



## CONFIDENTIAL

# 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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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

Finder: Declarant Owned	l Accounts d! Please sele	ect a document and select an a	action from the local menu		5 Ta 15
Account Reference	$\nabla$	Declarant Code	Company Code	Valid From	Valid To
PFSPL	5001	06066			
		→ Acco → Pin C □ Deta	Dunt Summary Change ilis		

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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From	То	$- \bigcirc $	)			
Account Summar						1

Once you entered your date hit search. You should have this type of result. The balance is found at the bottom part.

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Declarant	Con	npany		P.O.B SECT	OX 111,PORT 05. LOT 16. DO	MORESBY. NCD DUGLAS ST. POM		
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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.