



**BARBADOS  
REVENUE AUTHORITY**



**ACCOUNTING  
USER MANUAL**

**Prepared by  
ASYCUDA World Project Unit**

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## **1.0 OBJECTIVE**

To establish all required operations involved in processing and collection of duties, taxes, fees, licences or any other monies for which the Revenue Commissioner is mandated to collect.

## **2.0 SCOPE**

The manual shall be utilised and applied at all Offices located within any Customs Area or at any other place authorised to collect money on behalf of the Revenue Authority.

## **3.0 PROCEDURE**

### **GENERAL ASPECTS**

- (a) Section **3(1)** of the Customs Act specifies that the Comptroller is charged with the duty of collecting and accounting for the revenue of Customs.
- (b) All applicable duties and taxes must be paid before imports can be delivered from the ports of entry or exports shipped. In extenuating circumstances, goods may be delivered without payment of applicable duties provided that acceptable security in lieu of payment is made available by the importer or exporter.
- (c) Cabinet may grant relief to any person or class of goods from whole or partial payment of duties and taxes.
- (d) The responsibility of paying duties and taxes rests with the Importer or Exporter. She/he or the Corporate Entity may allow a Broker to make such payments on their behalf.
- (e) The ASYCUDA system will automatically ensure that the exact amount of duties and taxes assessed are collected at the time of payment of declarations. Other payments such as fees, rent, Customs officer fees and licences are also collected using the system.
  
- (d) Failure to comply with any Customs regulation shall render persons liable to fines and penalties set therein.

Every relevant person shall keep or cause to be kept in Barbados, whether in electronic form or otherwise, all documents, books, records and any other information relating to the transaction of his business under this Act, in such form and manner as the Revenue Commissioner may require, for a period of time not less than 7 years from the date of the transaction.

## DEFINITION OF TERMS

- (a) The term cash indicates that the assessed duties and taxes must be paid to the cashier to obtain the release of goods.
- (b) Cash can be currency, cheque, or other acceptable forms of payment. The cashier can process one receipt to settle payment for a maximum of 5 declarations belonging to a particular importer.
- (c) The term credit payment indicates that a Broker or Importer/Exporter and Customs have reached an agreement where a predetermined limit is set and is subject to the provision of adequate security such as a bank guarantee to cover the duty and tax amounts. Receipts are not issued by the system until the account is settled.

## 4.0 CREATING A PREPAYMENT ACCOUNT

Use the following path to create the Prepayment Account:

**ASYCUDA>>>Accounting & Payment>>>Accounts Management>>>Payment>>>Prepayment**

Right click and select “new” as shown in Figure 1.

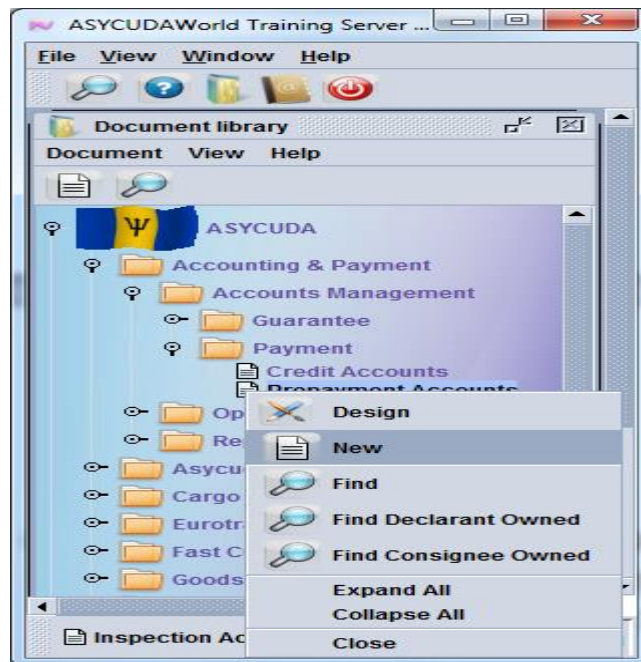



Figure 1 Creating a prepayment account

The Prepayment Account Management dialog box as shown in Figure 2 is displayed.

Click on the red key to generate PIN

Figure 2 Prepayment Account Management dialog box

Complete the form with the required information.

Click on  to generate a pin as shown in Figure 2.

The Prepayment Account PIN dialog box is activated as shown in Figure 3.

Figure 3 Prepayment Account PIN dialog box

The Applicant is required to enter and confirm a six character PIN number.

Click  to validate the PIN.

Select  to validate and the “**validate is done**” box is displayed as shown in Figure 4.

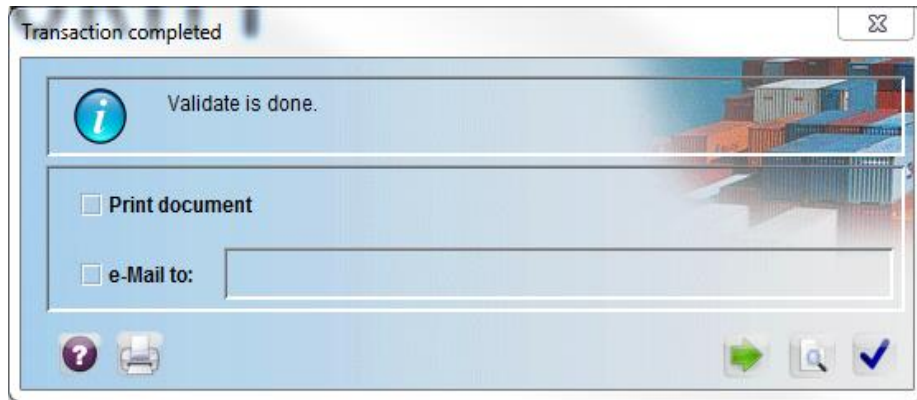



Figure 4 Validate is done box

Click on  to complete the process.

Search for the new account by following the path outlined in Figure 1 and click on “find” as shown in Figure 5.

