' option is available, (i.e. if the words 'Local Menu' on the status line are not grey), then the Local Menu can be activated by **<F9>** or by clicking a mouse button on 'Local Menu' on the bottom status line. A shortcut to activating the local menu is by a right mouse button click anywhere in the main screen area.

When activated, the 'Local Menu' choices are displayed in the top status line, replacing the usual display. (Top status line is restored and 'Local Menu' display is cancelled by a mouse click anywhere else on the screen.)

Local Menu within Declaration

In declaration processing if the user is within any section of the SAD except the valuation note, the local menu will display the following options on the top status bar of the window:

Action Quadrants Items Status Working Mode View

The function of each of the choices available from this menu is as follows:

Action

Local check

Choose this option to check declaration data entered against the reference files in your Client PC. The system will display a window informing you that your data is correct or a window containing a list of errors found in your declaration.

Check

This option performs the same function as local check, but against the reference files in the Server. **It is necessary to login to the Server to use the 'Check' function.**

Show error list

When selected, this option will display a window containing a list of any errors found in your declaration when it was locally or server checked.

Local store

The user will be able to store a declaration on his Client PC by giving it a file name.

Store

The user will be able to store a declaration on the Server. **It is necessary to login to the Server to use the 'Store' function.**

See also the explanation of Batch sub-menu option "[Generate CusDec](#)" which gives the option of saving the declaration details in the UN Standard EDI message format. See '**Declarations**', '**Amendment**', '**Local Menu**'.

Pre-lodge

Not implemented.

Register

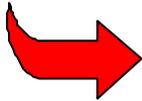
The user will be able to register a declaration on the Server machine. **It is necessary to login to the Server to 'Register' a declaration.**

Assess

The user will be able to assess a declaration on the Server machine. **It is necessary to login to the Server to 'Assess' a declaration.**

Batch process

Not implemented, except for the option '**Generate CUSDEC**'.



Batch processing of declarations is not yet implemented, but see the explanation of Batch sub-menu option "Generate CUSDEC" which gives the option of saving the declaration details in the UN Standard EDI message format (See 'Declarations' Amendment: Local Menu.)

The following screen is a display of the 'Duties and Taxes' quadrant of a declaration, with the 'Local Menu' at the top of screen activated by using <F9>, and the 'Action' menu option selected:

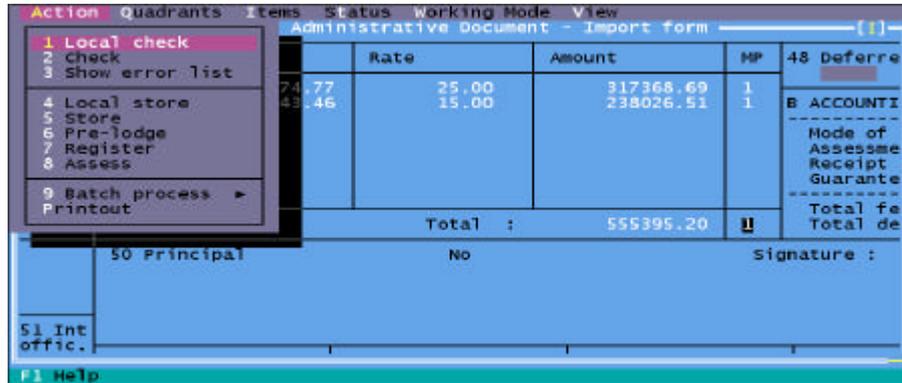


Fig 3.2 MODCBR: Functions: Declaration: Amendment: EDI: F9.

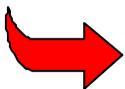
Quadrants

Allows the user to move to other sections of the SAD, see previous section, 'the SAD Layout on screen'.

Items

A Declaration is made up of the 'Header' or 'General Sector' data (transport details, consignee, declarant, total values, etc), and the 'Item' data. The Item data is commodity specific, including such details as description of goods, packages, Commodity Codes.

A declaration accepts a minimum of one set of item details, or an unlimited number of additional items. The basic declaration screen accepts the one item; to add an item 'New' must be selected through his option. This menu item allows the user to input a new item, to delete an item or move to any other existing item within the declaration.



Note: Item one must be displayed to access all the local menu options.

Status

Displays the current status and history of the declaration, 'Status' will bring up the window below:

Modified	Status	Operation	User name	Date	Time	Version
Original	REGISTERED	Registration	ASY3	13/01/2000	10:52:57	1
Yes	REGISTERED	Registration	ASY3	13/01/2000	10:52:46	2
	ASSESSED	Assessment	ASY3	13/01/2000	10:52:51	0

Column 1: Untitled

This column can either be blank or contain an arrow. An arrow indicates that this version of the declaration can be retrieved using the **VIEW DECL.** button.

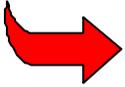
Column 2: Modified

This column can contain 3 different pieces of information.

- **Original** means that it is the first version of the declaration and that this version is a registered or assessed declaration.
- **Yes** indicates that the declaration has been modified,
- **Blank** indicates no modification has occurred.

Column 8: Version

Column 8 represents the system's **internal number** for each version of the declaration. A value of 0 represents the current version of the declaration.



See ['Declaration Status'](#) .

Working Mode

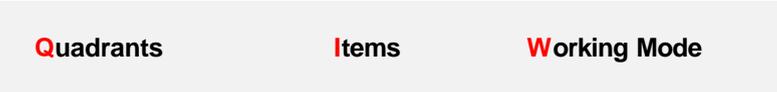
This menu option allows users to choose to disable the validation of code data and the requirement to input the valuation note information. If the interactive local controls are switched off the user can input any data into any field without validation against the local tables or declaration configuration. However when the declaration is Server checked, or Registration or Assessment is requested, then any validation failures against the Server tables will be reported and Registration or Assessment rejected.



This is a very useful function for the input by Customs of declarations that have been presented on paper as it allows the data to be captured as declared and all errors that exist on the document to be shown.

Local Menu within Valuation Note of SAD

If the user is within the valuation note of the SAD, the local menu will display the following options on the status line at the top of the window



Quadrants

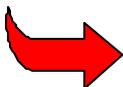
Allows the user to move from the general values (whole of declaration) to the item values segment of the Valuation note.

Items

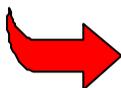
Allows the user to move between items within the Valuation note. The shortcut keys <F4> and <F3> move the display to the Next or Previous item for the Valuation note.

Working Mode

Allows the user to select the calculation method to be used for apportionment of freight, Insurance and other charges or deductions. The options are 'Apportionment by value', 'Apportionment by weight' or 'No apportionment'.



