Topic: Running ACE Reports

(For all Importer, Broker and Surety Trade Users)

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Introductions and General Information

Organization of this Document

With the exception of carriers, these instructions are for all trade users. This document provides information on basic functionality of the ACE Reports Tool and outlines detailed instructions on how to access available reports. These instructions begin with features that apply to all reports users. Following the basic features, instructions are organized into four key sections:

1) Standard Reports – Viewing reports with pre-set data fields.
2) Modified Reports – Modifying data fields within standard reports.
3) Customized Reports – Building fully customized reports from a blank slate.
4) Authorized Data Extract (ADE) – Downloading reports that exceed current data limits of 65,000 lines. This function can only be performed by Trade Account Owners (TAOs) and Proxy TAOs (formerly known as "bulk data download").

Each of the first four sections is organized similarly by providing instructions on how to run, filter, sort, save, schedule and print reports. The instructions provided are designed to supplement the web based training titled, *"ACE Reports for the Trade Community"* and other instructional documents within the Training and Reference Guides section on cbp.gov/modernization.

Introductions to the ACE Reports Tool

By selecting **Launch Tool** within the "*Reports*" link on the "*Accounts*" tab, you have many report options. The ACE Reports Tool allows you to run a variety of reports that range from standard reports to reports fully tailored to meet your needs. The Reports Tool also allows you to print, download and save these reports for later use or further manipulation or share reports within your account. This document is intended for all trade users except carriers. Truck carriers and rail and sea carriers should refer to "*Running ACE Reports for Truck Carriers*" and "*Running ACE Reports for Rail and Sea*

Carriers." CBP users should refer to "*Running ACE Reports for CBP*." The reports available are organized into several folders. Importers, brokers and other trade users will find the following reports useful: "*Account Management,*" "*Account Revenue,*" "*Entry Summary," "Multi-Modal Manifest" and "Reference."* There are "*Transactions*" reports for truck carriers, "*Multi-Modal Manifest*" reports for rail and sea carriers and numerous other choices for internal CBP users. To help navigate through the available reports, there are several sub-folders within these folders.

I. Account Management

Within the "Account Management" folder the following six sub-folders are available:

1. Account Profile
2. Aggregate reports
3. Broker Permits and Employees (Brokers/Filers Only)
4. Declarations (Importers & Brokers Only)
5. Detail reports
6. Quick Views

Within Aggregate and Detail reports the user can then choose from:

1. Cargo Entry reports
2. Cargo Exam reports
3. Entry Summary reports
4. Entry Summary Compliance reports

II. Account Revenue

1. Workflows

III. Authorized Data Extract (Importer and broker TAO and PTAO Only)

IV. Entry Summary

Within the "Entry Summary" folder the following two sub-folders are available:

1. AD/CVD
2. Trade Actions

V. Multi-Modal Manifest

Within the Shared Reports folder the following sub-folder is available:

1. Trade Reporting

VI. Reference

VII. Shared Reports

Within the Shared Reports folder the following sub-folder is available:

1. Trade

VIII. Transactions

1. BRASS Reports (Brokers/Filers Only)

Broker Portal Account View

Within "*Reports*" the report list is used to find the desired report folder.

Select the "**+**" to expand the report list and the folders.

See "Appendix A" of this document for a list and brief description of all Account Management, Account Revenue, Authorized Data Extract, Entry Summary, Multi-Modal Manifest, Reference and Transactions reports.

Account Management Reports: All current Account Management and Account Revenue reports will include data for all entries/entry summaries regardless of the system of record for the entry summary (ACE vs. ACS).

Entry Summary Universe Reports: Entry Summary Universe reports will include data for ACE entry summaries only with one exception. ESM 7025 *CBP Form 28, 29, 4647 Status Report* will include information pertaining to all forms issued by CBP for both ACS and ACE entry summaries when the action is created in ACE.

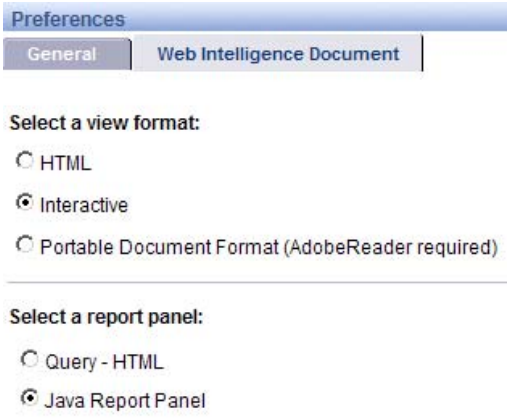
Software Set Up and Requirements

It is important for first time users to verify setting preferences and that Java 1.6 is installed on the computer. Internet Explorer is recommended to access any ACE reports or to utilize the ACE Portal. To run Modified or Customized reports or to download the Authorized Data Extract (ADE) reports, the user must set their preference to "*Interactive*" and must operate Java. To set preferences or to verify Java, follow the instructions below:

- Setting Preferences

When you select the **Reports** link and select **Launch Tool**, the "*Welcome to ACE Reports*" screen, as shown above, will display.

1. Select the **Preferences** icon or the link from the "*Welcome to ACE Reports*" page. A new screen will open.
2. Select the **Web Intelligence Document** tab.
3. Select the **Interactive** radio button under "*Select view format*" and the **Java Report Panel** radio button under "*Select report panel*."
4. Scroll down and select **OK** on the bottom right hand corner of the screen.



