CIRA

CUSTOMS INVENTORY REPORTING & AUDIT

Document No. 14

Customs Officer Guide: Viewing Reports and Cameras

CIRA, Customs Inventory Reporting & Audit · For customs officers supervising a free zone whose operator uses CIRA · Screenshots show **sample company data** (Sample Logistics Co., Ltd. · sample free zone) · Edition of 4 November 2026

Produced from CIRA, Customs Inventory Reporting & Audit

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1. What the officer account can see

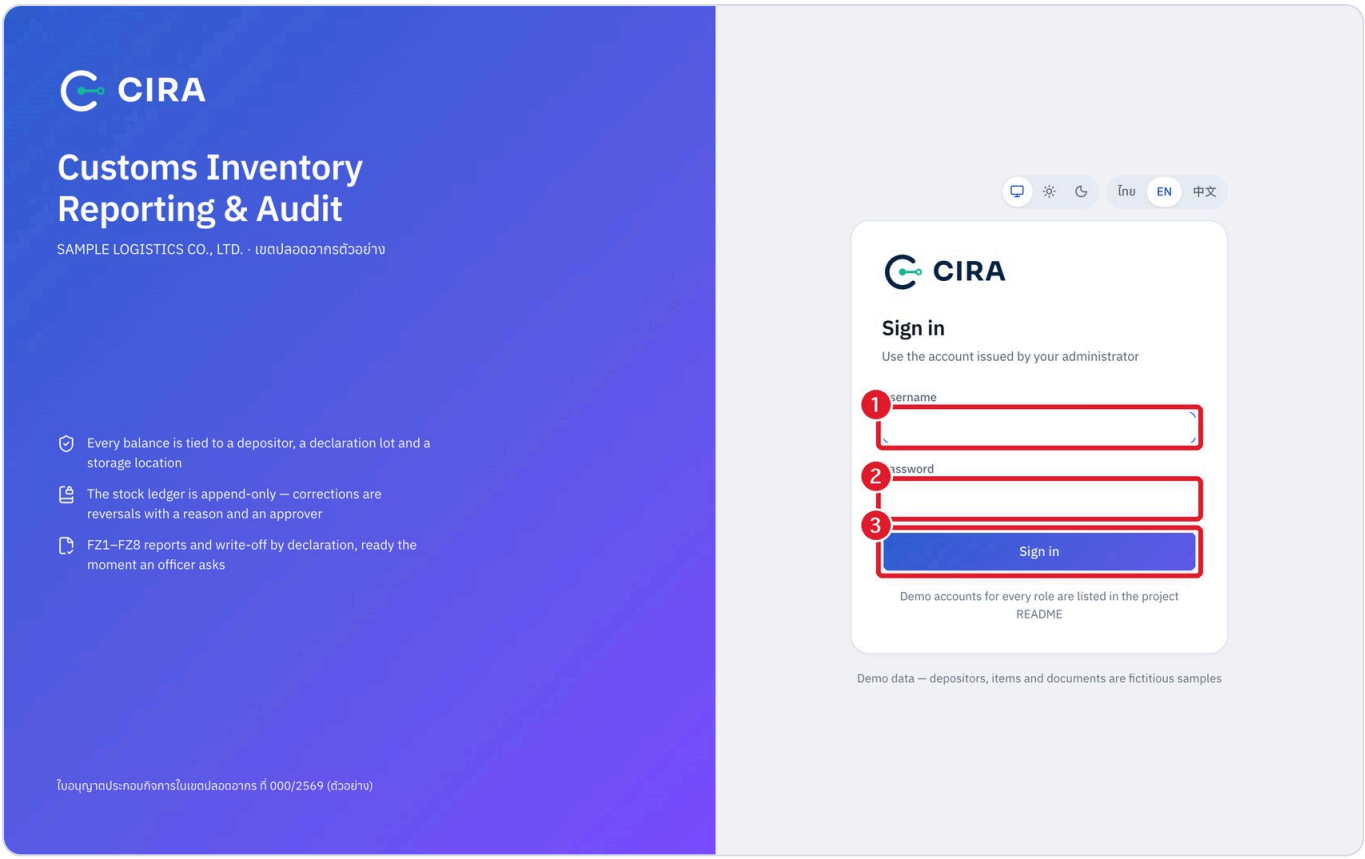
The customs officer account is **read-only** and shows **two menus, the same as the officer account in the CTL system**: **Reports** and **Cameras**. Every report can be exported to Excel and printed. Nothing can be created, changed or deleted, and every Excel export is recorded by the system.

Menu in the CTL system	Menu in this system	Section
Reports › Inbound report	Reports › **FZ1 Inbound report**	4
Reports › Outbound report	Reports › **FZ2 Outbound report**	5
Reports › Stock movement report (commercial)	Reports › **FZ3 Movement report**	6
Reports › Balance report	Reports › **FZ4 Balance report**, with camera and snapshot links	7
Reports › Expired items	Reports › **FZ6 Expired inbound lots**	8
Loss / destruction report	Reports › **FZ5 Loss / destruction report**	9
Not available	Reports › **In / out / balance by declaration** (write-off of inbound declarations)	10
Cameras › CCTV	Cameras › **Live view**	12
Cameras › Gate snapshots	Cameras › **Gate snapshots**	13
Cameras › Storage snapshots	Cameras › **Storage snapshots**	13

> All screenshots were taken with the officer account on a system holding **sample company data**: every depositor, item, declaration and figure is fictitious, and the camera pictures are sample streams. In each operator's own system the report headers show that operator's company name, free zone and licence number.

2. Signing in

Open **the system address the operator gives you** (for example `https://company-name.cira.example`) in Chrome, Edge or Safari on a computer or phone. Nothing needs to be installed.