When storing, registering and assessing a declaration, the working mode is saved with the declaration. When creating a new declaration in ASYCUDA++ releases prior to version 1.15 the apportionment type of the last declaration used was not kept.



The apportionment type is saved in the module's *.dsk file, (for MODCBR, this would be ModCbr.dsk). Each time a declaration is created the apportionment type last used will be the default one.

Declaration Status

"Declaration Status" is the term used to describe the progress of a declaration through a number of distinct processing steps in ASYCUDA++. National Administrations, implementing ASYCUDA++, may choose to match 'status' levels to corresponding levels of legal recognition or responsibility under their own Customs legislation.

For example, many Administrations chose the "Registered" status as the level at which the declaration is regarded as a 'legal' document presented to Customs. At 'Registered' status and beyond, the consignee or declarant can be held legally liable for any errors or omissions from the declaration. A 'New Declaration' is either a **stored** declaration or a declaration that is being created.

Stored Declarations

A declaration can be **locally stored** on the Client PC or **server stored** when a Customs officer (data input officer) - or a Customs Broker (in the case of Direct Trader Input) - believes that some data keyed or declared may be inaccurate or incomplete. They can input some of the information, the minimum is just one input - the declaration type, and save it. A stored declaration exists in the system in a provisional status and it can be cancelled.

Storage number for locally stored declarations

Declarations stored locally will be identified by a file name chosen by the user, with a .SAD extension.

Storage number for Server stored declarations

The identification number of Server stored declarations will be composed of the declarant code number and the declarant reference entered in box 7 of the declaration. The system will check the previous reference numbers used by the declarant and will not allow the use of the same reference number twice.

If a declarant reference number is not entered, the system will automatically allocate a reference number. If the user leaves the declarant reference number field blank for the declaration, the system will automatically allocate the declarant reference number for the declaration with the next number following the previous declaration and prefix the number with #.



If the user enters a declarant reference number, this reference number will be saved with the SAD file if the declaration is locally stored. When retrieving the declaration for processing on the Server, (Store, Register or Assess), the number may need to be changed if it has already been allocated by the system to another declaration for that declarant.

Registered Declarations

Registration of a declaration makes it an official document, recognised by Customs and subject to National legislation. A registered declaration can be modified and manipulated in the same way as a stored declaration, but it cannot now be deleted, only cancelled. A cancelled declaration is stored on the Server and can be retrieved at any time. **It is necessary to log into the Server in order to register a declaration.**

Registration number

The Declaration Registration Number or Customs Reference number may, depending on National Configuration, be allocated by the system or manually input by the operator. This number is composed from the date of the declaration registration, a Series letter and a unique reference number automatically allocated by the computer or manually input.

Assessed Declarations

Assessment of a declaration is the final stage of the declaration approval process. If the declaration has cleared validation and any other customs controls imposed, it is assessed so that final duties and taxes can be calculated. During this process, an assessment notice can be printed, which contains the essential details of the declaration with the accounting information necessary for the cashier to process the declaration through the accounts module. **It is necessary to log into the Server in order to assess a declaration.**

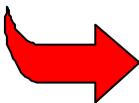
Assessment number

This number is composed from the date of the declaration assessment, a Series letter and a unique reference number automatically allocated by the computer or manually input.

What the MODCBR Menu Options do

Server

The Server is the central computer of the ASYCUDA++ local network.



See Section 1 of this Reference Document, '**Introduction to ASYCUDA++**', for an explanation of the functions of the Server and how the Server works in conjunction with the Client PCs connected to the network.

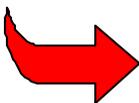
Login

The user can connect to the Server by entering the following details in the Login window: -

1. The login name - the name of the user or the name used to identify the user in the system.
2. The password, which is a distinct set of alphanumeric characters for each user, to enable them to access the system.



Note that for security reasons the password entered will not appear on the screen.



If your client PC is logged in to the server, then a flashing symbol, (such as ☺), will appear on the right side of the bottom status line.

Logoff

This option disconnects your client PC from the ASYCUDA++ server. You are then 'logged off'. While you can still use your PC for certain ASYCUDA++ functions, such as preparing a Customs declaration. Operations having an official status, (such as registration of a declaration or queries of transaction data), will require you to reconnect.

When you finish your ASYCUDA++ session, and close the Module by selecting '**Functions: Exit**', you are automatically logged off the server.

Replication

Choose this option to replace and fully update all reference files from the Server.

'Replication' is the process of copying from the Server to the Client the current version of all data files and control tables. Normally any changes to this data are transferred automatically to the Client when the user logs in to the server so that Client system files are standardised across the entire server network. If an individual user wishes to retrieve a complete set of tables from the Server they can do so under this option. Replication deletes all server controlled data from the Client and then reinstalls the data in full. **The user will need to login to the Server in order to replicate.**

Automatic Replication

'Replication' is normally an automatic process. When you login to the server, it checks the version of the files and reference tables on your Client PC to verify that they are the same versions as are on the server. If any files or tables on your Client PC are not the same version, the server automatically transfers the necessary update.

When you are using the system and are logged in, you may occasionally see a screen message: **"The database has been updated. Do you want to replicate?"** You would normally accept 'Yes' to receive the replication of the database. If you say 'No', the database update will be part of the automatic replication process when you next Login.

When an update or replication occurs, you see the 'replication in progress' message box on your screen. When the update is complete, you are prompted by the message box to accept 'OK' before you continue your task.

Requesting Replication

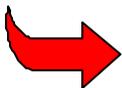
In certain circumstances, you may need to request 'replication'. For example, in preparing a new Customs declaration, you know that a new declarant code is just issued, but the new code does not appear in your declarant table. To use the new code in the declaration, you could request a full replication **or** logoff and login again, so as to receive an update of the declarant reference table.

Manifest

The menu option '**Functions**', '**Manifest**', allows you to view a cargo manifest or to produce a List of Stored or Registered Manifests. The user will need to login to the Server in order to use these menu options.

To view a Manifest, after selecting the menu option, you need to enter into the box on screen the Voyage number and date of the manifest, or the manifest registration number. If you do not know the number, you can retrieve a manifest by first asking for a List of Stored or Registered Manifests and then selecting from that list.

From the Manifest screen you can select individual Bills of Lading for viewing or printing. (MODCBR only.)



For further details on the viewing of manifest details, and on the operation of the Manifest functions in ASYCUDA++, see Section 5 of this Reference Document, '**Manifests**'.

Declaration Functions

The functions from the main declaration menu option are as follows: -

Creation

This option on the declaration menu allows the user to create a new declaration by the input of SAD information into the system.