- Verifying Java

All users need to verify Java is running on their computer. To determine if Java is on your computer, follow the steps below:

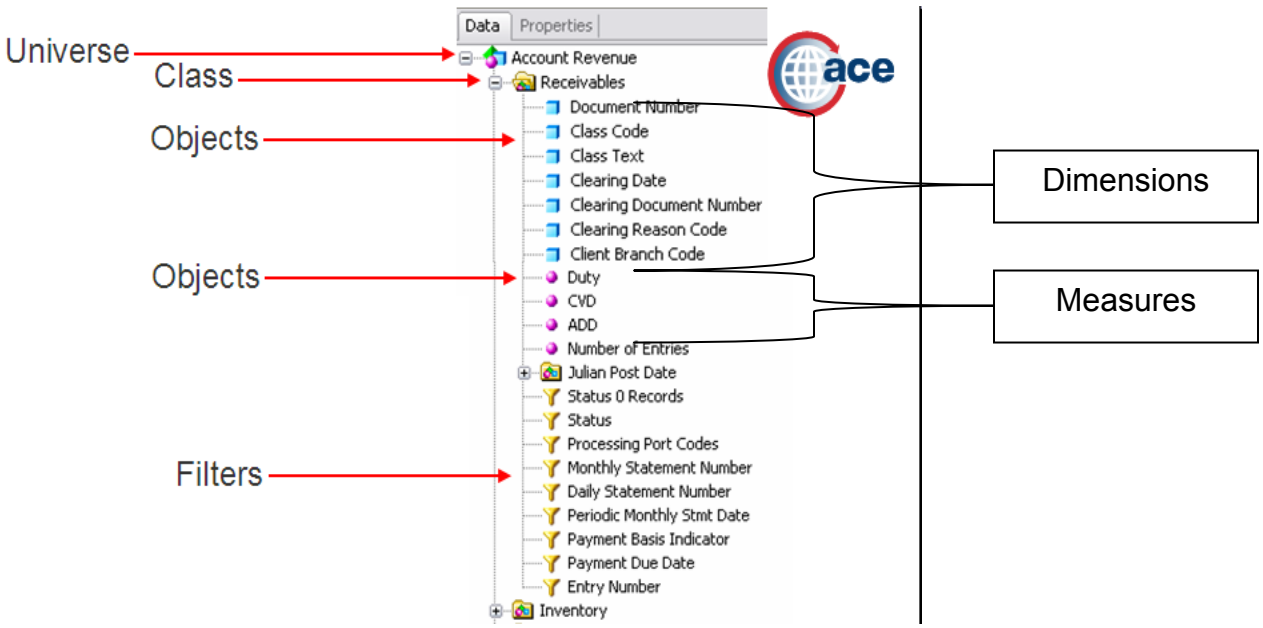
1. Launch Internet Explorer.
2. Select **Tools.**
3. Select **Sun Java Console.**
4. Verify Java Plug-In Version.

*If a pop up appears asking if you want to upgrade to the latest version of Java, CBP recommends you **NOT** upgrade to a version higher than Java 1.6.*

Terminology

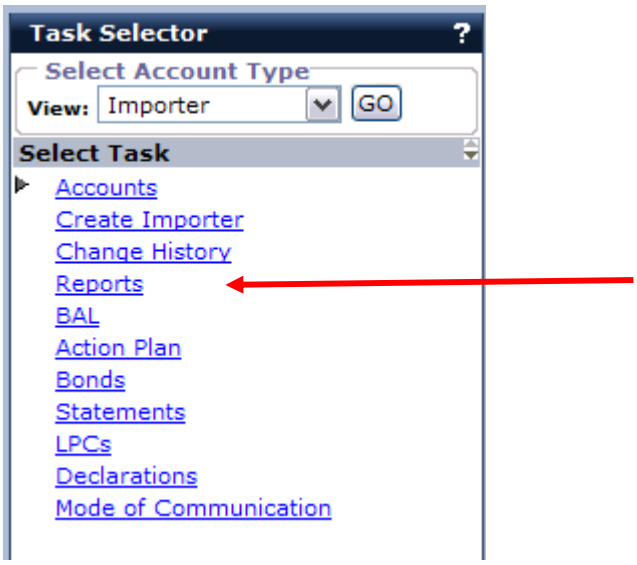
There may be unfamiliar terms and acronyms used within the ACE Secure Data Portal. Here are 5 frequently used terms when running reports:

- **Universe:** A representation of the information available in a database. Universes are made up of classes and objects.
- **Class:** Logical groups of objects with a meaningful name.
- **Object:** A named component that maps to data in the database. Blue boxes = Dimensions (qualitative) and Pink circles = Measures (quantitative).
- **Query:** A request for data from the database.
- **Filter:** A control to limit the amount of returned data.

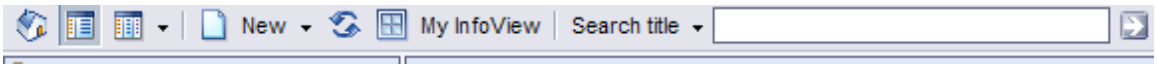


Using the Toolbar

Log on to ACE; select the appropriate view (that is, Broker, Importer or Surety) and select **GO**. Select the **Reports** link and then select **Launch Tool**.



At the top left of the "We*lcome to ACE Reports*" page there is a gray toolbar that displays the following icons:



- *Home* Icon: The "*Home"* icon on the far left of the toolbar is the home page for the report tool. By selecting the "*Home"* icon, you will be returned to the home page and will see "*My Folders" and "Public Folders"* displayed.
- *Toggle Navigation* Icon: The square icon to the right of the house is the "*Toggle Navigation"* icon that allows you to show or hide the "*Folders*" panel. You can also hide the "*Folders*" panel by selecting the arrow in the right corner of the panel.
- *Applications* Icon: The third icon from the left on the toolbar is the "*Toggle Applications"* icon.
- *New* Icon: The fourth icon on the toolbar is "*New."* This icon will allow you to create private folders. See topic, "*Saving a Standard Report* or *Saving a Modified Report*" for additional information.
- *Refresh* Icon: The fifth icon is the "*Refresh"* icon. Selecting this icon will refresh your "*Workspace Panel*."
- *My InfoView* Icon: "*My InfoView"* allows you to customize your dashboard. See section, "*Customizing Your Dashboard"* for additional information.
- *Search Title* Icon: The "*Search"* function allows you to search for reports by title and keyword and advanced options. See topic, *"Searching for a Report."*

The three icons on the far right side of the toolbar are:

- *Preferences:* Allows you to set how information is displayed in your workspace panel.
- *Log Out*: Logs you out of the Reports Tool.
- *Help:* Displays the Online Help for the Reports Tool.