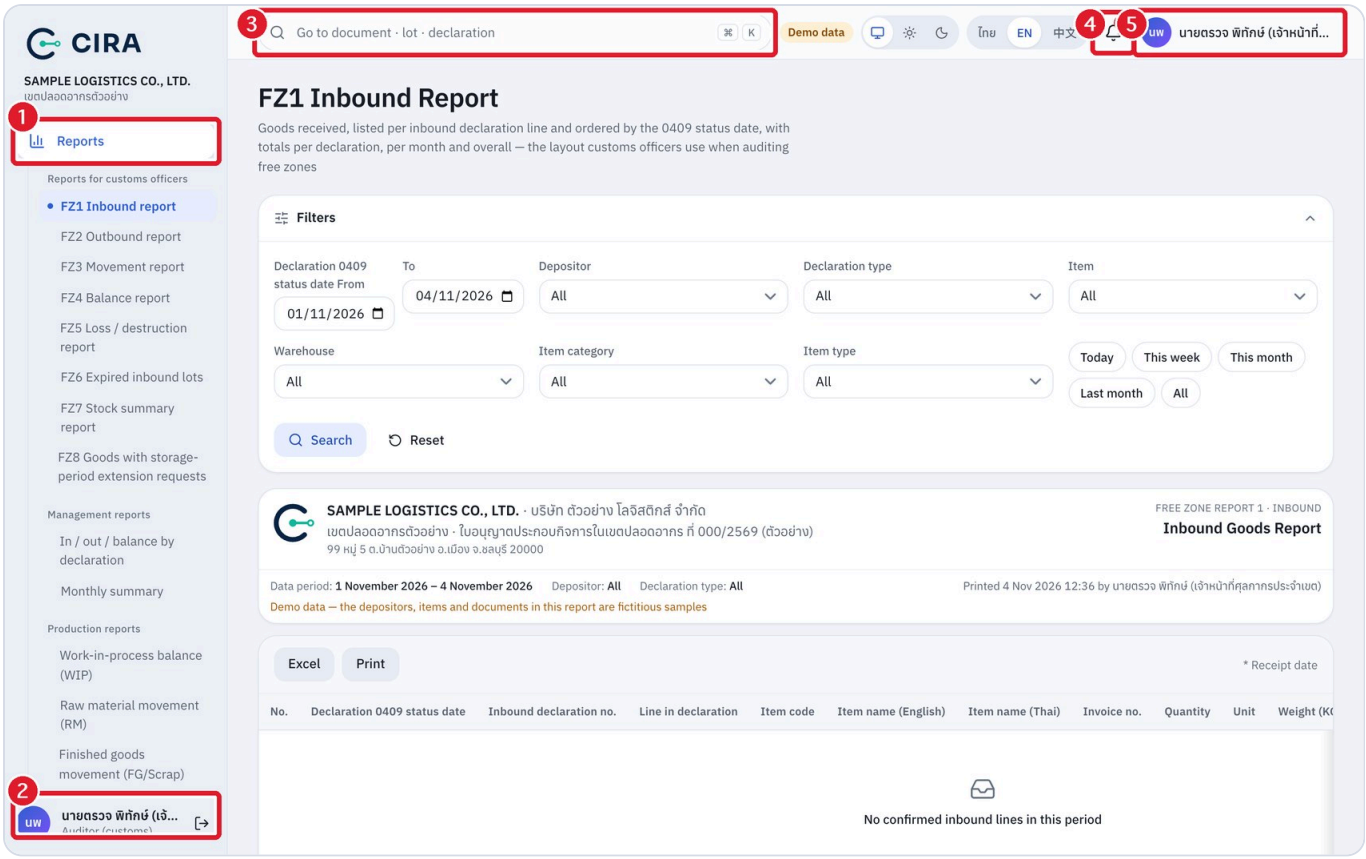


① Username · ② Password · ③ Sign in button, or press Enter

- The company gives each officer the username and password separately. They are never printed in this guide.
- The officer account has an expiry date. After that date the system refuses the sign-in; the company's administrator can extend it.
- Change the password at any time from the name button at the top right › Account · change password. It must be at least 8 characters long.
- The **ไทย · EN · 中文** switch on the sign-in page and in the top bar changes the language of every page immediately.

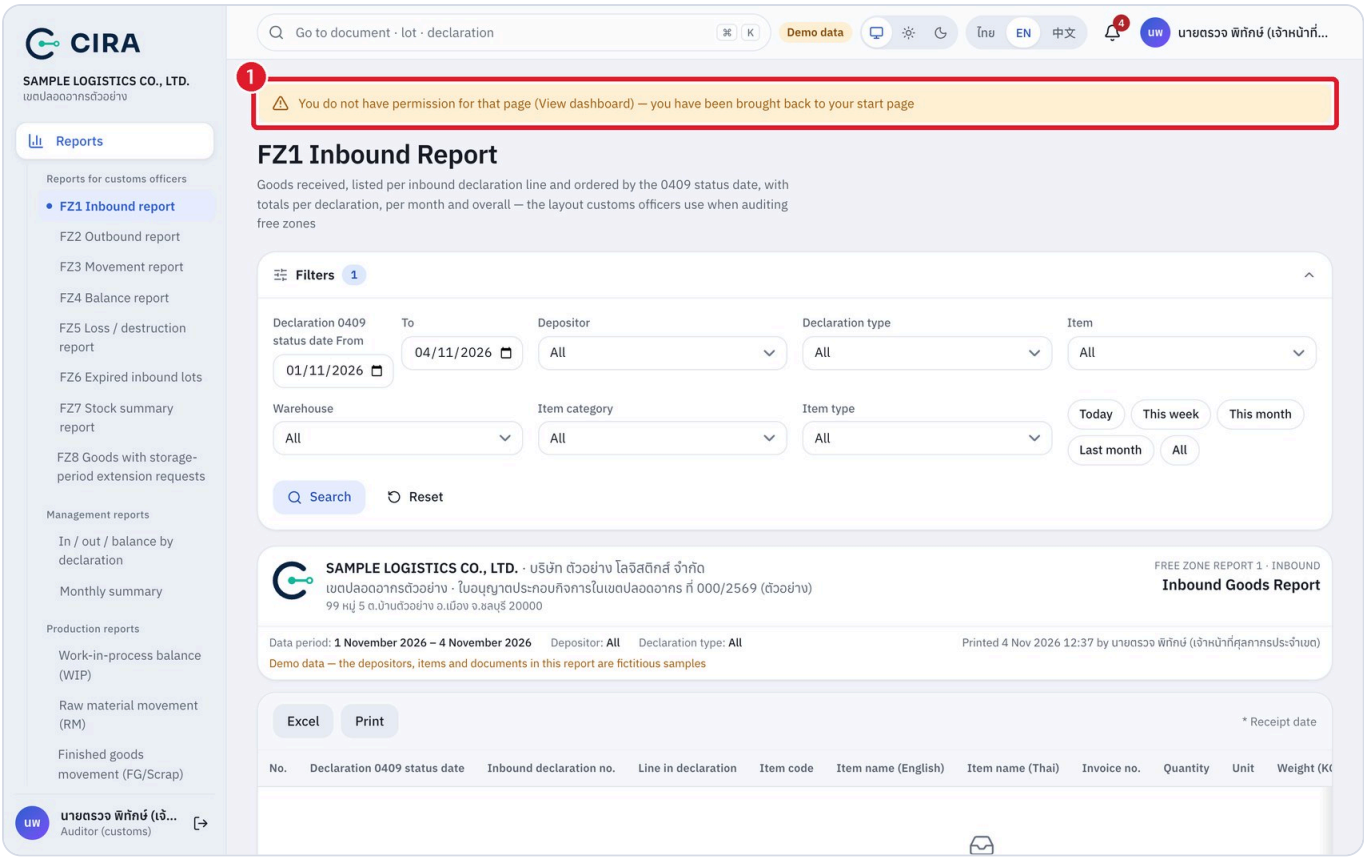
3. Start page and menus

After signing in, the system opens **FZ1 Inbound report** straight away. The menu on the left contains only Reports and Cameras.



① *Reports menu* · ② *Cameras menu* · ③ *Search box* · ④ *Notification bell* · ⑤ *User name: change password and sign out*

- **Search box**: type an inbound declaration number or a lot number and press Enter to open the in / out / balance report of that declaration. An outbound declaration number opens FZ2 on its release date, and an item code opens FZ4 for that item. ⌘K or Ctrl+K jumps to the search box.
- **Notification bell**: shows how many lots have expired or are about to expire. Clicking it lists them, and each entry opens FZ6.
- Typing the address of a page this account may not open brings you back to FZ1 with a yellow notice.



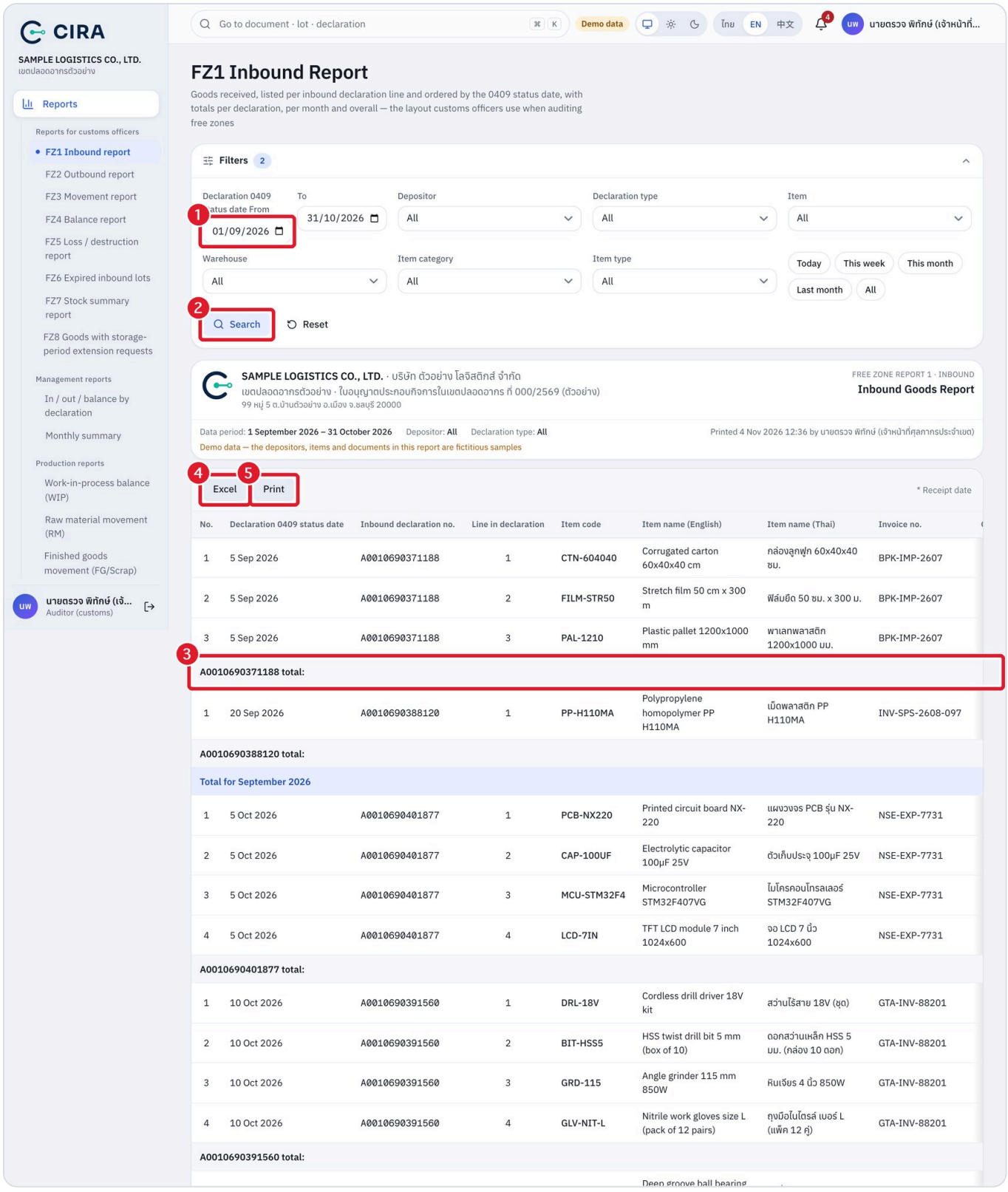
① *Notice that this account may not open the requested page*