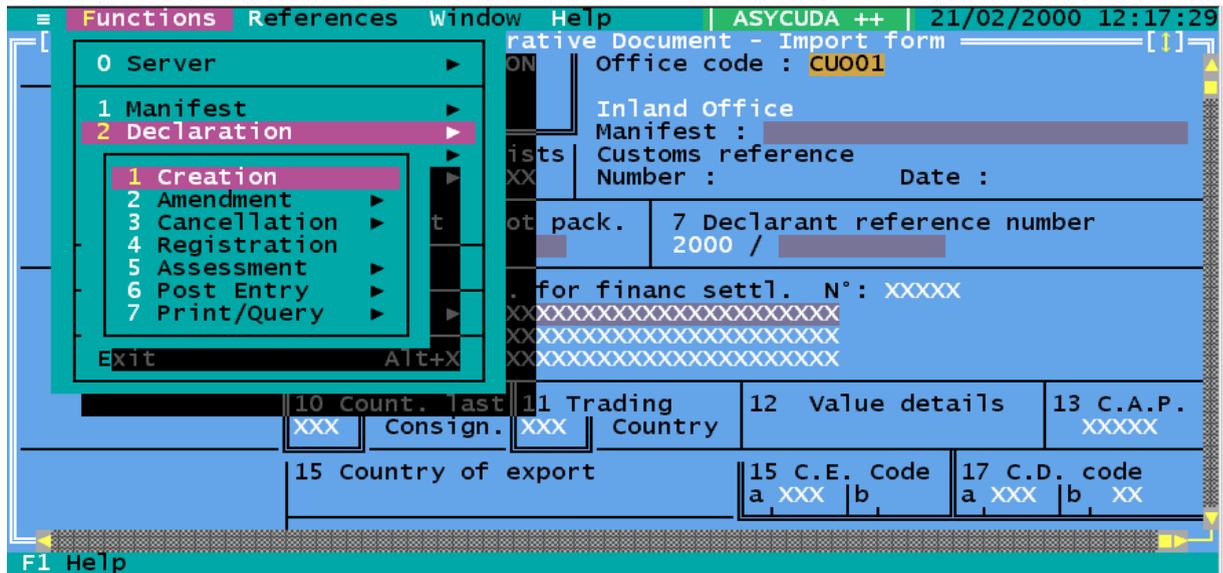


Fig. 3.3 MODCBR: Function: Declaration: Creation.

Users will first have to select from a window the type of declaration they wish to input, for example:

- Exportation
- Temporary Exportation
- Re-exportation
- Transit to exportation
- Other exportation procedures
- Importation for home use
- Temporary importation
- Re-importation
- Suspense
- Importation transit
- Other importation procedures

Once users select the type of declaration, the system will display the selected SAD on screen, and declaration input can proceed by the user entering the required information in each box.



Move the mouse to place the cursor in any area of the SAD quadrant that is not an input box, and then press the left button to activate the window text movement facility. The 'scroll bars' appear on screen. This will enable the user to move to other areas of the SAD. On the keyboard, <Alt> <S> activates the window scroll bars.

Amendment

This option allows the user to retrieve and amend a declaration that has already been input. The user can choose to retrieve a declaration stored on the Client PC, as a declaration file or a file saved in EDI format, or from the Server. Declarations retrieved from the Server can have either a 'Stored' or 'Registered' status.

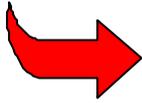
The retrieval of files is described in further detail below:

The Local File

These are the declarations that have been stored on the Client PC with a file name and a .SAD extension. The user can choose the required declaration from a window that lists all the file names.

EDIFACT CusDec

Declaration data, received and stored in the UN Standard EDI format 'CUSDEC' can be retrieved from file and displayed as a SAD declaration, either for amendment or for transmission to the Server for Registration or Assessment.



Note: to save SAD's in EDI format (CUSDEC), select the option "Generate CUSDEC" in the Local Menu. See also ['EDI Manager'](#)).

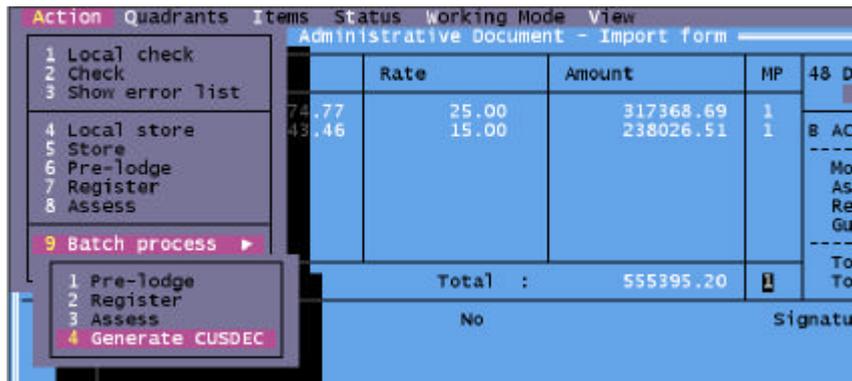


Fig 3.4 MODCBR: Functions: Declarations: Local Menu: Action: Generate CUSDEC

Stored declaration

Stored declarations have been stored on the Server using the declarant code and the declarant reference number.

To retrieve this type of declaration the user must log onto the Server and identify the declaration by entering the declarant code and declarant reference number for the declaration. The office code and year of storage of the declaration appear as default.

Pre-lodged declaration

Not implemented.

Registered declaration

These are the declarations that have been registered on the Server. The Registration number consists of the Series letter and a number.

To retrieve this type of declaration the user must log onto the Server and identify the declaration by entering the declarant code and declaration reference number, or the Registration number of the declaration. The office code and year of storage of the declaration appear as default.

Cancellation

This option allows the user to cancel a declaration that has already been input. **The user can cancel Stored or Registered declarations.**



Depending on the control procedures adopted by National Administration, there may be some additional controls involved in the cancellation of Registered declarations.

Registration

This option allows the user to register a declaration that has been stored on the Server. (See also ['Declaration Status'](#).)

To register the declaration the user must log onto the Server and identify the declaration by entering the declarant code and the reference number allocated when the declaration was created or stored. The office code and year of storage of the declaration appear as default.

Assessment

This option allows the user to assess a declaration that has been stored or registered on the Server.

The user can choose to either directly assess a stored declaration, or to assess a previously registered declaration: -

Stored declaration

To assess this type of declaration the user must log onto the Server and then identify the required declaration by entering the declarant code and the declarant reference number for the declaration. The office code and year of storage of the declaration appear as default.