Under the gray toolbar there is a blue toolbar containing four icons on the right side of the workspace view.

- The upward pointing arrow "↑" removes the header from the screen. To reinsert the header, select the downward pointing arrow "↓."
- The large box to the right of the arrow maximizes the workspace panel.

- The two smaller boxes minimize the workspace panel.
- The "x" returns the workspace panel to the last main page visited.

Hold your mouse arrow over any one of these icons to display a text box with the definition of the icon.

The "back" button only works in the ACE Reports Tool and does not work with any other Portal application.

In order to modify a report with additional data elements, you must have your preferences set to "Interactive," as stated under the "Setting Preferences" section. If this is not done, "Available Objects" will not appear on your screen and you will not be able to modify your report.

Before selecting the "Reports" link, please ensure you have selected the correct view for your account type. For example, importers must be under the importer view before running ACE reports for results to be displayed.

Customizing Your Dashboard

You have already logged into the ACE portal, selected the **Reports** link from the *"Accounts"* tab and launched the report tool.

1. Select **My InfoView** from the gray toolbar.
2. You will notice the "*Choose Template*" option under "*My InfoView*." There are six templates available. Select the template you would like to use to customize your dashboard (for example, select the template with two containers).
3. Select the **Define Content** link. The "*Dashboard Properties*" window opens.
4. Select the "**+**" next to "*My Folders*" then select **Favorites**.
5. Select the **OK** button.
6. Follow steps above to define the content of additional containers.

In the "Dashboard Properties" window you also have the option to "link to web address." For example, you could link to www.CBP.gov from your dashboard.

Searching for a Report

The center icon in the toolbar is "*Search title*."

1. Select the down arrow ↓ beside *"Search* title."
2. Select the **Search Title** to view the following 4 options: (1) *Search all fields* (2) *Search title* (3) *Search keyword* or (4) *Advanced search*. Select how you would like to search.
3. Enter the word, partial word or report number (e.g. AM-008) in the text box for the report you want to find and it will return any report that has that text in the title. By default, you can also search keywords.
4. Select the right arrow "→."Your search results will appear in the workspace panel.

In order for the "Search Keyword" functionality to work you must first save the report to your "Favorites" folder and associate a keyword with that report.

Chapter 1: Standard Report

Running a Standard Report

Standard reports are reports with pre-established data fields. You will be able to add data elements ("objects") to a standard report; however, only the data elements that are pre-defined for that particular report will be available. If you would like to add additional data elements to the report, you should follow instructions in the next chapter called, "*Modified Report*."

Data Availability: Data available for ACE reports includes the previous four CBP fiscal years plus the current fiscal year. The CBP fiscal year runs October 1 through September 30. Multi-Modal Manifest reports in the Trade Reporting sub-folder will include data created or amended within the past 30 days.

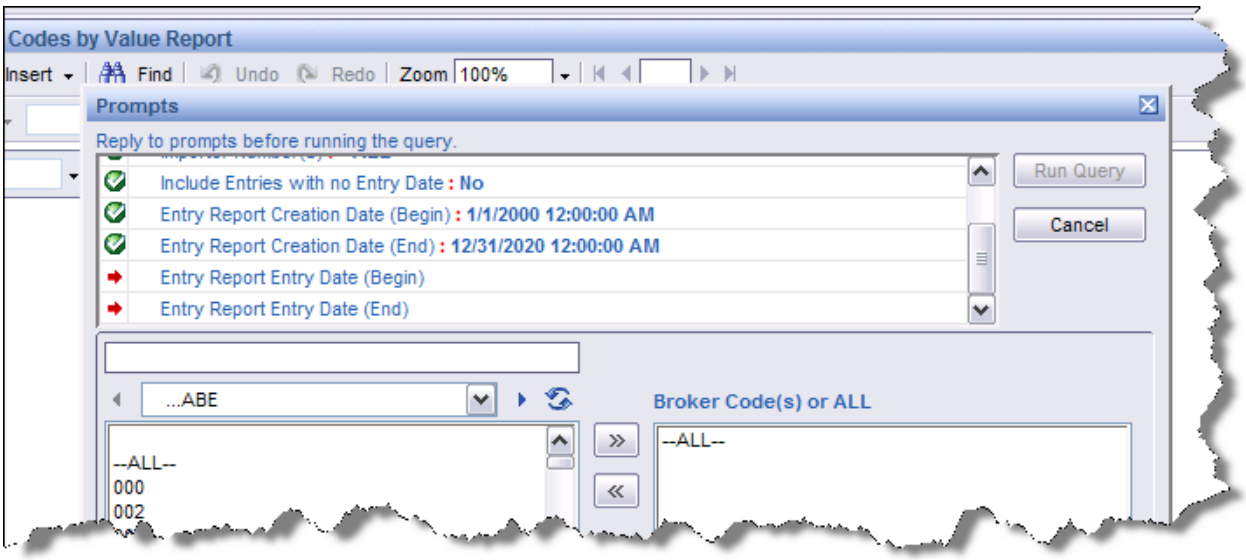
System of Record Indicator in Reports…*A "System Control Code" field has been added to standard reports. This code identifies the system through which the entry summary has been processed. For entry summaries transmitted on or after April 12, 2009 the "System Control Code" field will either read ACE or ACS. For entry summaries transmitted before April 12, 2009 the field will be blank.*

UOM	Qty	Entered Value	Estd Duty	System Control Code
NO	107,520	$30,355.00	$0.00	ACS
KG	22,150	$5,920.00	$0.00	ACS
X	0	$7,957.00	$0.00	ACE
K	44	$13,555.00	$0.00	ACE

You have already logged into the ACE portal, changed to the appropriate view, selected the **Reports** link on the "Accounts" tab and launched the reports tool.