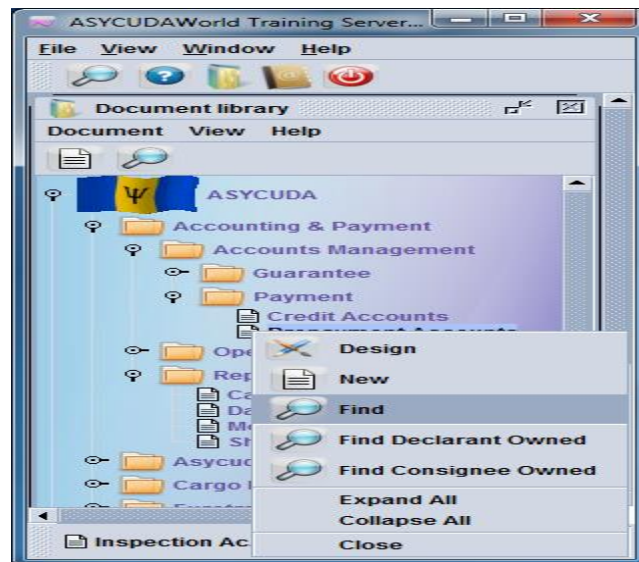


Figure 5 Finding the new account

The Prepayment Accounts finder is displayed as shown in Figure 6.

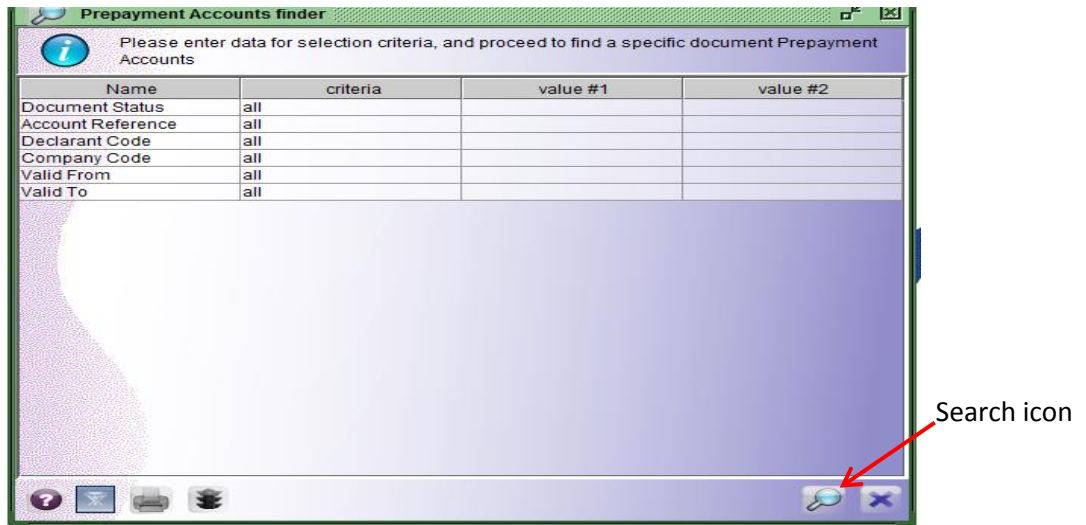


Figure 6 Prepayment Account Finder

Enter the relevant search criteria and click on the  icon.

Right click on the selected account and select activate as shown in Figure 7.

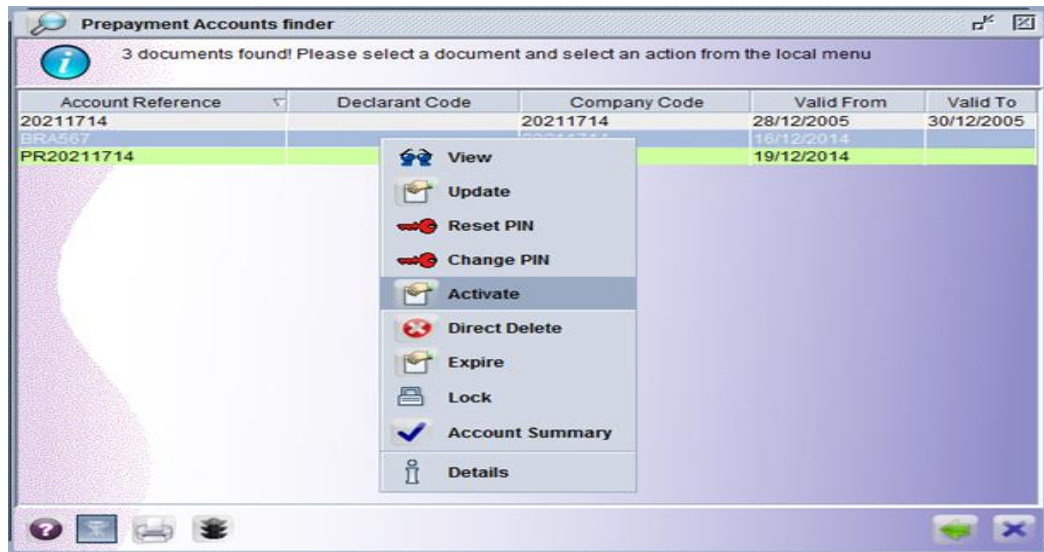


Figure 7 Activating the Prepayment Account

The Prepayment Account is now active.

## 5.0 CHANGING THE PIN

The following path should be used to change a PIN:

**ASYCUDA>>>Accounting & Payment>>>Accounts Management>>>Payment**

Right click on “**Prepayment**” and select “**find**” as shown in Figure 8.