Registered declaration

To assess Registered declarations the user must log onto the Server and then identify the required declaration, either by entering the declarant code and declarant reference number for the declaration, or by entering the Registration number.

The Registration number is the Series letter and the number allocated to the declaration by the system upon registration. The office code and year of storage of the declaration appear as default.

Post Entry

This option allows for the amendment or cancellation of declarations after assessment. The process is simple to effect but you should be aware of the implications of any post entry action. The system may have to amend the accounting data to reflect any additional liability or refund and in addition the system may have to amend manifest or suspense records.



It is not possible to modify the declaration keys data fields, i.e. Customs office code, Declarant, Year and Number of the declaration.

Once any changes have been made, the Declaration can be re-assessed ('Local Menu', 'Assessment'). Depending on configuration the declaration can be subjected to the selection process again but will have a post-entry modified status. The declaration reference number, registration number and assessment number are not altered.

The process to view the history of different versions of the declaration is as described above under ['Status'](#). From the declaration local menu, click on **'Status'**, which will bring up a display of the history of the different versions of the declaration.

Post entry Amendment when the Manifest is used

When the manifest system in MODCAR is used for the automatic write off of Manifests and Bills of Lading, any post entry amendments may have an effect on the this action.

Whether a B/L is partially or fully written off, the process at post entry is identical. From a Customs point of view it is not possible to increase the quantity or number of packages on a declaration post entry. If you attempt to do this, ASYCUDA++ will reject the amendment and display an error message.

The weight or the number of packages of the item on the declaration can be reduced. The B/L will now become partially written-off. This is a two-stage process. Firstly, the weight or number of packages is **adjusted** and brought back to the original amount then this value is decreased by the amount specified in the post-entry.

Post Entry Amendment on Suspense Declarations

The impact of post-entry on warehouse, temporary admission and temporary export declarations is practically transparent to the user. However post-entry modification or cancellation of declarations of this type leads to a large number of internal checks and processing.

Amendment

Into Warehouse Declarations

When carrying out a post-entry adjustment on a declaration, the aim is to ensure that the amounts, quantity or weight, already written-off on the original declaration are also written off by the amended declaration.

To do this, the original version of the declaration is artificially written-off and the amounts already really written-off for each item of that declaration are stored. The system attempts to match these stored amounts against the amended version of the declaration. If the matching is successful then the post-entry is accepted, otherwise the post entry is rejected and the previous version of the declaration remains unchanged.



It is not possible to add or to delete an item. However the change of order of existing items is allowed. You cannot change the Commodity Code, Company code, Country code or Tariff specification code when carrying out a post-entry amendment.

Out of Warehouse Declarations

In this case the aim is to reverse the quantities or weights already written off.

All the quantities or weights written off on the original into warehouse declaration(s) are reversed. The system attempts to write off the amended version of the declaration against the original into warehouse declaration(s). If the process is successful then the post-entry is accepted, otherwise the post entry is rejected and the previous version of the declaration remains unchanged.

Into Temporary Admission and Temporary Export Declarations

When carrying out a post-entry on an entry for temporary admission or temporary export, the aim is to write off on the amended version of the declaration the quantities or weights already written-off against the original version of the declaration. To do this, the current version of the declaration is stored in order to update it with the amended version of the declaration.

It is possible to delete an item that has not been written off, or to add a new item. It is also possible to change the item order. With each product or item, a check is made to see that the new quantity or weight is sufficient to cover the amount already written-off. A product is identified by Commodity Code, Company code, Country code and Tariff specification code. If the process is successful then the post-entry is accepted, otherwise the post entry is rejected and the previous version of the declaration remains unchanged.

Out of Temporary Admission and Temporary Export Declarations

When carrying out a post-entry amendment to an out of temporary admission or temporary export declaration, the system reverses all the quantities or weights already written off by the original version of the declaration. Once this is done the normal write-off procedure is executed with the amended version of the declaration. If the process is successful then the post-entry is accepted, otherwise it is rejected and the previous version of the declaration remains unchanged.

Cancellation

Into Warehouse Declarations

You can only cancel a declaration into warehouse if there is enough stock remaining from other declarations into warehouse of this Commodity Code etc for the system to account for the quantities or weights written-off by the out of warehouse declarations already processed.

Out of Warehouse Declarations

It is possible to cancel a declaration of this type because the stock in the warehouse can always be increased.

Into Temporary Admission or Temporary Export Declarations

It is only possible to delete a declaration of this type if none of the items or products on that declaration has been written-off.

Out of Temporary Admission or Temporary Export Declarations

It is possible to cancel these types of declaration as this has the effect of adding back quantities or weights.



The legislation and procedures of the National Customs Administration would determine the extent of user access to this option (and of audit controls).

Printouts/Queries

Declaration

This option allows the user to retrieve and print or view a declaration that has already been input. To retrieve declarations the user must be logged on to the Server and then identify the required declaration by its unique number.

The Declarant code and Declarant Reference number can identify all declarations. The office code and year of storage of the declaration appear as default. Additionally, according to the declaration status, the Registration and Assessment numbers can be used to identify the declaration. The options are:

Deleted Registered

Declarant reference number or registration number, which is the Series letter and the number allocated to the declaration at registration.

Deleted Assessed

Declarant reference number or registration number, which is the Series letter and the number allocated to the declaration at registration, or assessment number, which is the Series letter and the number allocated to the declaration at assessment.

Stored

The declarant code and the declarant reference number of the declaration.

Registered

Declarant reference number or registration number, which is the Series letter and the number allocated to the declaration at registration.

Pre-lodged

Not implemented.

Assessed

Declarant reference number or registration number, which is the Series letter and the number allocated to the declaration at registration, or assessment number, which is the Series letter and the number allocated to the declaration at assessment.

Any status

Using this option the user can retrieve a declaration of any status - registered deleted, assessed deleted, stored, registered or assessed.

Declarations can be identified by the declarant reference number or registration number, which is the Series letter and the number allocated to the declaration at registration, or assessment number, which is the Series letter and the number allocated to the declaration at assessment.

Local Menu (Printout/Queries - Declarations)

Retrieved declarations will be displayed on screen and the following options will be available under the local menu

Action **Quadrants** **Items** **Status** **View**

Action**Printout**

Prints out the declaration, the Assessment notice, the Valuation note or the inspection act on the designated local printer.

Quadrants

Allows users to move to other sections of the SAD. ([The Layout of the SAD on the Screen](#)).

Items

Allows users to move between the items of the declaration.

Status

Displays the current status of the declaration retrieved and the operator who gave the declaration this status, along with the date and time when this was done.