1. Select the plus sign "**+**" beside "*Public Folders*" in the left hand column. Determine the type of report in the public folders you want to run (e.g. Account Management, Account Revenue, Entry Summary, Multi-Modal Manifest, Reference or Transactions). Continue to select the plus sign "**+**" beside the report folder to see the sub-folders for Account Management, Entry Summary, Multi-Modal Manifest and Transactions reports.
2. A list of available reports will appear on the right. Select the report name you wish to run. You will see the "*Prompts*" box displayed that allows you to set your preferred parameters for viewing the report. You will then be able to change the

prompts for the report. If the prompt shows a red arrow "→" then a value must be entered. If the prompt shows a green check mark "√," then a default setting has been selected and you can change the prompt or leave the default setting. A value for each prompt must be shown (either entered by you or the default value) before running the query or the "*Run Query*" selection will not be available.

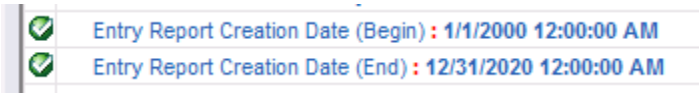


3. Select the prompt you wish to change. Note, most prompts contain an "*--ALL--*" option. Either select the **--ALL--** option or for greater efficiency, enter the specific value.
   - You can also scroll through the list of values or search for a value by entering it in the box to the left of the binoculars. You will need to highlight your entered value to move it to the selected value box. You can also enter a value in the rectangular box above the selected prompt value.

To improve performance, you should narrow the scope of the report as much as possible by amending the prompts.

4. Select the double right arrow to move the selected value into the box on the right. Note: You will need to use the double left arrows to remove the word "*--ALL--*" from the box.

5. Repeat steps above for each prompt shown that you wish to change.
6. Select the date range. You can either enter a date in the text box or left click the calendar to select the date and/or year. For reports with "*Entry Report Creation Date*" prompt, CBP recommends that you leave the default dates shown.



7. Select **Run Query** to run the report with the prompts you have changed. Note: You will not be able to select "*Run Query"* until all prompts have been satisfied.

When entering an Importer of Record (IR) number, a Social Security Number (SSN) or a CBP assigned number as a prompt, please ensure the dashes are included in the correct location in the number or no data will be returned. It should also be noted that all IR suffixes are case sensitive. You must capitalize the alphabetic suffix for data to be returned. Letters in filer codes must be capitalized.

Once the report has been generated, if there is a blue hyperlink displayed in the report, select the hyperlink to view additional detail. Detail will vary by report. Not all reports contain a hyperlink.

Using the Quick Filter in a Standard Report

To apply filters among the data returned, follow the steps below:

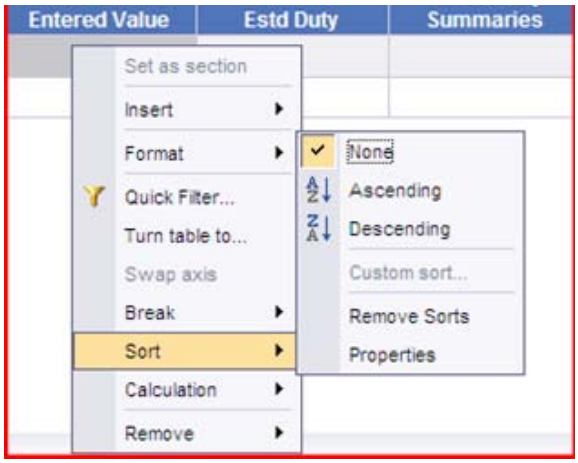
1. Highlight the column you want to filter by clicking below the column header. This will highlight the entire column.
2. Right click your mouse in the highlighted column.
3. Select **Quick Filter**.

The "*Quick Filter*" window will appear.
4. Enter the value you want to filter and then select the double arrows to move the value into the blue box on the right.
5. Select the dropdown arrow to select the filtering options.
6. Select, for example, the "*greater than or equal to*" option.
7. Select the **OK** button at the bottom of the "*Quick Filter*" window. Only values greater than or equal to the value you entered will now appear in the highlighted column of the report.

Sorting a Column in a Standard Report

To sort the data returned, follow the instructions below.

1. Left click to highlight the column in the report that you want to sort below the column header. This will highlight the entire column.
2. Right click your mouse in the highlighted column.
3. Select **Sort**. If the "*Remove Sort"* option is highlighted, select it. You will need to remove the existing sort before selecting a new sort option.
4. Select one of the options displayed, for example, select **Ascending**. The highlighted column now appears in ascending order.



Saving a Standard Report

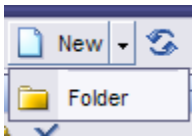
To save a standard report, you have two options.

1. Save the report in your "*Favorites"* folder in ACE, which allows scheduling capabilities; or
2. Save the report to your computer.

Saving to Your ACE Favorites Folder

To create a folder within your ACE "*Favorites*" folder, follow the steps below:

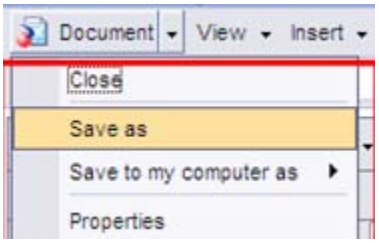
1. Select the **+** beside "*My Folders."*
2. Select the **Favorites** folder.
3. Select the **New** icon and select the down arrow.



4. Select the **Folder** option. The "*Create a New Folder*" portlet appears.
5. Enter a "*Folder Name*." You also have the option of entering a "*Description*" or "*Keywords*."
6. Select the **OK** button.