How every report works

1. Choose a **period**, or a shortcut: Today · This week · This month · Last month · All. Add other filters if needed, such as depositor, declaration type, item or warehouse.
2. Press **Search**. The report heading shows the company, the licence, the period and the filters used, like the report heading in CTL.
3. Press **Excel** to download the report, or **Print** to print it or save it as PDF from the browser's print window.
4. A table wider than the screen scrolls sideways inside its frame. The column headings stay visible while scrolling down.

4. FZ1 Inbound report

Reports › FZ1 Inbound report · Goods received under inbound declarations, **one row per declaration line**, sorted and filtered by the **declaration 0409 status date**, as in CTL.



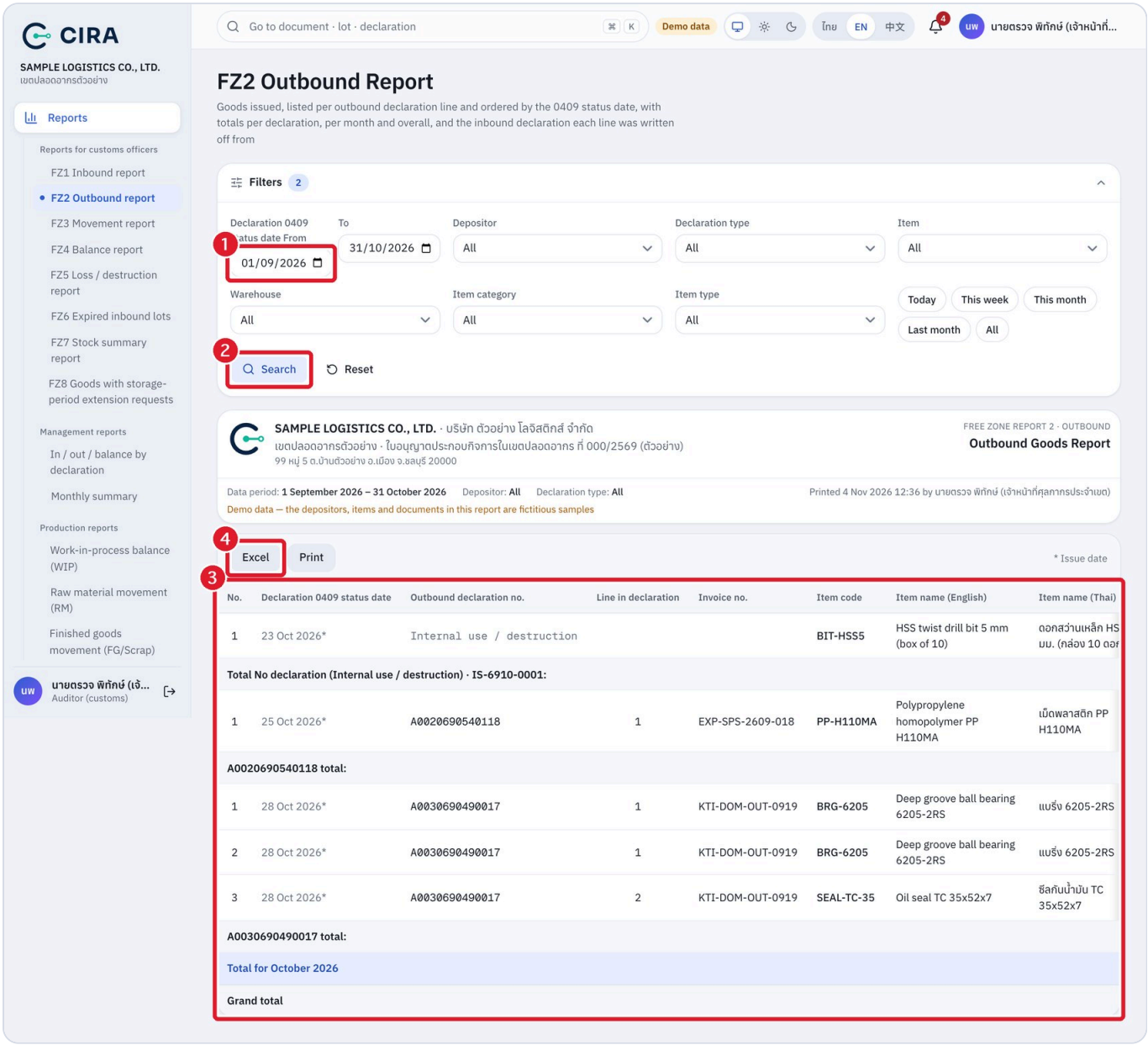
① 0409 status date range · ② Search button · ③ Subtotal row per declaration · ④ Excel button · ⑤ Print button

- **Columns**: No. · Declaration 0409 status date · Inbound declaration no. · Line in declaration · Item code · Item name (English) · Item name (Thai) · Invoice no. · Quantity · Unit · Weight (KGM) · Unit price · Amount (THB) · Depositor · Goods receipt.
- Currency · Foreign amount · Exchange rate columns appear when a declaration in the period carries foreign-currency values.
- **Total rows** follow the CTL order: subtotal per declaration, then month total, then grand total.

- A declaration without a 0409 status date is dated by its receipt date and marked with *.

5. FZ2 Outbound report

Reports › FZ2 Outbound report · Goods released under outbound declarations, one row per declaration line, sorted by the 0409 status date, with the inbound declaration each line was written off from.

