

Broker/Importer Summary Report (Searching for Unpaid Declarations) – A Quick Guide

BROKER / IMPORTER SUMMARY REPORT

This report gives a summary of activities of a broker/importer. It enables the reporting of completed declarations, incomplete declarations and the length of time that they have been outstanding, amended completed declarations and amended declarations that have not been finalised.

It is provided as a hard copy report or as a soft copy result set that can be manipulated to suit the user.

This report enables users to check the status of declarations and Self-Assessed Clearance declarations (SACs), and provides the information necessary to identify any long outstanding, unfinalised declarations and SACs.

The limits available on this report enable users to specify individual importers, declaration type, region and port code. The report can also be run to bring back only the data the user is interested in by allowing selection of declarations outstanding, declarations completed, amended declarations outstanding and amended declarations completed.

SEARCHING FOR UNPAID ICS DELARATIONS

1. From the main menu, click on **Reports**, then select the **Broker/Importer Summary**.

The **Apply Report Limits** screen displays.

2. Select the **Declarations Outstanding** query and the **Amended Declarations Outstanding** query. Enter the selection criteria that you wish to report on and then select the **Apply Limits and Process** button.

The **Apply Report Limits – Broker Importer Summary** screen displays with the number of rows returned.

Tip: Don't forget to type 'ALL' in fields where specific criteria is not required.

Click on the drop-down button to select the desired report or result.

The report can be viewed online, printed in a standard format or exported in an Excel format to allow reformatting.

EXPORTING REPORTS

Standard reports cannot be manipulated within the application. There are no pivot tables or sorting capabilities. There is a print functionality, but data that need to be manipulated or re-formatted must be exported into an Excel spreadsheet

To view a more detailed step-by-step guide go to ICS Manual Volume 24, ICS Reports.

http://www.cargosupport.gov.au/webdata/resources/files/ICS_CC_24_0.pdf