Follow the steps to save to your "*Favorites*" folder:

1. Select the **Document** dropdown by selecting the down arrow.
2. Select **Save as.** The "*Save Document*" dialog box appears. CBP recommends changing the report name. To do that, position your mouse at the end of the report name in the "*Title*" box and select. Type in your new name for the report.
   a. The "*Refresh on Open*" box, if checked, allows you to save the report format but not the data.



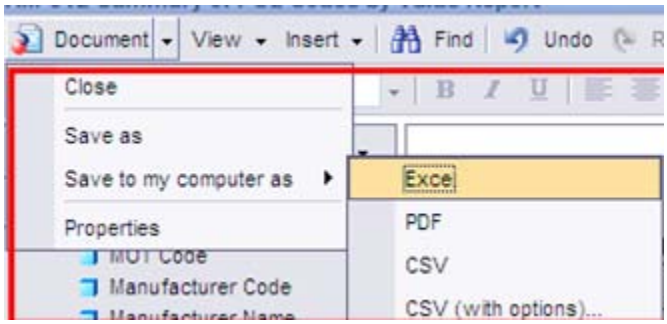
3. Navigate down the page and select the "**+**" beside "*My Folders*."
4. Select the **Favorites** folder.
5. Select the **OK** button. You have now saved the report to your favorites.

You can also save a report to any other folder you have created under "Favorites" by locating the folder and then selecting it.

Saving to Your Computer

To save the report to your computer, follow the steps below:

1. Select the **Document** dropdown by selecting the down arrow.
2. Select **Save to my computer as**.
3. Select a format, e.g. **Excel**.



4. Select the **Save** button in the "*File download*" box.

Accessing a Saved Standard Report from Your Favorites Folder

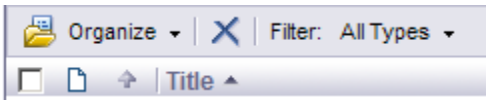
To access a report saved in your "*Favorites"* folder, follow the steps below:

1. Select the "**+**" beside "*My Folders*."
2. Select the **Favorites** folder. You will see a list of reports you have saved to the "*Favorites*" folder.
3. Select the report you want to open by selecting the report name. The report will display.

Deleting a Saved Standard Report from Your Favorites Folder

To delete a report saved in your "*Favorites*" folder, follow the steps below:

1. Select the "**+**" beside "*My Folders*."
2. Select the **Favorites** folder. You will see a list of reports you have saved to the "*Favorites*" folder.
3. Select the check box beside the report name that you wish to delete.
4. Select the **X** icon shown at the top of the "*Favorites"* screen. The report selected will be removed from the "*Favorites*" folder.



Trouble Shooting Tips on Saving a Standard Report to Your Computer

When you try to export a report to your computer using the "*Document" / "Save to my computer as"* menu option and the screen flickers but nothing happens, check your download security options in Internet Explorer. To do so, follow the steps below:

1. Open Internet Explorer.
2. Select **Tools** and then select **Internet Options**.
3. Select the **Security** Tab.
4. Highlight the Internet Globe and select **Custom Level**.
5. Scroll down the list of choices until you find the "*Downloads*" section.
6. Locate "*Automatic prompting for file downloads*" and select **Enable**.
7. Locate "*File download*" and select **Enable**.
8. Locate "*Font download*" and select **Enable**.
9. Select **OK** to close the dialogue box.
10. Select **OK** to close the Internet Explorer properties box.

Turn off any pop-up blockers that are active so that the report will download.

Data Refresh

- *Entry, Entry Summary and Bond data are refreshed nightly. Entries filed on Monday should be available for reports run on Tuesday. For truck carriers, transaction data in reports is also refreshed nightly.*
- *Compliance data is refreshed monthly, normally around the 25th of the month. For example, January compliance data should be available around February 25th.*
- *Periodic monthly statement data is refreshed hourly.*
- *Multi-Modal Manifest reports in the "Trade Reporting" folder are refreshed every two hours. All other Multi-Modal Manifest reports will be refreshed nightly.*

Scheduling a Standard Report

You have already logged into the ACE Portal, selected the **Reports** link on the "Accounts" tab and launched the report tool. You now have the option to schedule a report to run from your "*Favorites*" or *"Public Folders."* Scheduling a report from your "*Favorites"* will generate the report you saved. Scheduling a report from the "*Public Folders"* will generate the standard report. To schedule a report with moving date parameters, such as "*45 Days Ago*," please review "*Running a Modified Report*" section.

History | Schedule | Properties

1. Select the report that you wish to run.
2. Run the report and save it to your *"Favorites"* folder or a personal folder that you have created (See topic, *"Saving to Your ACE Favorites Folder").* This will allow you to schedule a standard report.
3. Select the "**+"** beside "*My Folders."*
4. Select the **Favorites** folder. Choose the report you want to schedule.
5. Select the word **Schedule** under the report name. The "*Schedule*" portlet displays.
6. Notice that the "*Instance title*" fills with the report name you selected. The "*When*" category expands to reveal a dropdown menu. "*Run Object*" will default to "*Now*."
7. Select the **Run Object** dropdown.

