



## How to use the Finder facility

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to use the Finder facility.

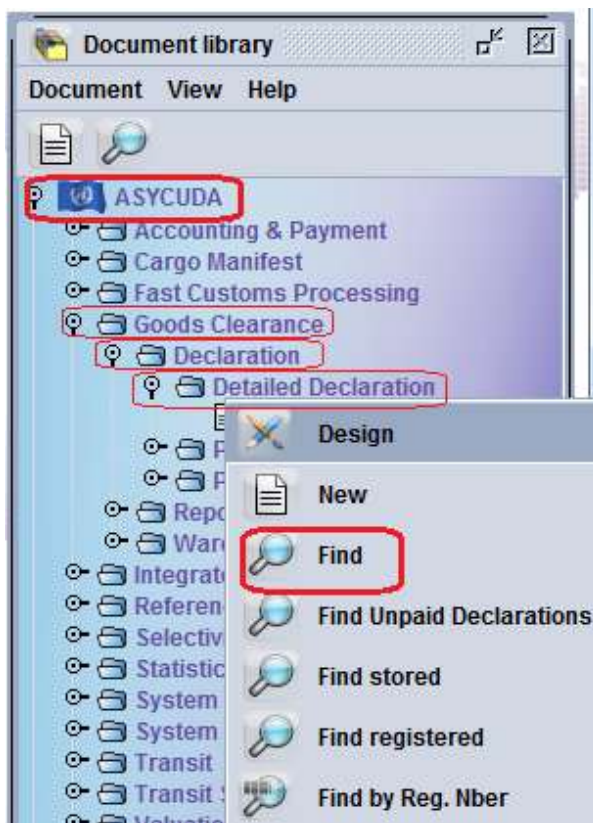
It is possible to find a single SAD, a series of SADs within a registration number range, a series of SADs in a specified period of time or all SADs with a specific status, etc.

It is important to note that the Finder is a powerful tool and many criteria can be used.

The Finder facility is available for most of the AW E-documents (manifest, receipt, SAD, etc..).

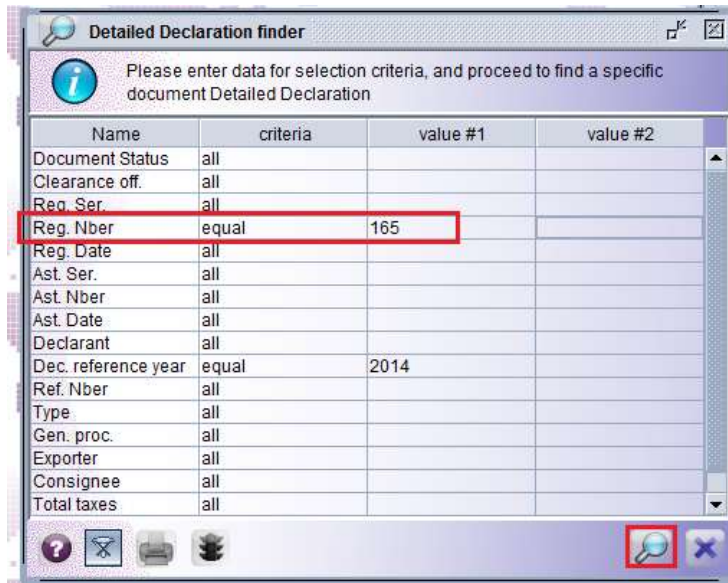
This is done as follows:


1. Log into the system
2. Go to ASYCUDA → Goods clearance → Declaration → Detailed Declaration
3. Right click and choose any available “**Finder**” (depending of your user profile)

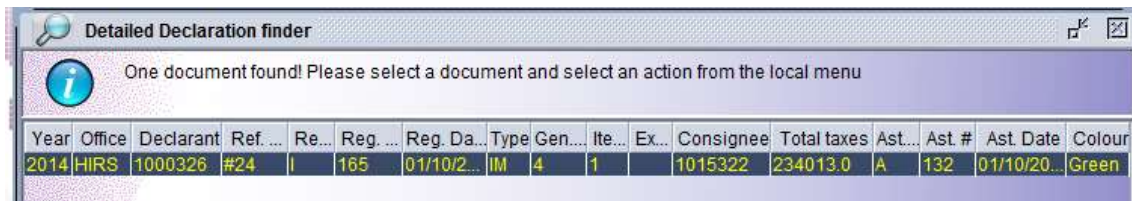


In order to find a single SAD:

4. In the Finder, type the registration number as follow:

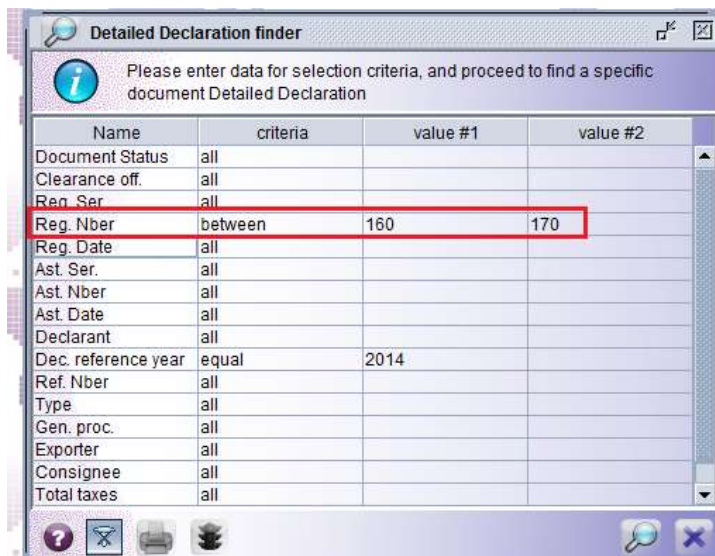


5. Then click on 
6. The Detailed Declaration finder is displayed, showing the single SAD requested



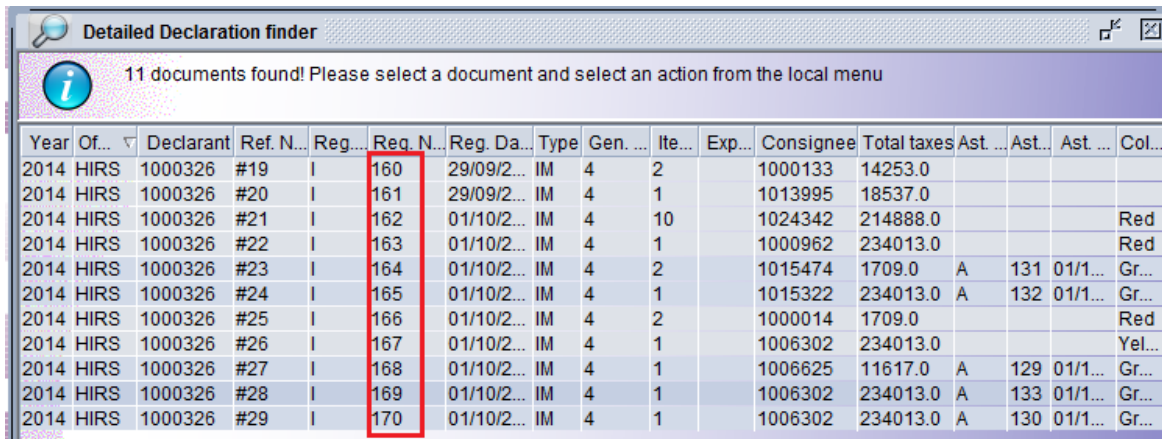
In order to find multiple SAD(s) in a specific registration number range:

4. In the Finder, type the registration number range as follow:



5. Then click on 

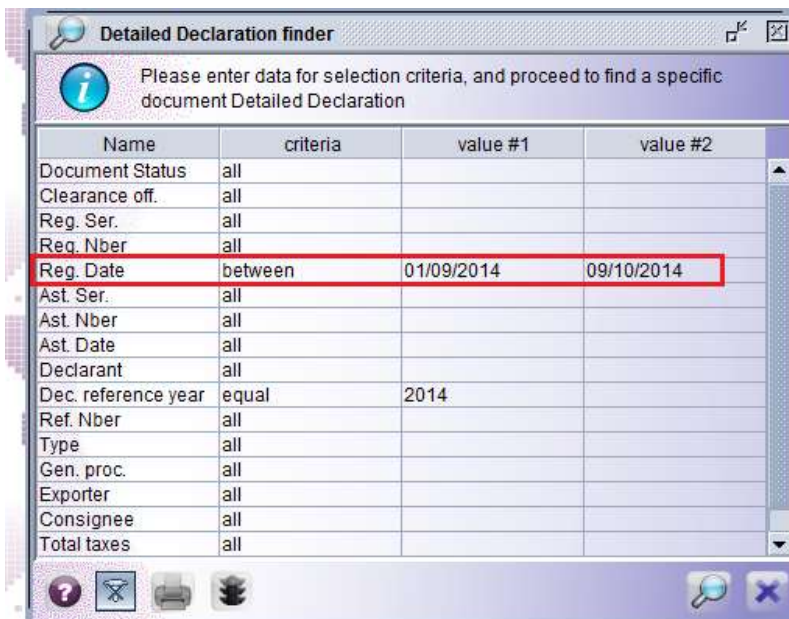
6. The Detailed Declaration finder is displayed, showing all the SADs processed within the registration numbers range



Year	Of...	Declarant	Ref. N...	Reg...	Reg. N...	Reg. Da...	Type	Gen. ...	Ite...	Exp...	Consignee	Total taxes	Ast. ...	Ast...	Ast. ...	Col...
2014	HIRS	1000326	#19	I	160	29/09/2...	IM	4	2		1000133	14253.0				
2014	HIRS	1000326	#20	I	161	29/09/2...	IM	4	1		1013995	18537.0				
2014	HIRS	1000326	#21	I	162	01/10/2...	IM	4	10		1024342	214888.0				Red
2014	HIRS	1000326	#22	I	163	01/10/2...	IM	4	1		1000962	234013.0				Red
2014	HIRS	1000326	#23	I	164	01/10/2...	IM	4	2		1015474	1709.0	A	131	01/1...	Gr...
2014	HIRS	1000326	#24	I	165	01/10/2...	IM	4	1		1015322	234013.0	A	132	01/1...	Gr...
2014	HIRS	1000326	#25	I	166	01/10/2...	IM	4	2		1000014	1709.0				Red
2014	HIRS	1000326	#26	I	167	01/10/2...	IM	4	1		1006302	234013.0				Yel...
2014	HIRS	1000326	#27	I	168	01/10/2...	IM	4	1		1006625	11617.0	A	129	01/1...	Gr...
2014	HIRS	1000326	#28	I	169	01/10/2...	IM	4	1		1006302	234013.0	A	133	01/1...	Gr...
2014	HIRS	1000326	#29	I	170	01/10/2...	IM	4	1		1006302	234013.0	A	130	01/1...	Gr...

In order to find multiple SAD(s) processed over a specific period of time:

4. In the Finder, type the registration number range as follow:



Name	criteria	value #1	value #2
Document Status	all		
Clearance off.	all		
Reg. Ser.	all		
Reg. Nber	all		
Reg. Date	between	01/09/2014	09/10/2014
Ast. Ser.	all		
Ast. Nber	all		
Ast. Date	all		
Declarant	all		
Dec. reference year	equal	2014	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exporter	all		
Consignee	all		
Total taxes	all		

5. Then click on 

6. The Detailed Declaration finder is displayed, showing all the SADs processed within the registration date range

Detailed Declaration finder

20 documents found! Please select a document and select an action from the local menu