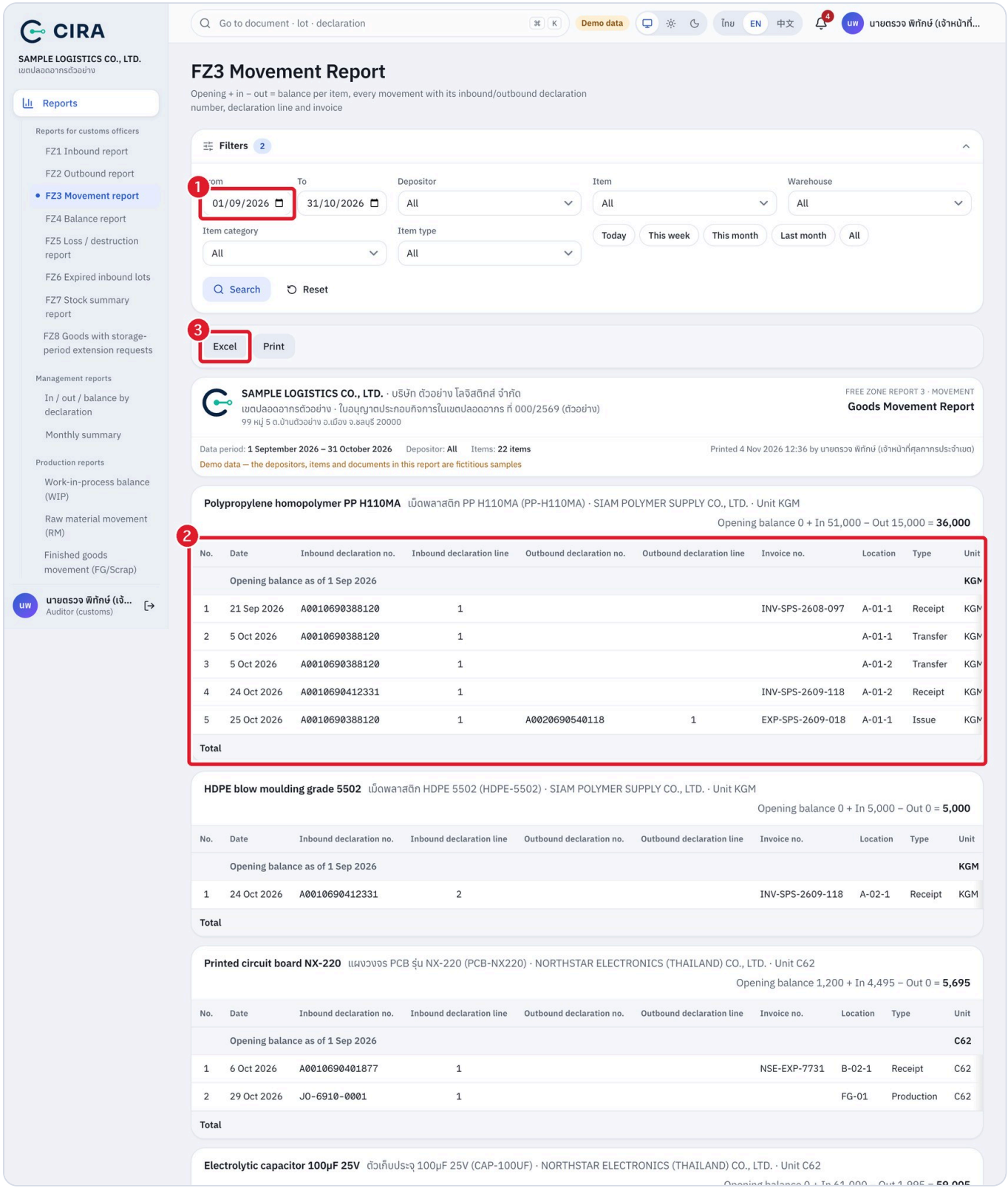


① 0409 status date range · ② Search button · ③ Report table · ④ Excel button

- **Columns**: No. · Declaration 0409 status date · Outbound declaration no. · Line in declaration · Invoice no. · Item code · Item name (English) · Item name (Thai) · Quantity · Unit · Weight (KGM) · Unit price · Amount (THB) · Written off from inbound declaration · Depositor · Issue no. The currency columns appear as in FZ1.
- Subtotals per declaration, month totals and the grand total work as in FZ1. Goods leaving without a declaration, such as internal use or destruction, are grouped separately.

6. FZ3 Movement report

Reports › FZ3 Movement report · Every movement of each item in the chosen period: **opening balance + in − out = balance**, in the order the goods actually came in or went out, like the commercial movement report in CTL.

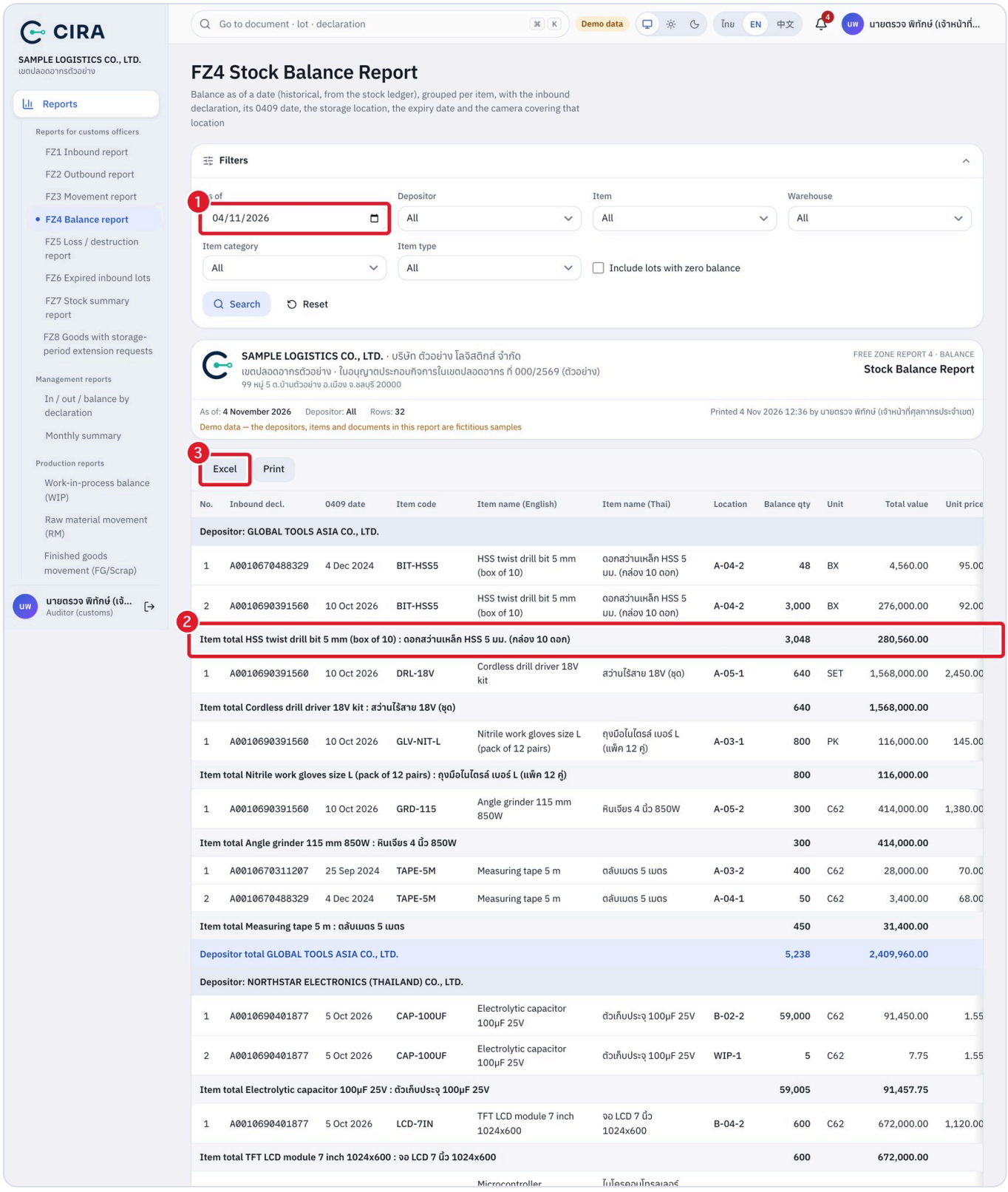


① Date range · ② One block per item · ③ Excel button

- **Columns**: No. · Date · Inbound declaration no. · Inbound declaration line · Outbound declaration no. · Outbound declaration line · Invoice no. · Location · Type · Unit · Opening balance · In · Out · Balance qty · Document · By.