8. Select, for example, the **Last Day of the Month** from the dropdown.
9. Notice that the remainder of the "*When*" category has changed to include a "*Start Time" and "End Time*" selection. The "*Start Time*" is the time and date you would like this report to run on a recurring basis. The "*End Time*" is the time and date that you no longer wish to have the report run on a scheduled basis.
10. Select the **Start Time** from the dropdown menu.
11. Select the **Calendar** icon and select, for example, **February 28**.
12. Follow instructions above to select the **End Time**. You may also want to change the end date for the report since the default is 2017.
13. Select the "**+**" next to the "*Format*" option to specify the format for the report.
14. The default is "*Web Intelligence."* Select the dropdown if you want to change to either Microsoft Excel or Adobe Acrobat.
15. Select the "**+**" next to the "*Prompts"* option then select **Modify Values***.* If you do not change the date range on your prompt values once you select "*Modify Values*," you will see the same results each time the report is scheduled.
16. Enter the filters you want included in your report and select **Apply***.* The prompt values will be displayed.
17. Select the **Schedule** button to complete scheduling the report. When the scheduled standard report is run, it will appear in your "*Inbox*" which is located under "*My Folders.*" If you schedule the report from your "*Favorites"* the report results can be found by selecting the "*History*" link under the name of the report you scheduled. All scheduled reports are available by selecting the "*History*" link under the name of the report you scheduled.

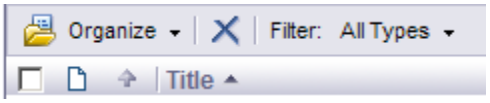
Rescheduling a Standard Report

1. Select the "**+**" beside "*My Folders."*
2. Select the **Favorites** folder. Choose the report you want to reschedule.
3. Select the word **History** under the report name.
4. Select the **Reschedule** link. You are returned to the schedule page.
5. Select the "**+**" next to the "*Prompts"* option then select **Modify Values***.*
6. Enter the filters you want included in your report and select **Apply***.* The prompt values will be displayed.
7. Select the **Schedule** button to complete scheduling the report.
8. You are now returned to "*History*" and will notice there are two instances of the scheduled report.
9. On the tool bar within the portlet, place a check mark in the small box next to the originally scheduled instance of the report and select the **Delete** button to remove the old report.

Deleting a Scheduled Standard Report

1. Select the "**+**" beside "*My Folders."*
2. Select the **Inbox** folder.

3. Select the check box beside the report name that you wish to delete.
4. Select the **X** icon shown at the top of the "*Inbox"* screen. The report selected will be removed from the "*Inbox.*"



Creating Charts and Graphs in a Standard Report

There are several options to create a chart or graph of the data retrieved.

Chart Types

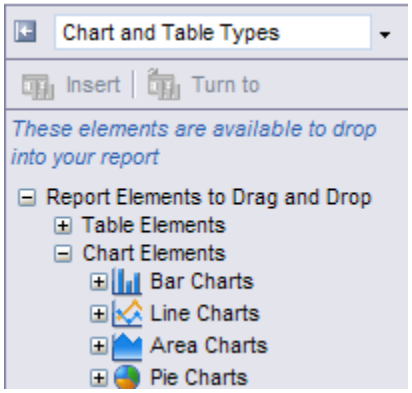
There are five basic chart types available: bar charts, line charts, area charts, pie and radar charts, polar and scatter charts. There are also multiple options within these chart types. Chart selection will vary depending on the data you are charting.

1. Bar Charts: Bar charts display data in bar form, either vertically or horizontally. Bar charts are useful if you want to compare similar groups of data. There are 5 types of bar charts: grouped, bar and line, stacked, percent, and 3D.
2. Line Charts: Line charts connect specific data values with lines, either horizontally or vertically. Line charts are useful if you want to show trends or changes in data overtime. There are five types of line charts: mixed, stacked, percent, 3D and 3D surface.
3. Area Charts: Area charts are line charts in which the area between the lines and axis are filled in. Area charts are useful if you want to emphasize the size of the total data in a report, as opposed to the changes in the data. If you have a sharp contrast between specific data points, it is recommended that you use a line chart instead of an area chart.
    a. You can use more than one object on the Y-axis as long as the measures are the same type and scale, e.g. number of entry summaries reviewed and number of discrepancies found. There are five types of area charts: absolute, stacked, percent, 3D area and 3D surface.
4. Pie Charts: Pie charts display data as segments of a whole. Pie charts are useful if you want to show how each part of your report data contributes to the total.
    a. You can only include one object in a pie chart. If you have several measures in your report, you should choose another chart type. There are four types of pie charts: pie, 3D pie, ring and 3D ring.

5. Radar, Polar and Scatter Charts: The four types in this category are radar line, stacked radar, polar and scatter.
    a. In radar charts, the X- and Y-axis connect at the chart's center. Radar charts are useful if you want to look at several different factors related to one item. For example, you could use a radar chart to display revenue data for different commodities within a port.
    b. Scatter charts are similar to line graphs, except that the data points are plotted without a line connecting them. Scatter charts are useful to make a comparison between specific data points.
    c. A polar chart is an XY plot drawn on a circular grid, showing trends in values on the basis of angles. The dependent variable (Y) is charted on the radial axis, with the origin (by default) at the center of the circle.

To create a chart from your standard report, follow the instructions below:

1. Select the dropdown arrow in the left margin next to the table of data.
2. Select **Chart and Table Types**.
3. Expand, for example, the "*Pie Charts"* list by selecting the "**+**" beside "*Pie Charts*."
4. Select **Pie**.



5. Drag and drop **3D Pie** so that it is displayed at the bottom of the report.
6. The "*Format Chart*" window appears showing the "*Pivot*" tab. You will need to define the "*X-axis*" and the "*Y-axis*" for your pie chart.
7. Select the data element you want from the "*Available Objects*" list to define the "*X-axis*." You must select an attribute (field shown in blue font) for the *"X-axis*."
8. Select the right arrow button to add the data element to the "*X-axis*."
9. Select the **Y-axis** radio button and follow steps 7 and 8 above to define the "*Y-axis*." You must select a metric (field shown in pink) for the "*Y-axis*."

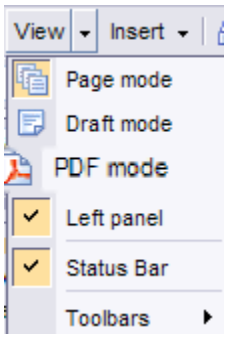
10. Select the **OK** button if there are no other changes you wish to make. To view, scroll down to the bottom of the report where you indicated you wanted to insert the chart.