View

- **View receipt:** Displays the receipt of the declaration on the screen. Gives an option to print a copy on the local printer.
- **View assessment notice:** Displays the assessment notice of the declaration on the screen. Gives an option to print a copy on the local printer.
- **View Bill of Lading:** Displays the related Bill of lading for the declaration on the screen. Gives an option to print a copy on the local printer.
- **View Bill of Inspection Act:** Displays the related Inspection Act form for the declaration on the screen. Gives an option to print a copy on the local printer.

Registration Books

Details of Registered declarations can be extracted from the Server data, on the basis of **'Day book'**, **'Monthly report'**, or **'Date to date report'**. The content of these reports, and the output options, are explained in the following paragraphs.

Retrieving, Printing and Saving Reports

Displaying or printing reports requires a choice of a report type and definition of a data range for extraction from the Server files. For retrieving and printing declaration data, an options facility offers the choice of:

- **Printout priority:** high, low or delayed to a date and time of the user's choice; and
- **Destination of the printout:** either to the Server printer or to a Server file.

Once the Server has processed this request the user will be notified by a ringing tone and the appearance of a window giving details of the report requested. The Server file can be retrieved to the Client machine, where the user is prompted to enter a file name (with .PRT extension).

This file can then be viewed on screen using the text browser under the tools option, or it can be printed on the local or remote printer through printer manager under the tools option.

Day book

The Daybook is a report that displays for each declaration the following information: -

- The Registration number;
- The Assessment number (if the declaration has been assessed);
- The declarant code and name;
- The importer or exporter code and name;
- Mode of payment for the declaration, i.e. cash;
- The amount for which the declaration is currently assessed.



To obtain a Daybook report Enter the Customs Clearance Office code and the date of the daybook are required. See ['Report Options'](#) for detailed options.

Monthly report

The monthly report displays the same information as the daybook but for the period of one month.

Date to date report

The date-to-date report displays the same information as the daybook and monthly report but for a period chosen by the user.

Assessment Books

Details of Assessed declarations can be extracted from the Server data, on the basis of 'Day book', 'Monthly report', or 'Day to day report'.

The content of these reports, and the output options, are explained in the following paragraphs.

Day book

The Daybook is a report that displays for each declaration the following information: -

- The Registration number, date of registration and the type of declaration code;
- The Assessment number, date of assessment and the assessed amount of duty in cases of duty payable declarations;
- The current payment situation which could be one of the following -
- "RECOVERED" (the declaration has been paid),

- "NOT PAID" (the declaration has not been paid) or
- "NTP" (the declaration is a non-dutiable/exempt declaration);
- The receipt number and date of payment;
- The mode of payment i.e. "CASH PAYMENT"; and
- The amount paid.

Monthly report

The monthly report displays the same information as the daybook but for a period of one month.

Date to date report

The date-to-date report displays the same information as the daybook and monthly report but for a period chosen by the user.

List

Displays a window where the user can select criteria for the listing of the current month's declarations.

List Selection Criteria

The clearance office code appears as default and the user can select the following: -

- Type of declaration - a list of all the declarations of a particular type, e.g., a list all imports for home use - by entering the declaration type code.
- Declarant - a list of all declarations for a declarant by entering the declarant code.
- Consignee - the user can request a list of all the declarations for one consignee by entering the consignee code.
- Exporter - a list of all the declarations for one exporter by entering the exporter code.
- Declaration status - the choices are: -
 - ❖ Stored declarations
 - ❖ Registered declarations
 - ❖ Assessed declarations
 - ❖ Pre-lodged declarations
 - ❖ Paid declarations
 - ❖ Declarations to be paid
 - ❖ Declarations to be refunded
 - ❖ Cancelled declarations
 - ❖ Any declaration

List sorting

Lists of Declarations can be sorted by: -

- Declarant Reference number;
- Registration number (Customs Reference number);
- Assessment number;
- Declaration type;
- Taxes (Amount payable).

List output

The listing displays the following information per declaration: -

- Clearance office code
- Declarant code
- Declarant reference number
- Declaration type
- Number of items in the declaration
- Consignee code/Exporter code
- Registration number (Customs Reference number)
- Total taxes
- Assessment Number
- Payment Receipt number

Actions possible on Listed Declarations

The options allow selection of a declaration and to: -

- View
- Register (if the declaration has a 'Stored' status)
- Assess (if the declaration has a 'Stored' or 'Registered' status)

User Log

Selecting and displaying a declaration from the list allows use of the Local Menu. **'Status'** displays a 'history' of the declaration, i.e. the processing steps carried out (status), with times and dates that the status was achieved. It also displays the user name or code of the user who carried out each action. If the declaration history option is configured it is possible to view the earlier versions of the declaration.



If a declaration is modified and ASYCUDA++ is configured to give access to declaration 'history', previous versions of the declaration may be viewed by selecting any earlier version from the list within the 'Status' table and pressing the button 'View declaration'. If the selected declaration is the current version, the 'View declaration' button will not be active.

Export Release

This option allows for the completion of export declarations at the Border when goods arrive for exit from the country. The export Declaration is presented at the Inland Office and assessed in the normal way.

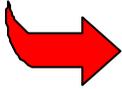
An electronic message, an 'agent', is sent from the Inland Office to the Border Office via the ASY++ Gate and it includes all Declaration data.

The Officer at the Border checks the cargo and vehicle in the normal way and if all is in order, opens the Declaration data received from the Inland Office, **'Functions'**, **'Declaration'**, **'Print/Query'**, **'Export Release'** **'Outstanding export declarations'**, and certifies that the goods have crossed the border.

Another electronic message is sent from the Border Office to the Inland Office via the ASY++ Gate, including all declaration data, showing that the export has been completed at the National border

There are several report options available under Export Release, giving reports of uncleared exports at the border, exports cleared at the border etc.

Suspense Procedures



Declarations for goods under suspense procedures are created and processed in a similar manner to all other declarations, using the menu options under **'Functions', Declaration'**.

The selection of 'Model of declaration' and Customs Procedure Code (CPC) determines how the declaration is processed by ASYCUDA++.

For example, the system will recognise the use of an 'In to Warehouse' CPC and during declaration creation ask for a warehouse code, a delay period, (the number of days the goods are to be warehoused), and will normally suppress any duties or taxes.

ASYCUDA++ is able to keep separate accounts of import and export transactions processed using Temporary Admission and Temporary Exportation Suspense procedures.

ASYCUDA++ maintains a separate ledger for each type of Suspense procedure and it is probably easier to think of these as separate BOOKS.