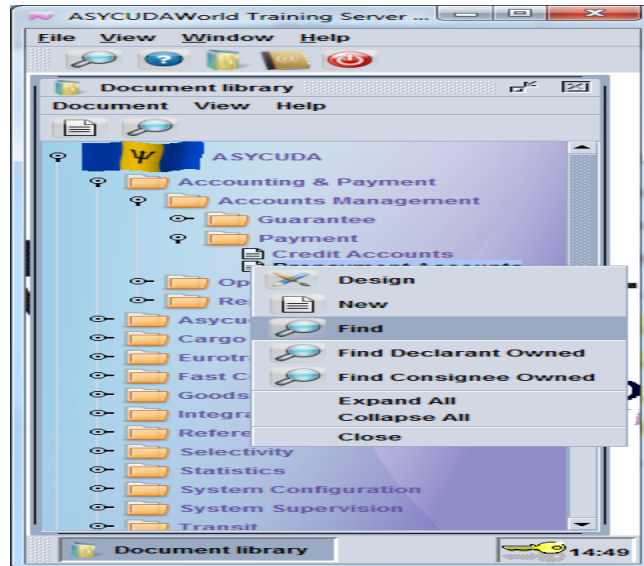

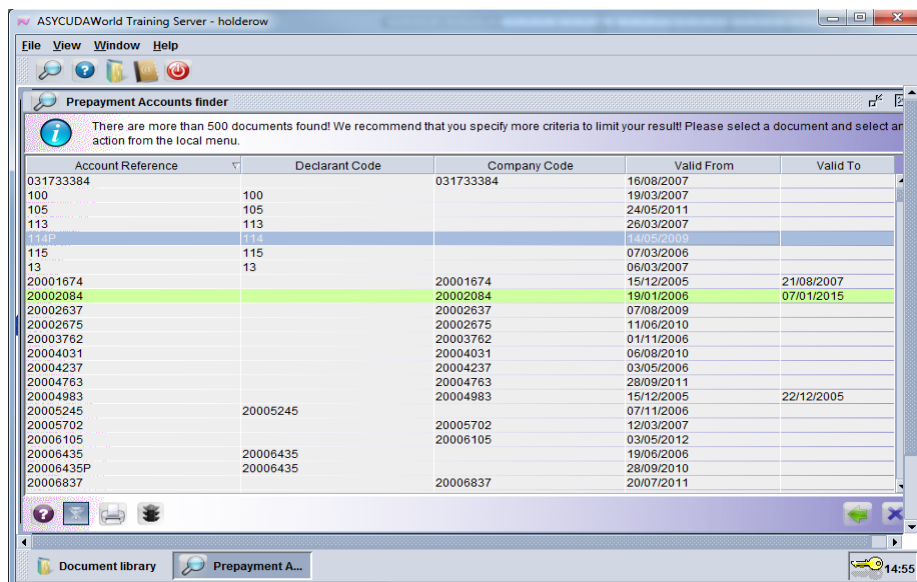


Figure 8 Finding a Prepayment Account

Enter the relevant search criteria in the Finder and click the  icon.

The results of the search are displayed in Figure 9.



Account Reference	Declarant Code	Company Code	Valid From	Valid To
031733384		031733384	16/08/2007	
100	100		19/03/2007	
105	105		24/05/2011	
113	113		26/03/2007	
114P	114		14/05/2008	
115	115		07/03/2006	
13	13		06/03/2007	
20001674		20001674	15/12/2005	21/08/2007
20002084		20002084	19/01/2006	07/01/2015
20002637		20002637	07/08/2009	
20002675		20002675	11/06/2010	
20003762		20003762	01/11/2006	
20004031		20004031	06/08/2010	
20004237		20004237	03/05/2006	
20004763		20004763	28/09/2011	
20004983		20004983	15/12/2005	22/12/2005
20005245	20005245		07/11/2006	
20005702		20005702	12/03/2007	
20006105		20006105	03/05/2012	
20006435	20006435		19/06/2006	
20006435P	20006435		28/09/2010	
20006837		20006837	20/07/2011	

Figure 9 Display of Finder search

Select and right click the **SAD** as shown in Figure 10 



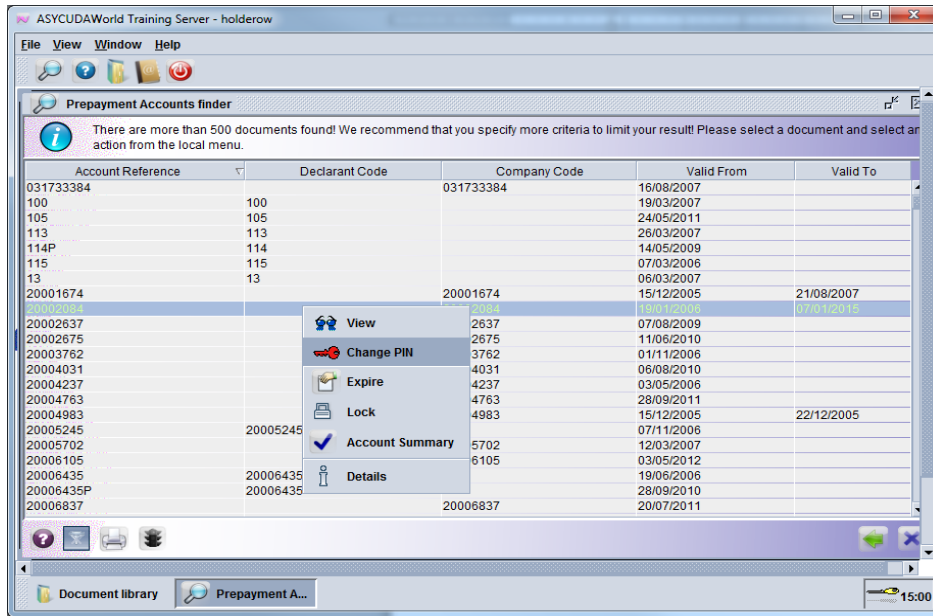


Figure 10 Select the Change Pin option

Select “Change PIN” as shown in Figure 10 and the original form is displayed as shown in Figure 11.