Printing a Standard Report

Reports can be printed in portrait or landscape format.

Printing a Standard Report in Portrait

1. Select the **View** dropdown by selecting the down arrow.
2. Select **PDF** mode. Opening the report in "PDF" mode will allow you to see the report in a printable format. The Adobe Acrobat reader opens to display the report.
3. Select the **Printer** icon. The print options window displays on your screen. From this window you can specify number of copies, etc.
4. Select the **OK** button in the "*Printer*" dialog pop-up box to print.



Printing a Standard Report in Landscape

1. When results are received right click the mouse one time above the report header.
2. Select **Format report** from the dropdown list displayed.
3. Select **Layout properties.**
4. Change paper size to letter or legal.
5. Change orientation to *"Landscape."*
6. Select **OK.**
7. Select the **View** dropdown by selecting the down arrow.
8. Select **PDF** mode. Opening the report in "PDF" mode will allow you to see the report in a printable format. The Adobe Acrobat reader opens to display the report.
9. Select the **Printer** icon. The print options window displays on your screen. From this window you can specify number of copies, etc.

a. Select **Properties** and then **Basics** to change the orientation to **landscape.** This may be a two step process.
b. Another option is to check "*Choose paper source by PDF page size*."

10. Select the **OK** button in the "*Printer*" dialog pop-up box to print.

Chapter 2: Modified Report

Running a Modified Report

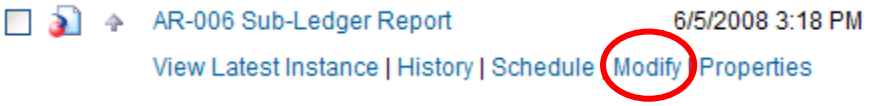
The ACE Reports Tool allows you to modify a standard report by providing greater flexibility in choosing the data objects desired. The "*modify*" functionality has greatly enhanced the ability to customize reports and improve reports performance. You are no longer restricted to the available objects list. The entire universe of objects is now available utilizing the "*Edit Query*" mode. In addition, reports run faster because filters may be applied prior to generating the report. Furthermore, ACE Reports now allows reports to be scheduled within set date parameters, such as "*7 Days Ago"* and *"Today*." This will be discussed later in the document.

System of Record Indicator in Reports… *A "System Control Code" field has been added to standard reports. This code identifies the system through which the entry summary has been processed. For entry summaries transmitted on or after April 12, 2009 the "System Control Code" field will either read ACE or ACS. For entry summaries transmitted before April 12, 2009 the field will be blank.*

UOM	Qty	Entered Value	Estd Duty	System Control Code
NO	107,520	$30,355.00	$0.00	ACS
KG	22,150	$5,920.00	$0.00	ACS
X	0	$7,957.00	$0.00	ACE
K	44	$13,555.00	$0.00	ACE

To run a modified report, follow the instructions below using the "AR 006 Periodic Statement Detail" report as an example:

1. Select the **Reports** link on the "*Accounts*" tab.
2. Select **Launch Tool.**
3. Select the "**+**" beside "*Public Folders*."
4. Select the "**+**" beside the "*Account Revenue*" Sub-folder.
5. Select **Workflows** and select the *"AR 006 Periodic Statement Detail"* report.
6. Select **Modify** below the report name.

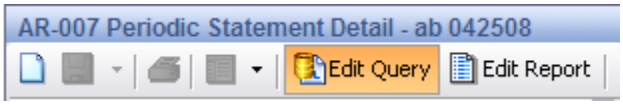


a. Selecting **Modify** allows greater editing capabilities.

b. Selecting the report name will generate the standard report. You will not be able to add "*Available Objects*" to modified reports.

7. Select **Yes** if you see a "*Warning – Security*" message displayed after selecting **Modify**.
   a. You will see messages cycle through the window until all of the report information has been retrieved.
8. Select **Cancel** when the "*Prompts*" box displays to enter the edit mode.
   a. If you know you will be modifying the report once it is generated, select **Cancel.**

   b. If you want to run the standard report with no customization, enter data for the prompts.
9. A new screen displays; select the **Edit Query** button located just below the report title.



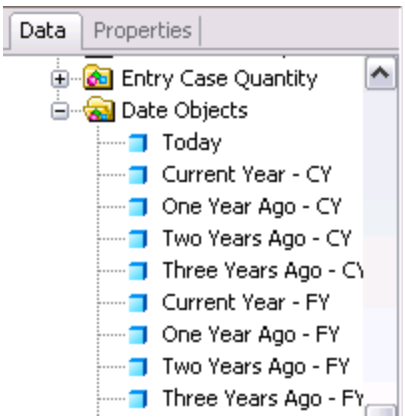
10. Delete extra objects in the standard report by highlighting the object and selecting the **Delete** button. You may also drag the object to be deleted into the list of objects under the "*Data"* panel.
    a. By deleting an object from the "*Results Objects*" pane, the object remains available in the "*Data*" panel. Objects in the "*Data*" panel are not part of the report query's output.

11. To expand the list of objects:
    a. Select a "*Universe*" (e.g. **Account Revenue**) by selecting the "**+**" sign.
    b. Select a "*Class*" (e.g. **Receivables, Inventory**, etc.) to expand the list of objects. Additional data elements will be displayed to customize the report.
    c. Select the object and drag it from the left side of the screen under the "*Data*" tab to the "*Result Objects*" pane. For example, add **class code** and **class tex**t to the report to view fee breakouts.
    d. Note: You may also select the new object by double-clicking the object to move it to the "*Results Objects*" pane. Multiple objects may be selected at one time by holding down the shift key to move them to the "*Results Objects*" pane.

e. By dragging and dropping an object into the "*Result Objects*" pane the object will be available to add to the report once it has run.