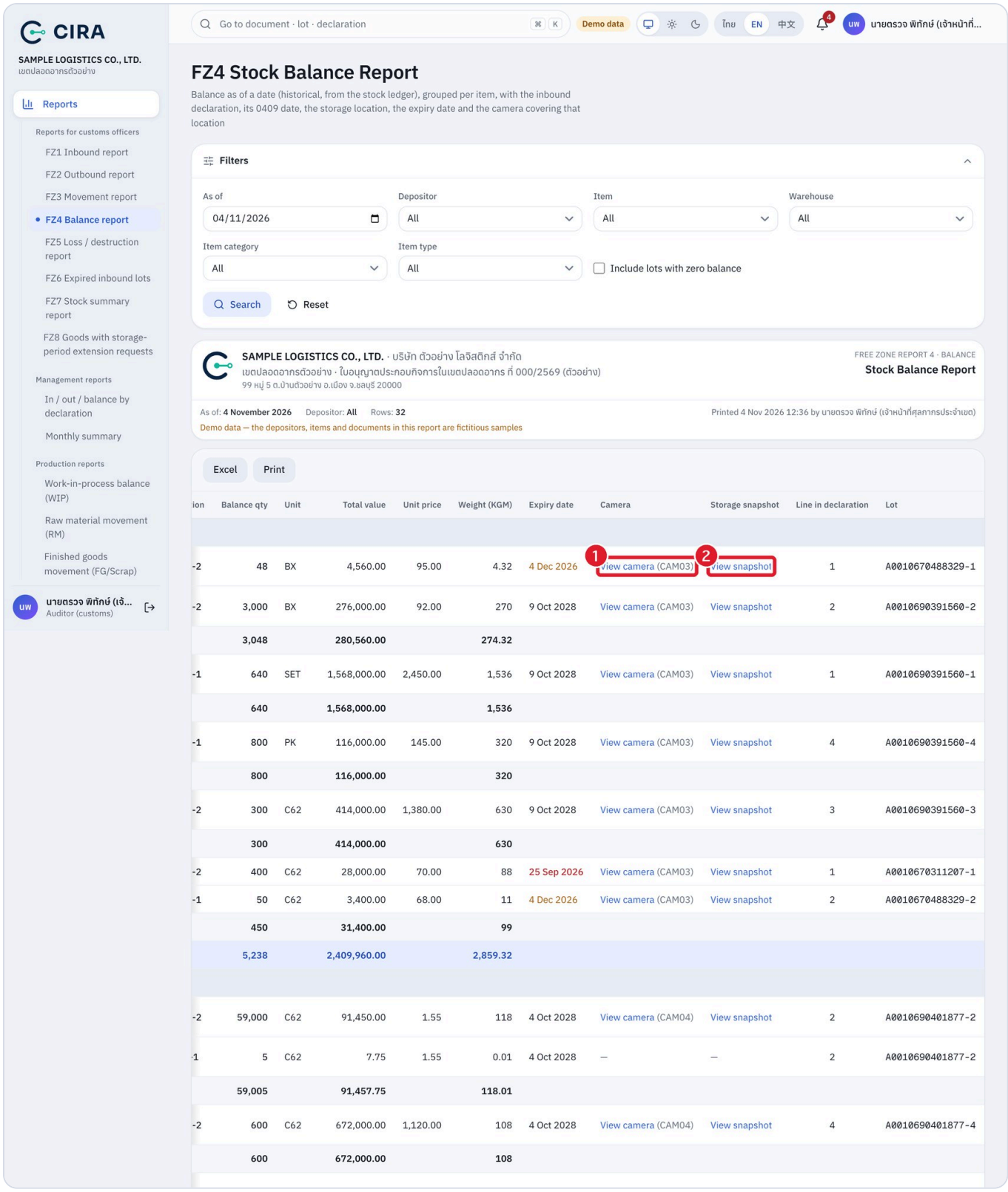
7. FZ4 Balance report and the cameras of each storage location

Reports › FZ4 Balance report · The stock balance **as of** any chosen date, going back in time from the stock ledger, grouped by depositor and item, with the inbound declaration, the storage location and the expiry date of each lot.



① *As of date* · ② *Item subtotal row* · ③ *Excel button*

Scroll the table to the far right to reach the camera columns for the storage location of each row, as in the CTL balance report.

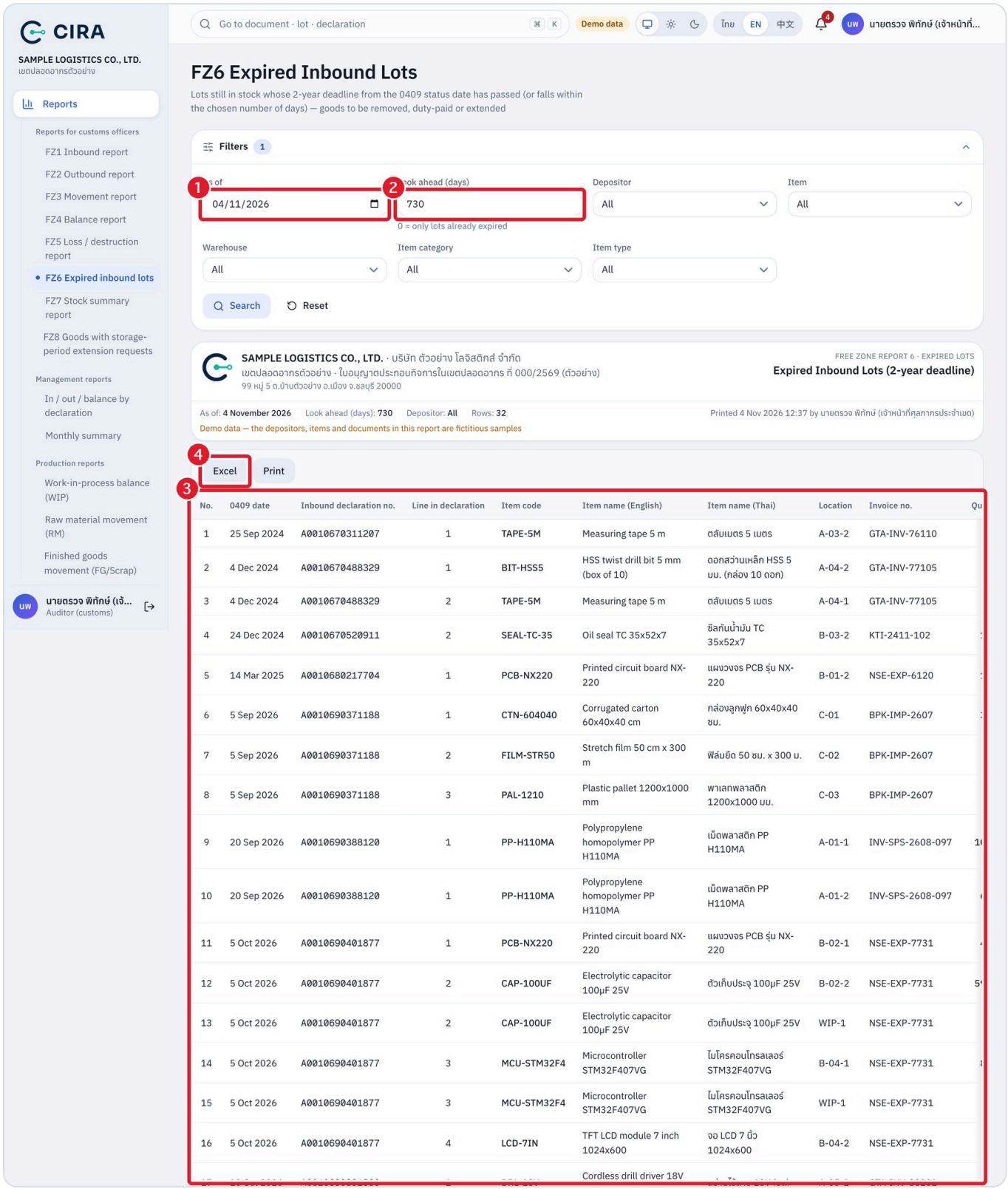


① *View camera opens the live picture of the camera covering that location* · ② *View snapshot opens the snapshots of that camera*

- **Columns**: No. · Inbound decl. · 0409 date · Item code · Item name (English) · Item name (Thai) · Location · Balance qty · Unit · Total value · Unit price · Weight (KGM) · Expiry date · Camera · Storage snapshot · Line in declaration · Lot.
- The lot number is **inbound declaration number-line number**, as the free zone manual requires.