Year	Office	Declarant	Ref. Nber	Reg. Ser.	Reg. Nber	Reg. Date	Type	Gen. Proc.	Items	Exporter	Consignee	Total taxes	Ast. Ser.	Ast. #	Ast. D...	Colour
2014	HIRS	1000326	#14	I	146	08/09/2014	IM	4	1		1000229	229.0	A	119	08/09...	Green
2014	HIRS	1000326	#13	I	145	08/09/2014	IM	4	1		1000229	229.0	A	118	08/09...	Green
2014	HIRS	1000326	#15	I	156	26/09/2014	IM	4	2		1000133	14253.0				
2014	HIRS	1000326	#20	I	161	29/09/2014	IM	4	1		1013995	18537.0				
2014	HIRS	1000326	#19	I	160	29/09/2014	IM	4	2		1000133	14253.0				
2014	HIRS	1000326	#18	I	159	29/09/2014	IM	4	2		1000133	14253.0				
2014	HIRS	1000326	#17	I	158	29/09/2014	IM	4	1		1000133	11497.0				Green
2014	HIRS	1000326	#16	I	157	29/09/2014	IM	4	2		1024342	14253.0				Red
2014	HIRS	1000326	#29	I	170	01/10/2014	IM	4	1		1006302	234013.0	A	130	01/10...	Green
2014	HIRS	1000326	#28	I	169	01/10/2014	IM	4	1		1006302	234013.0	A	133	01/10...	Green
2014	HIRS	1000326	#27	I	168	01/10/2014	IM	4	1		1006625	11617.0	A	129	01/10...	Green
2014	HIRS	1000326	#26	I	167	01/10/2014	IM	4	1		1006302	234013.0				Yellow
2014	HIRS	1000326	#25	I	166	01/10/2014	IM	4	2		1000014	1709.0				Red
2014	HIRS	1000326	#24	I	165	01/10/2014	IM	4	1		1015322	234013.0	A	132	01/10...	Green
2014	HIRS	1000326	#23	I	164	01/10/2014	IM	4	2		1015474	1709.0	A	131	01/10...	Green
2014	HIRS	1000326	#22	I	163	01/10/2014	IM	4	1		1000962	234013.0				Red
2014	HIRS	1000326	#21	I	162	01/10/2014	IM	4	10		1024342	214888.0				Red
2014	HIRS	1000326	#30	I	173	02/10/2014	IM	4	1		1028968	9838.0				
2014	HIRS	1000326	#32	I	175	07/10/2014	IM	7	1		1015258	10.0	A	136	07/10...	Green
2014	HIRS	1000326	#31	I	174	07/10/2014	IM	7	1		1015258	10.0	A	135	07/10...	Green

In order to find all paid SAD(s) for a specific declarant:

4. In the Finder:
  - a. On the **Document Status** line, choose the criteria “**equals**” and in the value #1, choose from the drop-down menu the status **Paid**
  - b. On the **Declarant** line, choose the criteria “**equals**” and in the value #1 type the **declarant TIN**

Detailed Declaration finder

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Document Status	equals	Paid	
Clearance off.	all		
Reg. Ser.	all		
Reg. Nber	all		
Reg. Date	all		
Ast. Ser.	all		
Ast. Nber	all		
Ast. Date	all		
Declarant	equals	1000326	
Dec. reference year	equal	2014	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exporter	all		
Consignee	all		
Total taxes	all		
Colour	all		

5. Then click on 

6. The Detailed Declaration finder is displayed, showing all the paid SADs processed by the declarant indicated above

Detailed Declaration finder																
9 documents found! Please select a document and select an action from the local menu																
Year	Of...	Declarant	Ref. N...	Reg....	Reg. ...	Reg. Da...	Type	Gen. ...	Ite...	Exp...	Consignee	Total tax...	Ast. ...	Ast. #	Ast. Date	Colour
2014	HIRS	1000326	#3	I	16	10/03/2...	IM	4	1		1014374	10.0	A	13	10/03/20...	Green
2014	HIRS	1000326	#28	I	169	01/10/2...	IM	4	1		1006302	234013.0	A	133	01/10/20...	Green
2014	HIRS	1000326	#32	I	175	07/10/2...	IM	7	1		1015258	10.0	A	136	07/10/20...	Green
2014	HIRS	1000326	#33	I	179	04/11/2...	IM	4	3		1035841	231537.0	A	138	05/11/20...	Green
2014	HIRS	1000326	#4	I	18	10/03/2...	IM	4	1		1019943	111143...	A	11	10/03/20...	Green
2014	HIRS	1000326	#5	I	19	10/03/2...	IM	4	1		9999999	596731.6	A	15	10/03/20...	Green
2014	HIRS	1000326	#8	I	25	2014-03-18		7	1		1000326	10.0	A	17	18/03/20...	Green
2014	HIRS	1000326	#9	I	26	18/03/2...	IM	4	1		1000326	769456.9	A	18	18/03/20...	Green
2014	HIRS	1000326	#12	I	60	26/05/2...	IM	4	1		1000133	10.0	A	46	26/05/20...	Green