The system is very easy to set up and operate. It requires an 'Into Suspense' CPC and at least one 'Out of Suspense' CPC for each Suspense procedure. The 'Out of Suspense' CPC's must refer to the same BOOK as the 'Into Suspense' CPC refers.

A full set of reports of each type of Temporary procedure is available to control the reliefs. The system will maintain a Temporary Admission/Exportation account, writing off goods, as they are re-exported/re-imported.



ASYCUDA++ can also be configured to work in a 'learning mode'.

When 'Learning mode' is set for suspense procedures, goods can be acquitted or removed from the suspense regime within the 'out of regime declaration matching and writing off a corresponding 'in to' regime declaration. Countries can use this mode as an interim step, prior to full computerisation of suspense regime records.

Temporary Admission

Products

This report displays details of the products imported on temporary admission.



To obtain a 'By Product' Report, enter the Customs Procedure Code and the Commodity Code. See [Report Options](#) for details of the output options.

Importers

This displays details of products imported under temporary admission by individual importers.

Account/Dec. (Account by Declaration)

This displays details of the products imported on temporary admission and identification of the declaration on which these goods were imported or re-exported.

Declarations

Closed

This report will display a list of all the temporary importation declarations for which a corresponding re-export declaration has been submitted.

Open

This report will display a list of all the temporary admission declarations for which a corresponding re-export declaration has not been submitted.

Expired

This report will display a list of all the temporary admission declarations for which a corresponding re-export declaration has not been submitted within the temporary admission period.

Extended

This report will display a list of all the temporary admission declarations for which there have been an extension of the period allowed in temporary admission.

By expiry date

This report will display a list of all the temporary admission declarations for which a corresponding re-export declaration has not been submitted by the expiry date.

Temporary Export

Products

This report displays details of the products exported on temporary exportation.

Exporters

This report displays details of the products exported on temporary exportation by individual exporters.

Account/Dec. (Account by Declaration)

The Temporary Exportation Account/Dec report displays details of the products exported on temporary export and identifies the declaration on which the goods were exported or re-imported.

Declarations

Closed

This report will display a list of all the temporary exportation declarations for which a corresponding re-import declaration has been submitted.

Open

This report will display a list of all the temporary exportation declarations for which a corresponding re-import declaration has not been submitted.

Expired

This report will display a list of all the temporary exportation declarations for which a corresponding re-import declaration has not been submitted within the temporary exportation period.

Extended

This report will display a list of all the temporary admission declarations for which there have been an extension of the period allowed in temporary exportation.

By expiry date

This report will display a list of all the temporary exportation declarations for which a corresponding re-import declaration has not been submitted by expiry date.

Customs Processing

Product

Lists the products for a suspense-processing program.

Declaration

Lists the Declarations for a suspense-processing program.

Free Trade Zone

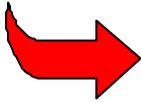
Not implemented.

Warehouse

The ASYCUDA++ Warehousing Module is similar in operation to the Suspense procedures described above, except that the accounts are kept on an individual warehouse basis. The system maintains a Warehouse account, writing off goods as they are entered to home use or re-exported.

Products

This report displays details of the products imported into a Warehouse.



To obtain a 'Products' report, enter the Warehouse code and Commodity Code.

Products/Importers

This report displays details of the products imported into a Warehouse by individual importers.

Products/Countries of Origin

This report displays countries of origin and details of the products imported into a Warehouse.

Declarations**Closed**

This report will display a list of all the declarations into Warehouse for which corresponding declarations out of Warehouse have been submitted.

Open

This report will display a list of all the declarations into Warehouse for which corresponding declarations out of Warehouse have **not** been submitted.

Expired

This report will display a list of all the declarations into Warehouse for which corresponding declarations out of Warehouse have not been submitted within the period authorised for the goods to remain in the Warehouse. The 'expired' status is by reference to the dates set against the Warehouse code, in the original declaration into Warehouse process

Extended

This report will display a list of all the Warehousing declarations for which there have been an extension of the period allowed in Warehouse.

Verification/Selectivity

By using the 'Selectivity' capabilities in ASYCUDA++, declarations can be 'blocked' from automatic assessment.

Module **MODSEL** contains the main controls for selection of Declarations to be given special attention by Customs and for managing the Declaration Processing system. It contains the controls to block Assessment of selected declarations, and has a range of query and reporting functions. However, local office management of Selectivity can also be handled from within **MODCBR**.

The **MODCBR 'Functions' , 'Verification'** displays four options in a sub-menu. These are:

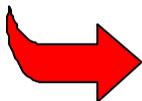
- Examination Result
- Declaration Routage
- Inspection Act
- Print/Query



Fig 3.5 MODCBR: Verification>Selectivity: Examination Result

Both of the first two options display declaration selections made through **MODSEL**. They enable users in the Customs Office to query the System to find out the reasons why particular declarations have been blocked from assessment. In addition to viewing the lists of selected declarations, the **'Declaration Routage'** option allows the authorised user to change 'routing' of the declaration.

Declaration selection, ("assessment blocked") may have been made because of random selection of a declaration for physical or documentary check, or because parts of the declaration description have matched certain 'Selection Criteria' defined within the System, **MODSEL**.



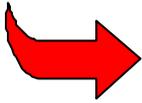
See Section 6 of this Reference Document for details of **'Selectivity Management'**, use of processing lanes and a full explanation of Lane Colours.

Selection Display and Reporting

The user has a number of choices. The sub-menu offers the option of: -

1. Selected Declarations;
2. Physical examination;
3. Documentary check;
4. Post clearance control;
5. Stand-by Declaration;
6. Controlled declarations;
7. No inspection required;
8. Query declarations.

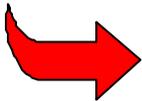
These are the basic categories (or processing channels) into which the System is capable of routing entries.



While the System allows for the four processing categories plus query, National Customs Administrations can themselves determine the level and type of processing associated with each lane'. See Section 6 of this Reference Document, '**Selectivity Management**', for further detail.

Selected Declarations

Lists all declarations, (for that Customs office), with a current status of 'selected'. This list displays all declarations selected by the System, (either through a random selection or against specific Customs initiated selection criteria), and routed to the 'Red', 'Yellow' or 'Blue' Lanes.



The window option buttons '**View Decln.**' '**Criteria**', '**Find**' and '**Print**' enable the user to find and view the details of individual declarations, and to view the reasons for the 'selected' status of that declaration.