8. FZ6 Expired inbound lots

Reports › FZ6 Expired inbound lots · Lots that still hold goods and have reached **two years from the 0409 status date**, or will reach it within the number of days chosen.

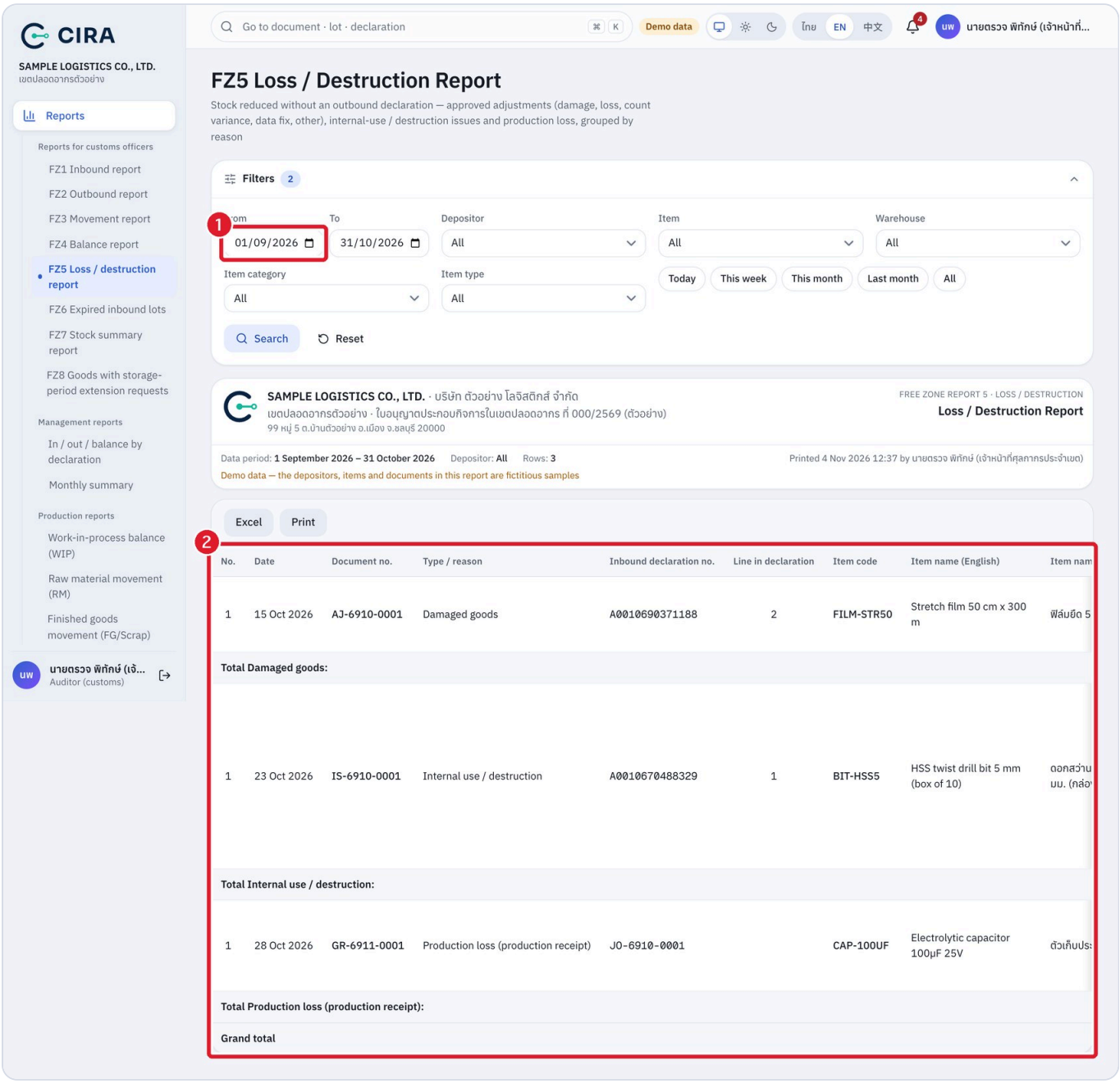


① As of date · ② Look ahead in days: 0 shows only lots already expired, this picture uses 730 to show every lot that will expire · ③ Report table · ④ Excel button

- **Columns**: No. · 0409 date · Inbound declaration no. · Line in declaration · Item code · Item name (English) · Item name (Thai) · Location · Invoice no. · Quantity · Unit · Weight (KGM) · Unit price · Amount (THB) · Expiry date · Days left · Depositor.
- CTL asks for an expiry date range; this system asks for an as-of date and a number of days ahead, which gives the same list.

9. FZ5 Loss / destruction report

Reports › FZ5 Loss / destruction report · Goods that left stock without an outbound declaration: stock adjustments approved by the manager, such as damage or loss, issues for internal use or destruction, and production losses, grouped by type and reason.

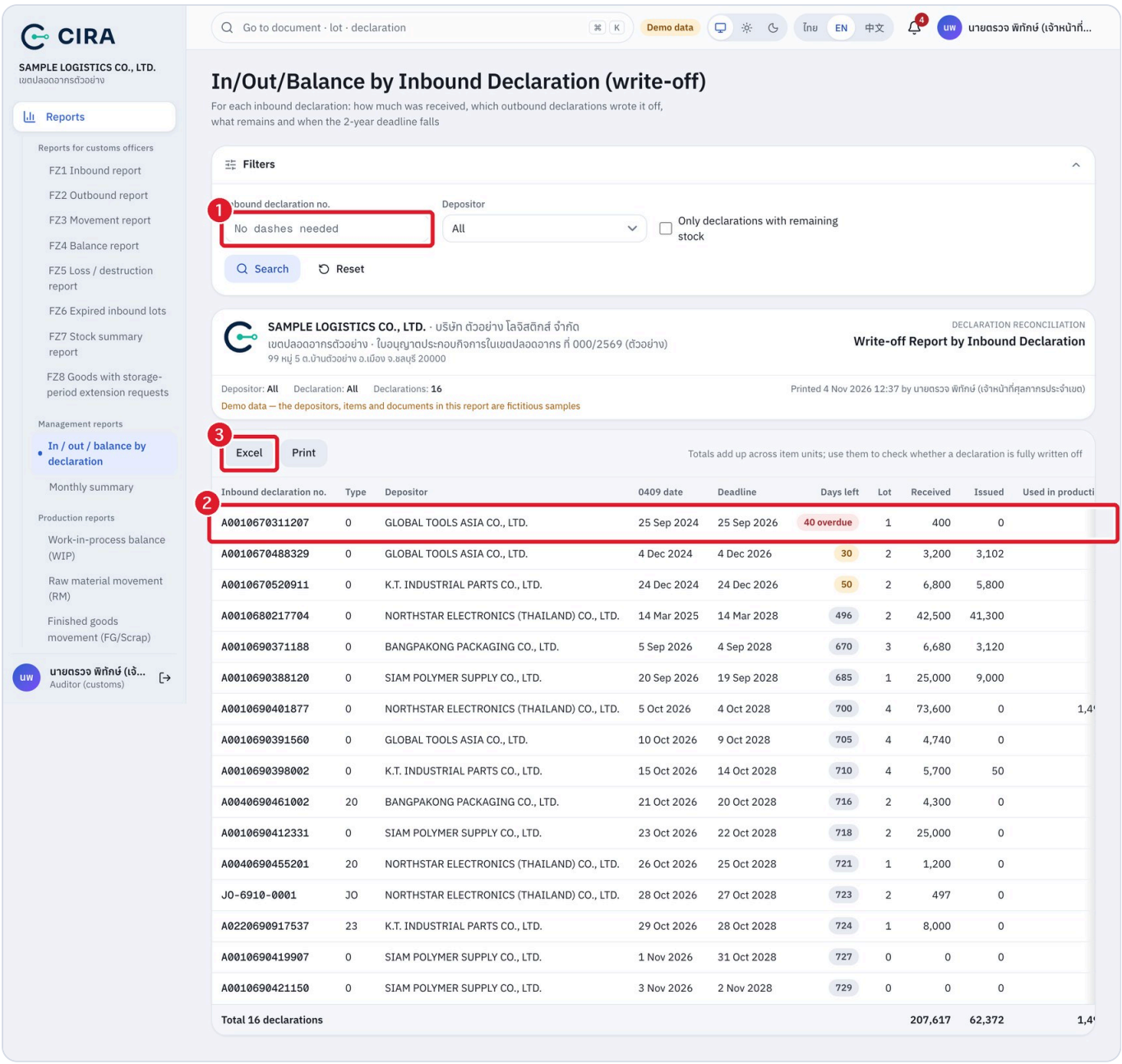


① Date range · ② Report table

- **Columns**: No. · Date · Document no. · Type / reason · Inbound declaration no. · Line in declaration · Item code · Item name (English) · Item name (Thai) · Location · Quantity · Unit · Weight (KGM) · Value (THB) · Depositor · Remark · By.