Click on Change PIN icon

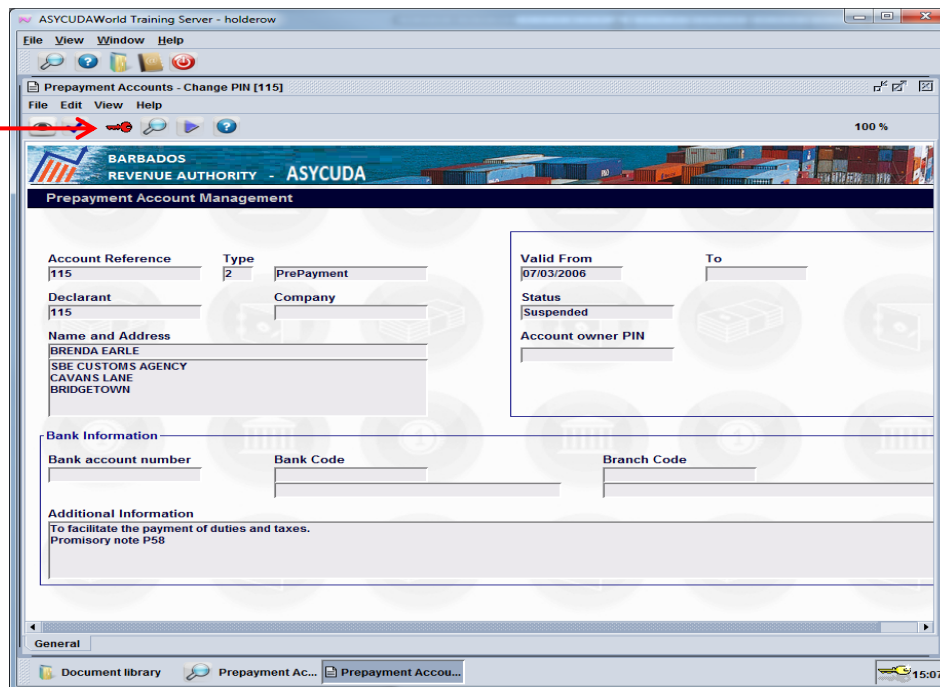

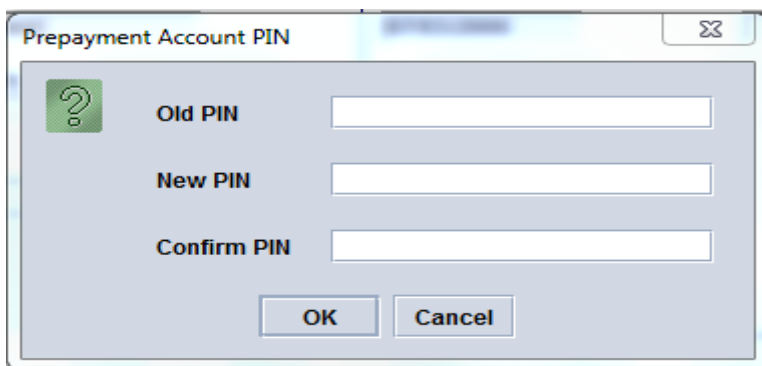


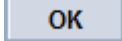
Figure 11 Display of original Prepayment Account form

Click on the Change PIN  icon and the Prepayment Account PIN dialog box is displayed as shown in Figure 12.



The dialog box titled "Prepayment Account PIN" contains three input fields: "Old PIN", "New PIN", and "Confirm PIN". A green question mark icon is positioned to the left of the "Old PIN" field. At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 12 Prepayment Account PIN dialog box

Complete the box and click  to validate the new PIN. The transaction completion box shown in Figure 13 is displayed.



The "Transaction completed" dialog box displays the message "Validate is done." with an information icon. Below this, there are two checkboxes: "Print document" and "e-Mail to:" followed by an empty text input field. At the bottom, there are icons for help, print, a green arrow, a magnifying glass, and a checkmark.

Figure 13 Transaction Completion box

Click on  to complete the process.

## 6.0 REPLENISHING A PREPAYMENT ACCOUNT

The cashier accesses the Prepayment account tab in the Payment folder to collect the amount to be deposited into the Prepayment Account. A receipt for the amount deposited must be issued to the payee.

The following path should be used to access the Pre-Payment account;

**ASYCUDA>>>Accounting & Payment>>>Operations Management>>>Payment>>>  
Prepayment Accounts.**



Figure 14 Accessing the Prepayment Account

Right click on “Prepayment Account” and select “New” as shown in Figure 14.

The Crediting Pre-payment Account form as shown in Figure 15 is displayed.

 A screenshot of a web browser displaying the 'Crediting Pre-payment Account Form'. The browser title is 'Prepayment Account - New [n/a]'. The page header includes the Barbados Revenue Authority logo and 'ASYCUDA'. The form is titled 'Crediting Pre-payment Account Form' and contains several sections:
 

- Account Reference** and **Account Holder** text boxes.
- Name and Address** text box.
- Customs Office** text box.
- Receipt Identification** and **Date** text boxes.
- Amount Collected:** 0.00
- Account Balance** section with **Previous Balance** (0.00) and **Current Balance** (0.00).
- Means of Payment** table with columns: Code, Description, Reference, Bank Code, and Amount. The table has several empty rows.

 The 'General' tab is selected at the bottom left.

Figure 15 Crediting the Pre-payment Account form

Enter the required information and select  validate to complete the process.

## 7.0 GUARANTEE ACCOUNTS

Guarantee accounts are used as a means of providing Customs with the security to cover the duty liability of goods imported and held in approved locations until the relevant duties have been paid. It usually applies to Warehouses.

The following path should be used to create a Guarantee Account:

**ASYCUDA>>>Accounting & Payment>>>Accounts Management>>>Guarantee>>>  
>>>New**

Right click on warehouse as shown in Figure 16.



Figure 16 Path to creating Guarantee Accounts

The form shown in Figure 17 is displayed.

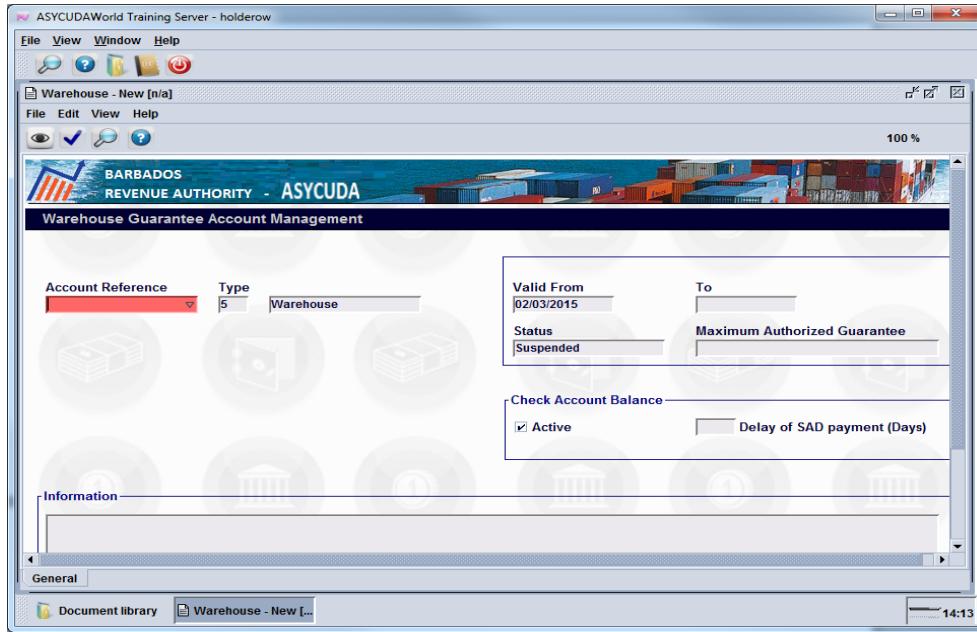


Figure 17 New Warehouse form




Complete the form and select the  and the  icons to verify and validate the process. The transaction completion box shown in Figure 18 is displayed.



Figure 18 Transaction completion box


Select the  to complete the process. The Guarantee account is now completed.