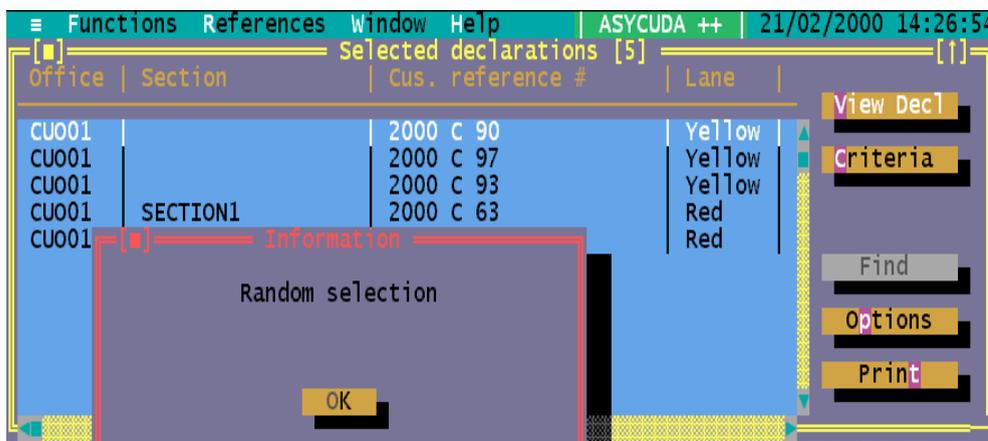


Fig 3.6 MODCBR: Verification>Selectivity: Examination Result: Selected declarations -all: Criteria

The example screen above is the 'Examination results' option, and it doesn't allow re-routing of declarations. The details of a selected declaration can be viewed and the selection criteria displayed. In this case the highlighted declaration is a random selection.

Physical Examination – Red Lane

A selected status of 'Red' for a declaration means that the declaration has been selected for physical examination of the goods. This option displays a list of all declarations selected, (either through a random selection or against specific Customs initiated selection criteria), routed to the 'Red' Lane for processing.

Documentary Check – Yellow Lane

A selected status of 'Yellow' for a declaration means that the declaration has been selected for documentary examination of the transaction. This option displays a list of all declarations selected, (either through a random selection or against specific Customs initiated selection criteria), routed to the 'Yellow' Lane for processing.

Post Clearance Control – Blue Lane

A selected status of 'Blue' for a declaration means that the declaration has been selected for Customs attention or some control (such as a post-importation documentary check) after assessment of the declaration and release of the goods. This option displays a list of all declarations selected, (either through a random selection or against specific Customs initiated selection criteria), routed to the 'Blue' Lane for processing.

Stand-by Declarations – Green Lane

A status of 'Standby Green' for a declaration usually means that the declaration has not been selected - 'Red', 'Yellow' or 'Blue' lanes - but assessment is temporarily blocked for the time period of any delay deliberately introduced into the System by the Customs Administration. This option displays a list of all declarations with a status of 'Stand-by Green' i.e. not selected, (either through a random selection or against specific Customs initiated selection criteria), but awaiting expiry of the time delay period before what would otherwise be an automatic assessment.

Controlled Declarations

This gives access to a list of declarations that were previously selected by the system but were subsequently re-routed to Green lane and cleared.

No Inspection Required

This gives access to a list of declarations that were routed automatically to Green lane by the system and cleared after any stand-by delay.

Query Declarations

This option gives access to a list of query lane declarations. The query lane is used to hold any declarations that were subjected to some control and as a result could not be cleared until some problem was resolved.

Reporting and Display Options

Lists of 'selected' declarations can be displayed according to colour routing. (See previous section.)

From the 'selected' list display users can find individual declarations and view the declaration details and the reasons for the 'selected' status. This is done through the window option buttons "View Decln.", "Criteria", "Find" and "Print". A declaration on the list is first selected, using either the mouse or ↑ and ↓ keys - or a particular 'selected' declaration can be quickly located by using the '**Find**' option.

Printing Lists of Selected Declarations

Lists of selected declarations can be printed.

The '**Print**' button gives the option of printing to a:

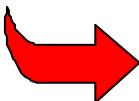
- Server Report
- Local Printout
- Text File

Viewing 'Selected' Declarations

Selecting "View Decln" brings the full declaration (in SAD format) to the screen. For an explanation on declaration screens and accessing data from the declaration, see the section on ['Declarations'](#). This includes a description of the '[SAD Layout](#)' and the use of Local Menus within the declaration screen.

Viewing Criteria 'Hits'

The 'Criteria' button either displays a message that the declaration selection is on a random basis, or displays a "Criteria Hit List" window for the selected declaration.



The control of 'Random Selections' is explained in Section 6 of this Reference Document, '**Selectivity Management**'.

The Criteria 'Hit' List window - headed with the selected declaration number - displays a list of selection criteria that the declaration has matched. A criteria match with the corresponding declaration data field is called a 'hit'.

The list consists of the criteria code name and the number of items 'hit' by the criteria. The **'Form'** button opens a window that displays detail on the selection criteria. **'Form'** displays the Criteria code name, the validity dates, whether active on imports or exports, and a description of the criteria in a box under the title 'Documentation'. This is read-only and is a copy of the Documentation input with the criteria through **MODSEL**.

Descriptions within the Documentation box should be sufficient for Officers to determine if the declaration was one intended to be selected by the criteria. The box can also be used to give directions or instructions to the officer on what further action is to be taken on that particular type of declaration.



See Section 6 of this Reference Document for an explanation on the effective use of Criteria 'Documentation' messages and instructions.

Declaration Routage

This option has the same sub-menu and screen appearance as **'Examination results'** but for authorised users it gives access to selectivity controls. The screen displaying the list of **'Selected Declarations'** (selected as 'All' or selected by Colour Lane) has an option button **'Re-route'**. The screen also has a **'Tag'** button. Individual declarations can be tagged by the **<space bar>**.

This allows those users with the necessary level of password and user group access to select a declaration or a batch of declarations, using the **'Tag'** button, and re-route those selected declarations to another processing channel.

Re-routing can occur after the required processing has taken place, or after any other Customs control decisions have been taken. For example, a delayed Green Lane declaration could be upgraded to 'Red' if the transaction was thought to be suspect; or, if necessary, to speed cargo release, "unnecessary" Yellow Lane declarations could be downgraded to Blue or Green.

Inspection Act

This menu option allows the Inspection act (examination report) form for a declaration to be viewed. The Inspection act form is created whenever a registered declaration is amended.

Print Query

This option has two sub options:

- Audit List
- Selected Post entries

The audit list allows lists of 'declarations selected' to be produced and printed for management purposes. Selected Post entries allows for the use of selectivity on post entry amendments

EDI Manager

ASYCUDA++ has the capacity to store and to receive declarations in EDI (Electronic Data Interchange) format.