10. In / out / balance by declaration

Reports › In / out / balance by declaration · For each inbound declaration: how much was received, which outbound declarations wrote it off, how much is left and when it falls due. CTL has no such report; it answers "how much of this declaration is still in the warehouse" on one page.



① Search by inbound declaration number, without dashes · ② The declaration's row · ③ Excel button

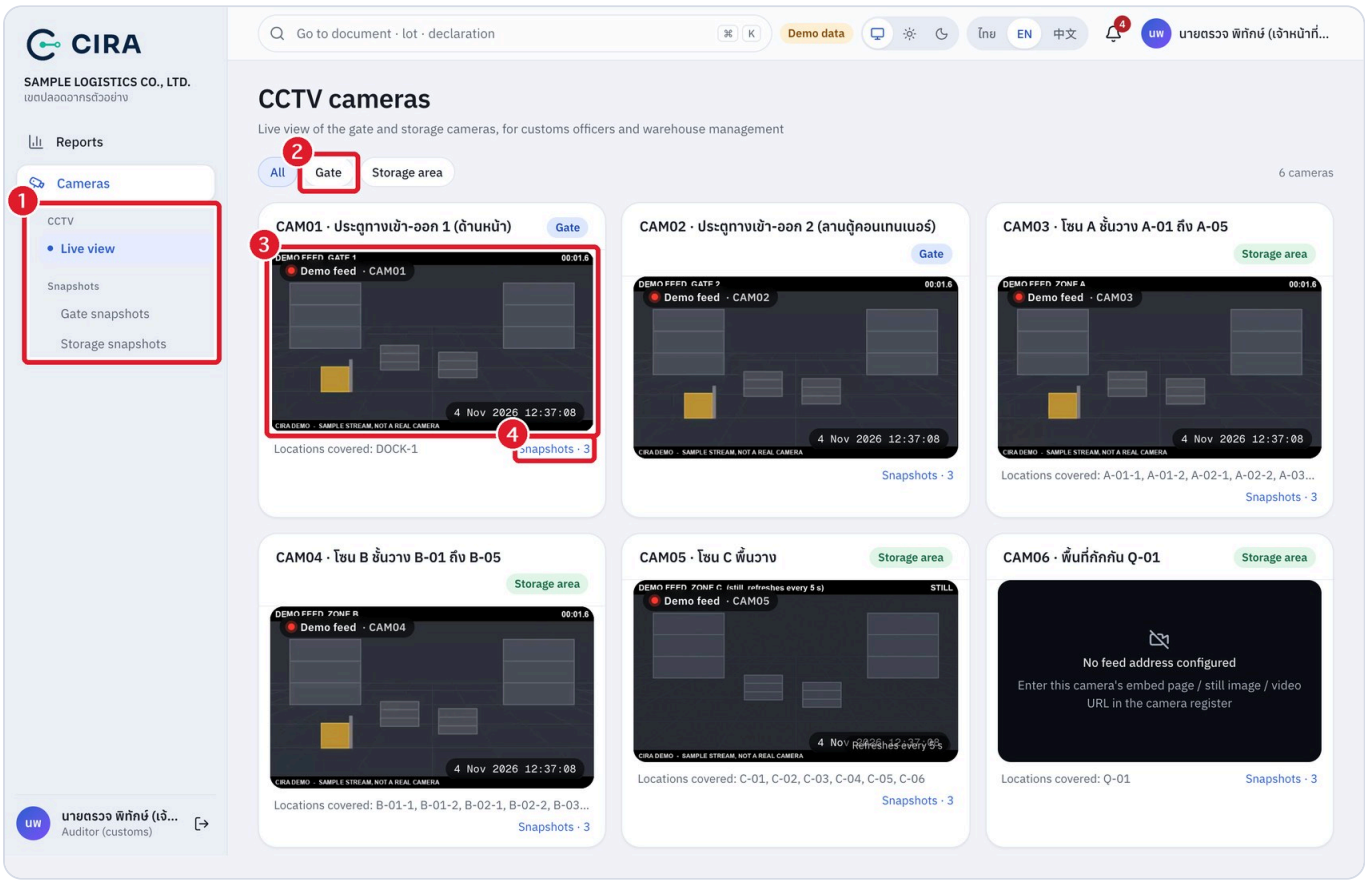
- **Columns**: Inbound declaration no. · Type · Depositor · 0409 date · Deadline · Days left · Lot · Received · Issued · Used in production · Adjusted · Balance · Balance value (THB) · Written off by outbound declarations.

11. Other reports in the Reports menu

- **FZ7 Stock summary report**: opening balance, inbound, outbound, adjustments and other, and closing balance, in quantity and in baht, by depositor and item for the chosen period.
- **FZ8 Goods with storage-period extension requests**: goods still held under an inbound declaration with a storage-period extension request, whether pending, approved or not approved, with the request number, the reply letter and the deadlines.
- **Monthly summary**: opening balance, received, issued and closing balance for the chosen month, by depositor or by item.
- **Work-in-process balance (WIP) · Raw material movement (RM) · Finished goods movement (FG/Scrap)**: for depositors who manufacture inside the free zone. They are not shown when the operator has the production module switched off, and the tables stay empty while there is no production.