## 8.0 REFUNDS

Refunds can be issued by debiting a Prepayment account or by cash refunds.

### 8.1 Debiting Prepayment Accounts

The following path should be used to access refunds:

ASYCUDA>>>Accounting & Payment>>>Operations Management>>>Refunds 

Right click on “new” as shown in figure 19.

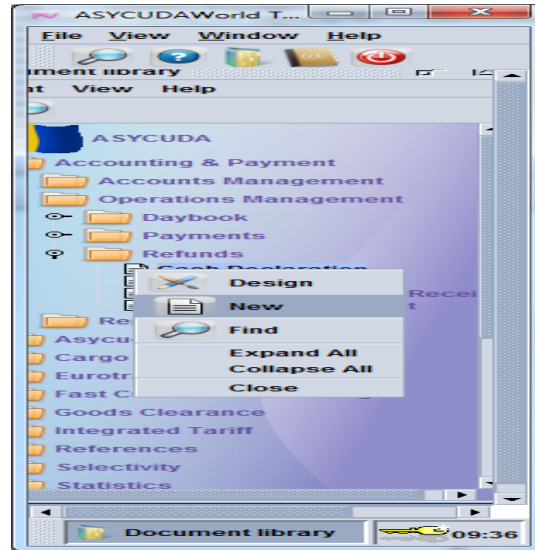
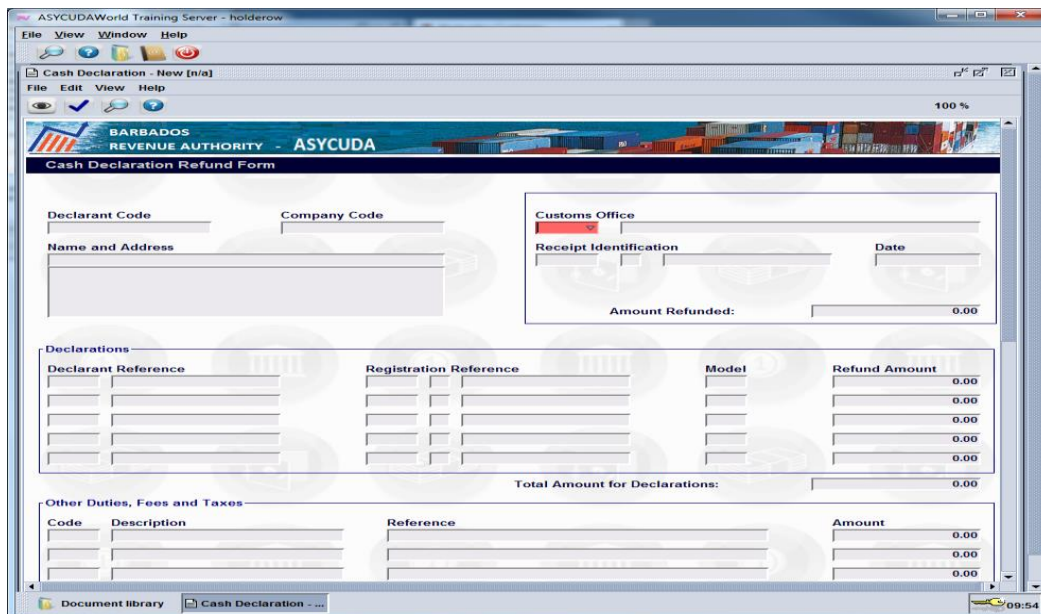


Figure 19 Accessing cash declarations



The “Cash Declaration Refund form” is displayed as shown in Figure 20.

A screenshot of the 'Cash Declaration Refund Form' in the ASYCUDA World Training Server. The window title is 'ASYCUDAWorld Training Server - holderow'. The menu bar includes 'File', 'View', 'Window', and 'Help'. The main area shows the form with the following sections:

- Declarant Code** and **Company Code** fields.
- Name and Address** field.
- Customs Office** dropdown menu.
- Receipt Identification** and **Date** fields.
- Amount Refunded:** 0.00
- Declarations** table with columns: Declarant Reference, Registration Reference, Model, and Refund Amount. The table has 5 rows, all with 0.00 in the Refund Amount column.
- Total Amount for Declarations:** 0.00
- Other Duties, Fees and Taxes** table with columns: Code, Description, Reference, and Amount. The table has 3 rows, all with 0.00 in the Amount column.

The status bar at the bottom shows 'Document library' and the time '09:54'.

Figure 20 Cash Declaration Refund Form

Complete the form and select the  and the  icons to verify and validate the process. The amount approved on the form can be debited to an existing or new Prepayment Account.

Right click on Prepayment as shown in Figure 21 and select “new”.

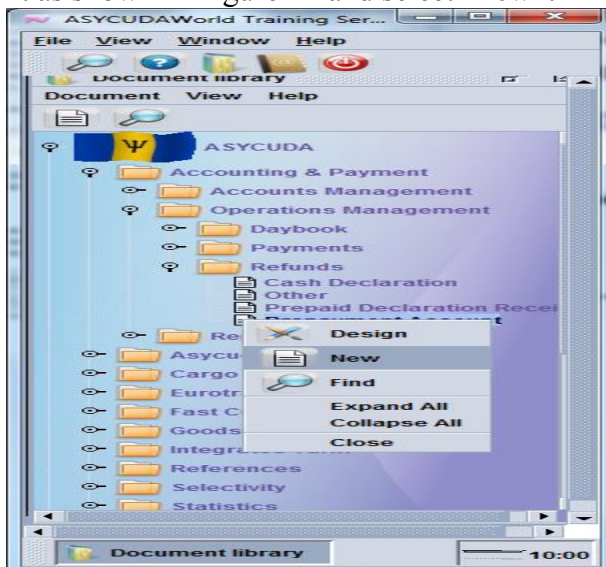


Figure 21 Accessing a new Prepayment Account

The Debiting Pre-payment Account form shown in Figure 22 is displayed.

BARBADOS REVENUE AUTHORITY - ASYCUDA

Debiting Pre-payment Account Form

Account Reference:  Account Holder:

Customs Office:

Name and Address:

Receipt Identification:  Date:

Amount Debited:

Account Balance


Previous Balance:  Current Balance:


Means of Payment

Code	Description	Reference	Bank Code	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

Total Amount Debited:

Figure 22 Debiting Prepayment Account Form

Complete the form and select the  and the  icons to verify and validate the process.