The 'EDI Manager' menu option accesses the System sub-directory where EDI messages are stored and allows EDI messages to be viewed on screen.

What is EDI?

EDI is the electronic transfer of commercial or administrative transactions using an agreed standard to structure the transaction or message data. EDI is designed to facilitate the transmission of commercial or administrative data such as invoices, purchase orders, ship arrival notices, packing lists, customs declarations and the like. The purpose is to adopt a common communication standard to allow otherwise non-compatible computer systems to 'talk' to each other and to permit electronic information to be transferred from one transaction point to another, to be 'reused' and added to, without any need for re-keying.

UN/EDIFACT is an international EDI standard. It is the only EDI standard that has received official approval by the United Nations. UN/EDIFACT permits organisations, both public and private, to transmit data in a common format - a common computer language. Among the officially approved UN/EDIFACT messages there are four so far which are unique to Customs operations.

The four Customs messages are:

- The Customs Declaration Message (CUSDEC);
- The Customs Response Message (CUSRES);
- The Customs Cargo Report Message (CUSCAR);
- The Customs Conveyance Report Message (CUSREP).

The electronic format CUSDEC is for the Customs declaration - it permits transfer of data from a Declarant directly to a Customs administration.

EDI Messages in ASYCUDA++

CUSDEC - the Customs declaration in the UN/EDIFACT standard format - can be created by being stored in the CUSDEC format from the Local Menu in Declarations. (See '[Batch processes](#)').

The '**EDI Manager**' menu option accesses the System sub-directory ([drive]:\asy\edi*.EDI) and displays in a window the contents of the sub-directory. Files in EDI format can be selected for viewing of the CUSDEC message on screen.

The following screen shows a CUSDEC message, overlaid with the EDI Manager window:

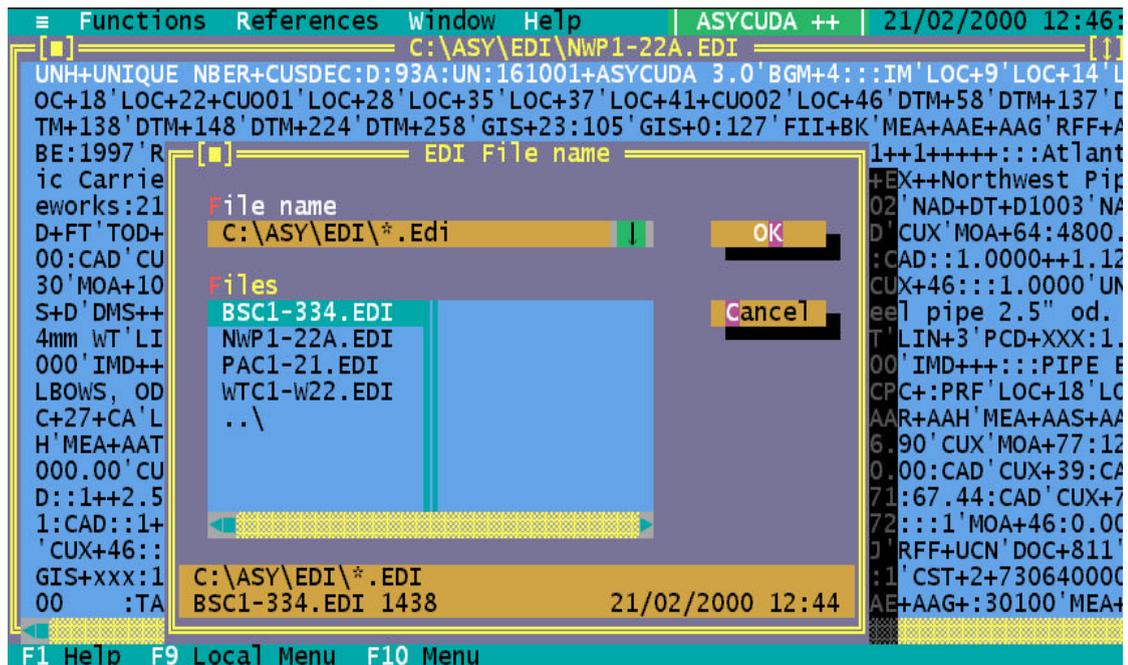


Fig 3.7 MODCBR: Functions: EDI Manager

**Summary:**

Within ASYCUDA++ the "CUSDEC" message can be: -
 Created by storing a declaration as a CUSDEC message;
 Retrieved to be amended or processed e.g. Registered or Assessed or
 Retrieved and viewed in UN/EDIFACT format under EDI Manager.

User Defined Printout

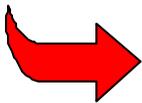
This option allows users to select a report, not a standard ASYCUDA++ report, defined Nationally. The report may contain some parameters that the user must supply, e.g. dates etc. It is perhaps better to think of these reports as National Standard reports rather than User defined reports in the normal sense. The Options button gives the choice of destination of the print i.e. Server printer or Server file, and print priority - including a delay until after normal office hours.

Electronic Mail

This option allows users to send Electronic mail messages to other ASYCUDA++ system users. When the recipient of the message logs onto the Server the message is delivered. When you select Telegram your message is sent to the Server awaiting delivery to the recipient. Copies of messages can be sent to other users at the same time.

Applications

This allows the user to access the operating system (through the sub-menu option "DOS Shell") or to run other applications without exiting ASYCUDA++. Other applications can be set up to run from a named sub-menu option. Adding or altering sub-menu options under "Applications" is managed through the 'Applications' option of the "Tools" sub-menu.



See Section 2 of this Reference Document, '**Finding Your Way Around ASYCUDA++**', for details on setting up applications to run from the sub-menu.

References

This menu option appears in the Modules that have day-to-day operational use in the Customs Branch offices (**MODCBR, MODENT, MODSDI, MODACC, MODSEL**). It gives screen access in read-only mode to most of the control tables or reference data within the system.

The Reference Sub-menu options are titled:

1. **Customs Tariff**
2. **Customs procedure**
3. **Operational environment**
4. **Transaction Controls**

Use of these options gives access to complete details on Commodity Codes (including HS Tariff descriptions and all taxation rates), CPCs (with National 'Additional Code' extensions), Customs Office codes, Warehouse codes, Transit Shed codes, Declarant and Company codes, Country and Currency codes, and many others.



System users in a normal 'production' environment (such as declaration processing) may not be given access to the full range of reference data held on the system. For many valid reasons, including system security and confidentiality of data, access may be limited to only that part of the reference data immediately relevant to the user's duties. This is controlled by ASYCUDA++ by user group and menu access controls from **MODSYSCF**.