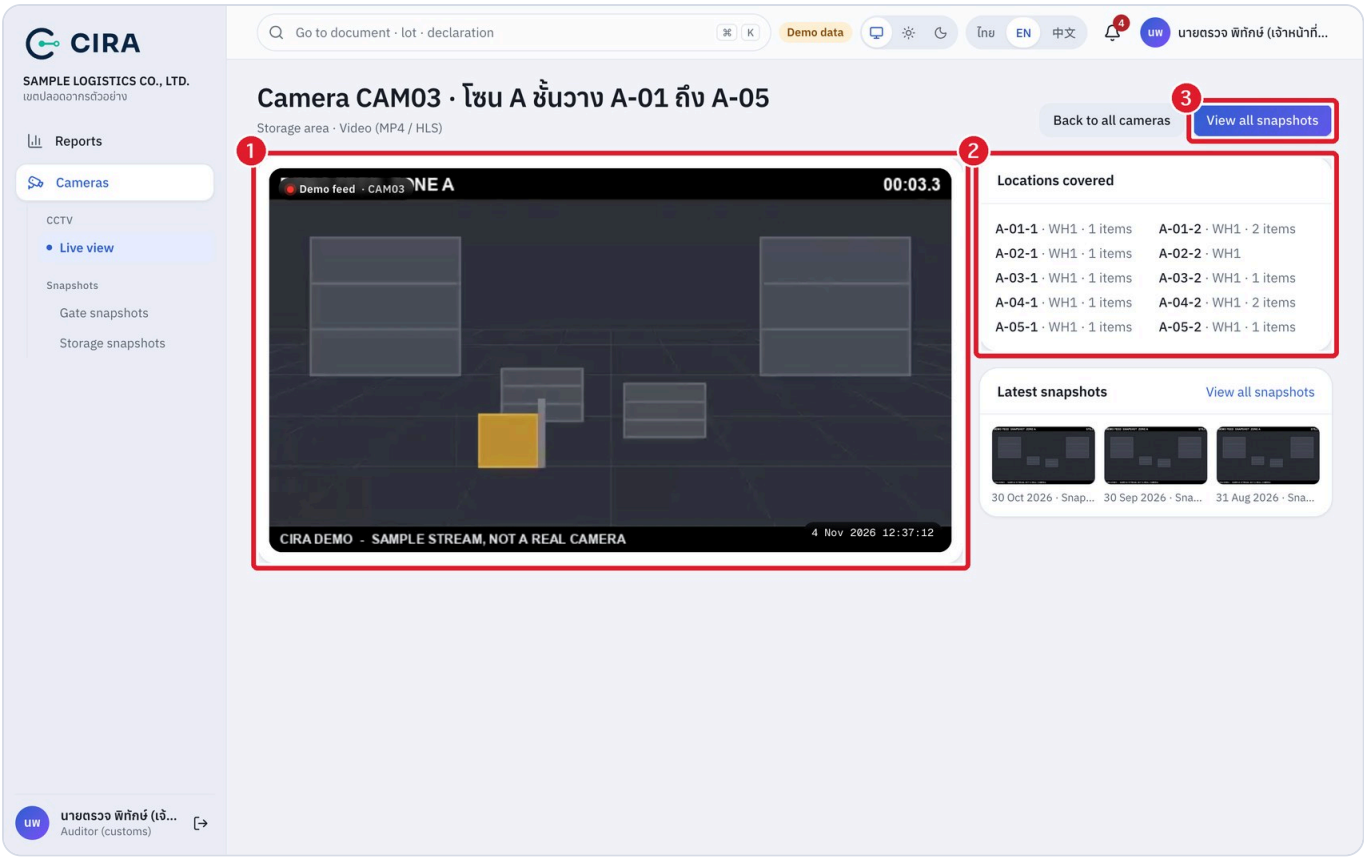
12. Live CCTV

Cameras › Live view · All warehouse cameras at once, split into gate cameras and storage cameras.



① Cameras menu: Live view · Gate snapshots · Storage snapshots · ② Camera type · ③ Click a picture to open that camera · ④ Number of snapshots of the camera, click to see them

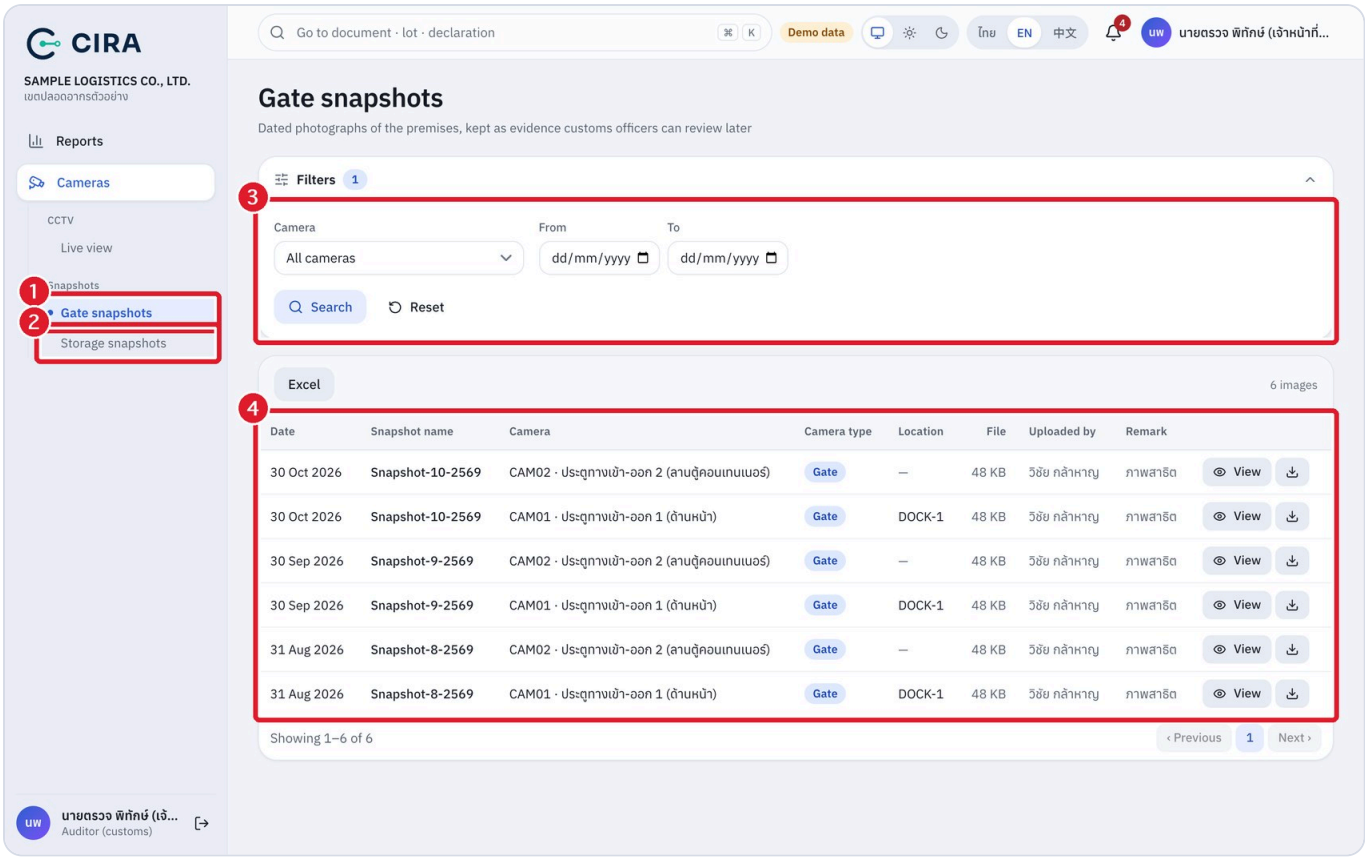
Clicking a camera opens a large live picture, the storage locations the camera covers and its latest snapshots.



① *Live picture with the current time* · ② *Storage locations covered by this camera* · ③ *All snapshots of this camera*

13. Gate and storage snapshots

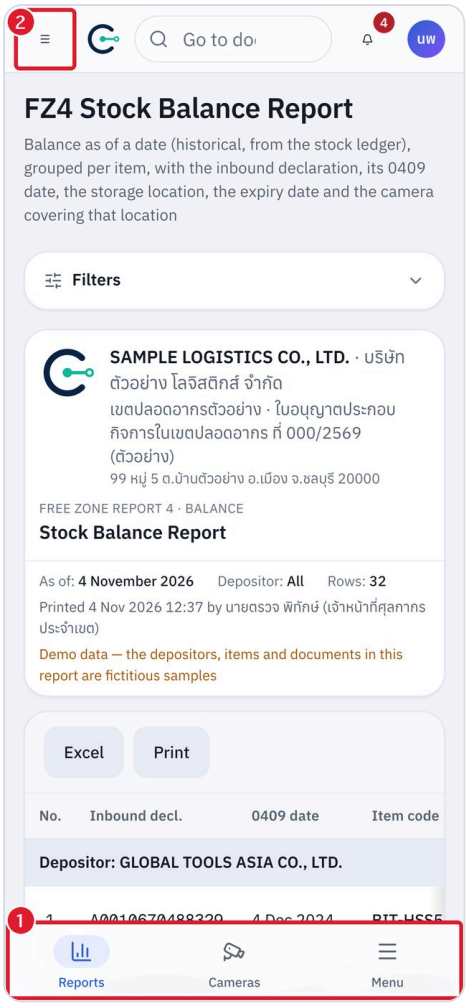
Cameras › Gate snapshots or Storage snapshots · Still pictures taken from the cameras at least every 30 days as evidence of the premises, sorted by the date taken. Each one can be opened full size or downloaded.



① Gate snapshots · ② Storage snapshots · ③ Filters: camera and date range · ④ List of pictures, with View and Download at the end of each row

14. On a phone

The same link works on a phone. The bar at the bottom holds **Reports · Cameras · Menu**, and tables scroll sideways with a finger.



① *Bottom menu bar* · ② ≡ *button: full menu, language and sign out*

15. Contact

The operator's system administrator: company _____ name _____ phone _____ email _____

System address: _____ · Officer account expires on _____

To see a source document, such as a goods receipt, an issue or the original declaration file, ask the warehouse staff; they can open it in the system on the spot.