The “**Transaction Completed**” box is displayed as shown in Figure 23. Select the  to complete the process.

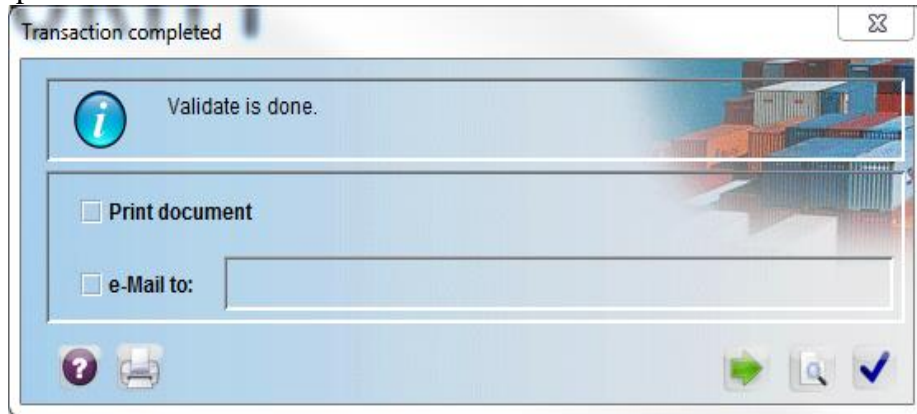


Figure 23 Transaction Completed box

Where a Prepayment account does not exist, the steps used in “**Creating a Prepayment Account**” should be used to create a new account.

## 8.2 Cash Refunds

Follow the path outlined in Debiting Prepayment Accounts, right click on Cash Declaration and select new as shown in Figure 24.

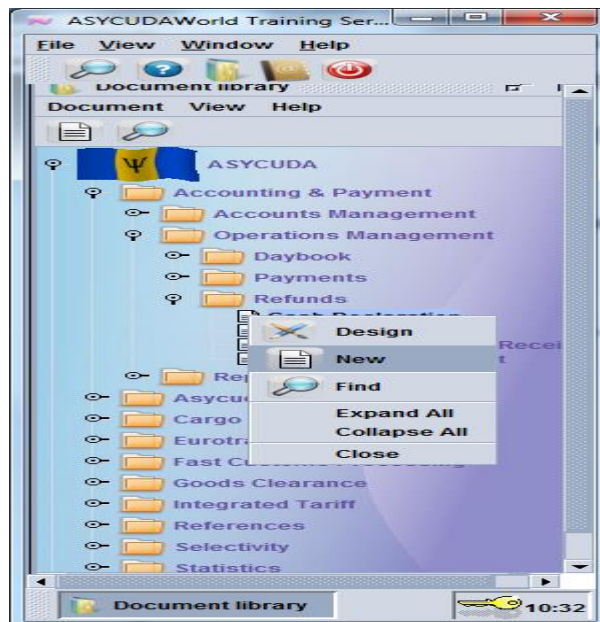




Figure 24 Accessing Cash Refund form



The form shown in Figure 25 is displayed.

Figure 25 Cash Declaration Form

Complete the form for the outstanding amount.

Select the  and the  icons to verify and validate the process. The equivalent amount should be issued by a cheque.

## 9.0 THE DAYBOOK

The daybook records all the accounting transactions and is automatically opened and closed daily at times configured by the Customs administration. The daybook is currently set to close at 23:45pm and is re-opened at 12:15am, daily. Payments of any type can only be done when the daybook is open. Holders of prepayment accounts can make payment during the open period of the daybook and beyond Customs business hours.

All monies collected will be deposited into designated bank accounts on a daily basis, however, payments made using prepayments accounts will be finalized when the daybook is closed. As such, all daybooks must be reconciled with the Government treasury before 12 noon of the following day.

The following path should be used to access the daybook:

ASYCUDA>>>Accounting & Payment>>>Operations Management>>>Daybook

Right click on “**Daybook**” and select “**Open Daybook**” as shown in Figure 26.

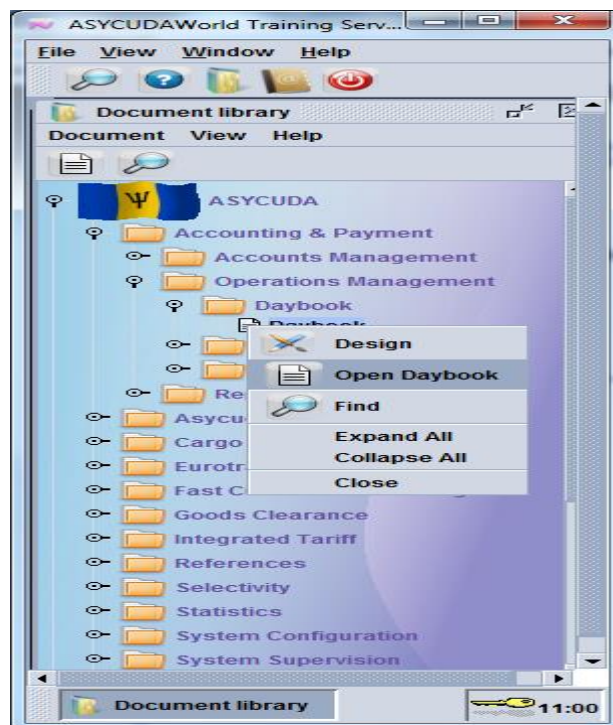


Figure 26 Opening the Daybook

The Daybook Management interfaces are displayed as shown in Figure 27 and 28. It contains a General segment and a Shits segment.

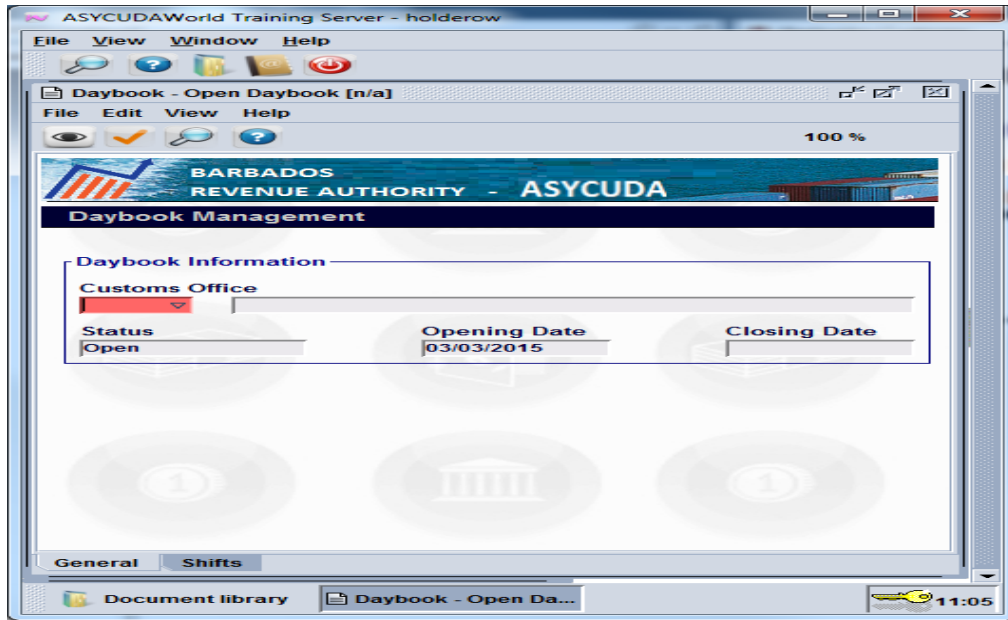


Figure 27 Daybook General Segment

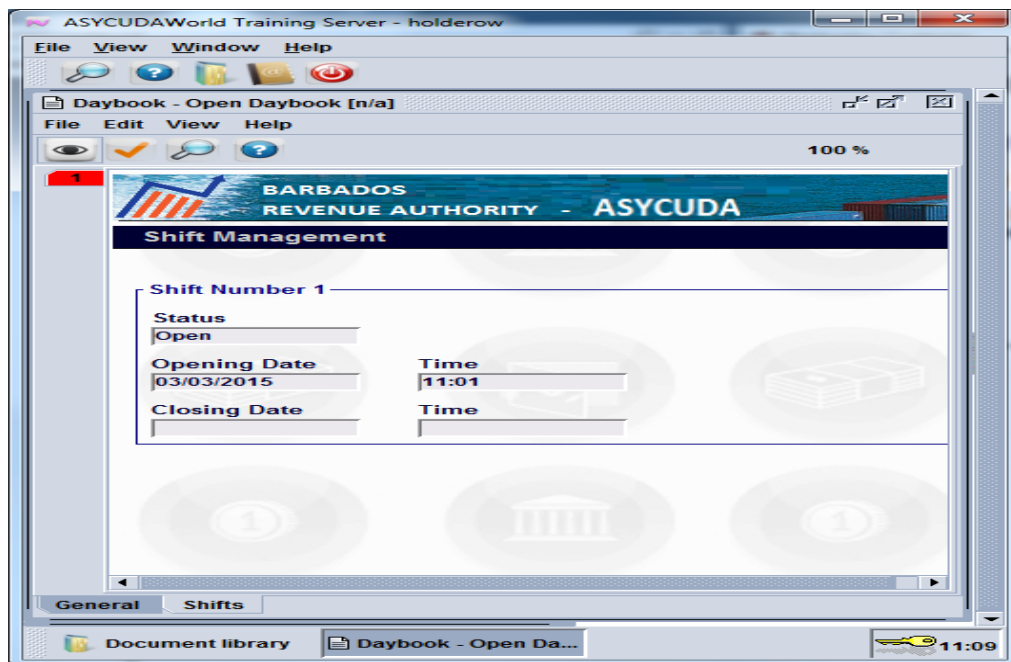


Figure 28 Daybook Shifts segment

The information displayed in the General and Shifts segments outlines the parameters of the Daybook operations.

## 10.0 REPORTS

The Reports section of Accounts & Payments provides information on:

- (a) Cashier summaries;
- (b) Daybook summaries;
- (c) Monthly report;
- (d) Shift summary.

The following path should be used to access reports:

**ASYCUDA>>>Accounting & Payment>>>Reports** as shown in Figure 29.

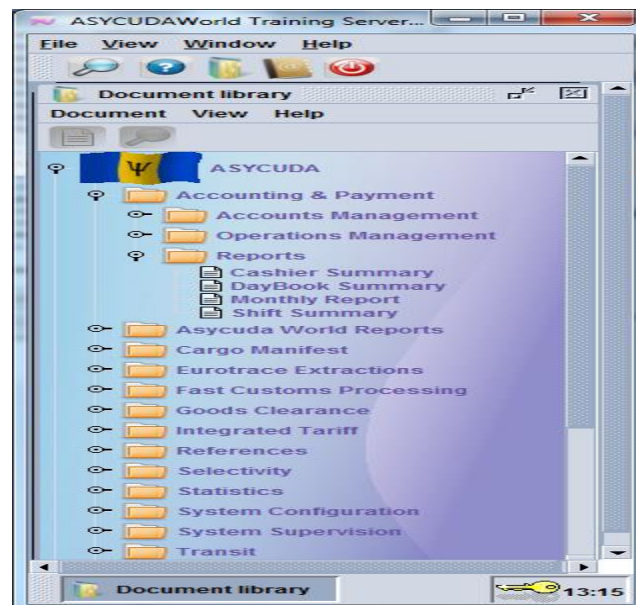



Figure 29 Various accounting reports

### 10.1 Cash Summary Report

Right click and select “**find**” to access the appropriate report. The Cashier Summary Finder is displayed as in Figure 29.

Enter the relevant information in the finder and click on the search  icon as shown in Figure 30. The report is generated in PDF.

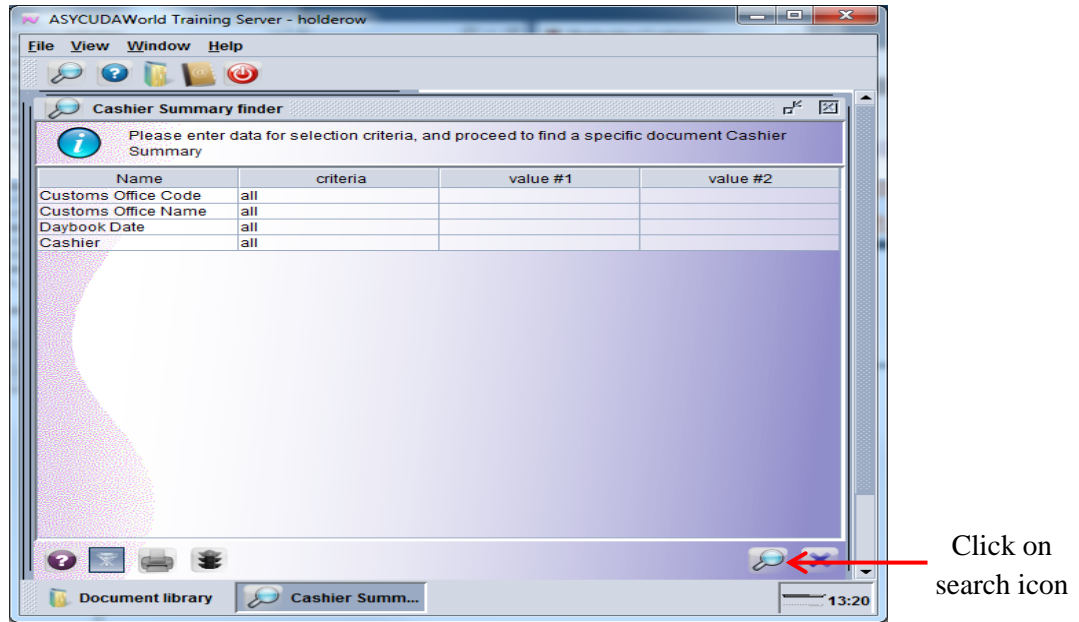


Figure 30 The Cashier Summary Finder

## 10.2 The Daybook Summary Report

Right click and select “**find**” to access the report. The Cashier Summary Finder is displayed as in Figure 30.

Enter the search information in the Finder and click search. The report is displayed as shown in Figure 31. Right click on the desired report and select view as shown in Figure 31.

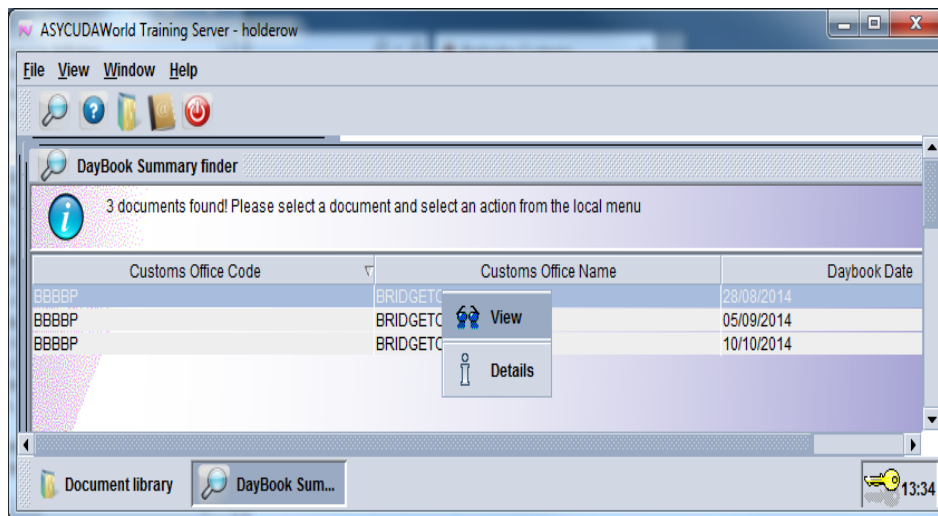


Figure 31 Selecting the desired report

The following report dialog box shown in Figure 32 is displayed.

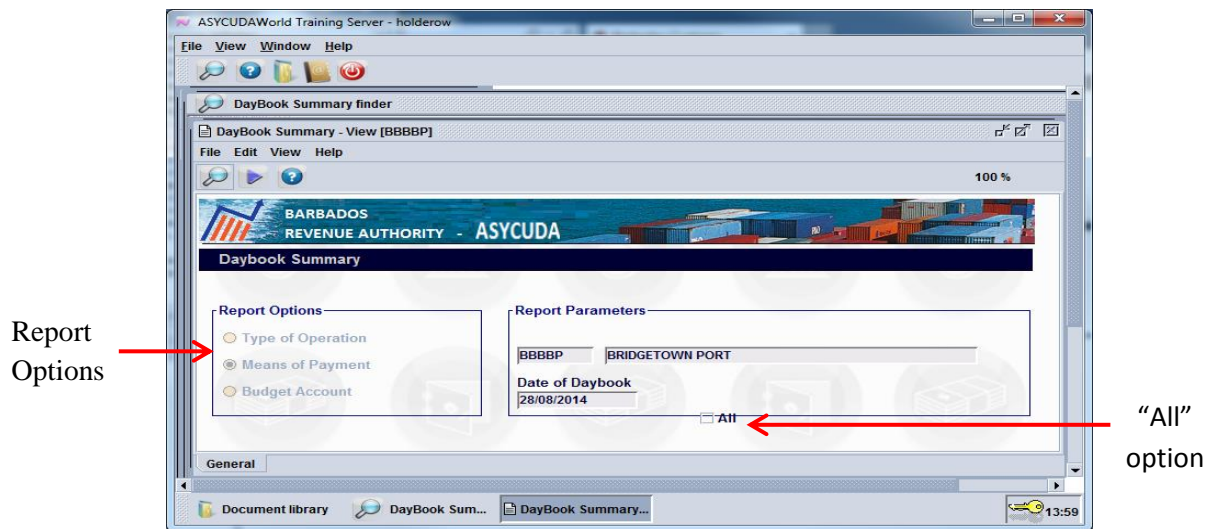


Figure 32 Report dialog box

The dialog provides report options or it permits for generating all reports.

## 11.0 PAYING of DUTIES AND TAXES

The cashier should follow the path to collect payment.

**ASYCUDA>>>Accounting & Payment>>> Operations Management>>>Payments>>>Cash Declaration.**

Right click and select “New” as shown in Figure 10.



Figure 10 Accessing Cash Declaration Payment Form

The “Cash Declaration Payment form” is displayed as in Figure 11.

**Bar Code**

Declarant Code      Company Code

**Name and Address**

**Customs Office**

Receipt Identification      Date

Amount Collected: 0.00

**Declarations**

Declarant Reference	Registration Reference	Model	Assessed Amount
			0.00
			0.00
			0.00
			0.00
			0.00

Total Amount for Declarations: 0.00

**Other Duties, Fees and Taxes**

Code	Description	Reference	Amount
			0.00
			0.00
			0.00
			0.00

Total: 0.00


**Means of Payment**

Code	Description	Reference	Bank Code	Amount
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Total Amount Collected: 0.00

**Foreign Currency Computation**

Figure 2 Cash Declaration Payment Form

Complete the relevant details and select the  to validate.