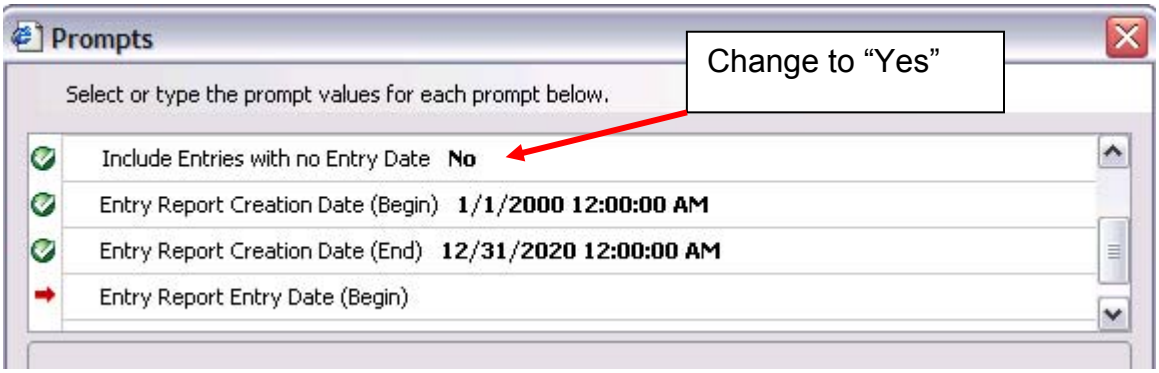
Adding New Date Objects for Modified Reports

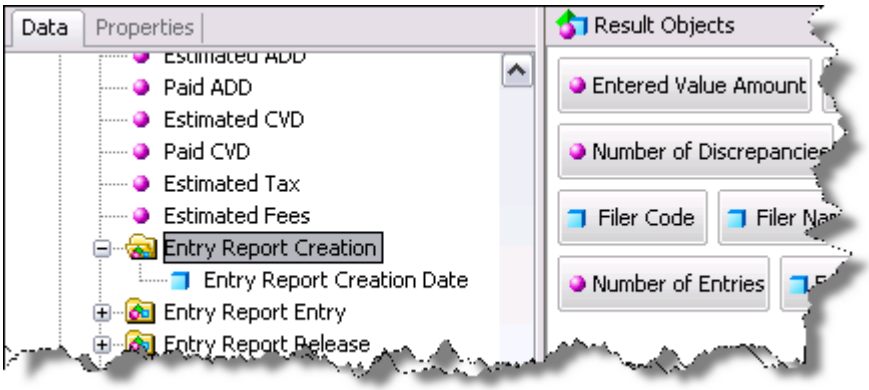
Date Objects allows reports to be run and updated with variable date ranges. Reports no longer must be run against specific calendar dates; they can now be run with date ranges such as "*7 Days Ago*" and "*Today*." This eliminates the need to filter by date each time you choose to run a report.



*If you select the **7 Days Ago** or any date object with fewer days, you must enter **Yes** for "Include Entries with No Entry Date" in the "Prompts" pop up box. The default for this criterion is "No," which will filter out entries filed within the last ten business days. By entering "Yes" the report will return data for entries field within the past ten business days.*

By doing this, the report will also display results of previously cancelled entries. In order to filter the report to exclude old cancelled entries, the Entry Report Creation Date" object needs to be dragged into the "Results Objects" pane.





To add a new date filter to "AR 006," for example, add the new date object to the *"Query Filter*" pane and follow the steps below:

1. Once the new date filter has been added to the "*Query Filter*" pane, select the dropdown arrow "▼" next to "*In List*" to view options for defining the filter.
2. Select **Between.**
3. Select the first filter type menu button and select **Object.**
4. Select the "**+**" icon next to the "*Date Objects*" class to expand the folder.
5. From the "*Date Objects*" class, select **45 day ago** as an example.
6. Select the second filter type button and select **Object.**
7. Select **Today.**
8. Select **Run Query.**

Note: If you save the AR 006 report to your "*Favorites,*" when you run the report it will always display entry summaries flagged for periodic statement with a date range of the last 45 days until today.

Hyperlinks do not work in edit mode. The report must be viewed, not edited, for the hyperlinks to work.

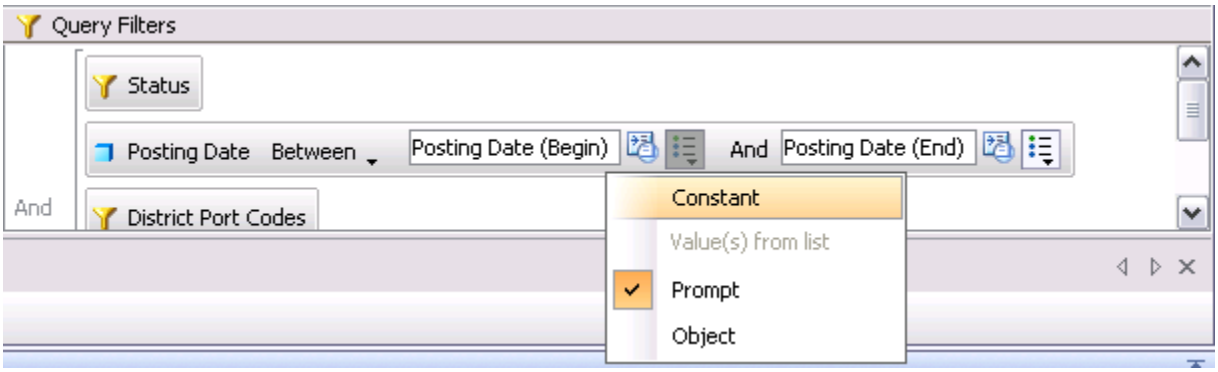
Using the Query Filters in a Modified Report

Once you have entered all the data objects needed for your report, the system can filter these data objects and return only the desired data fields. This can be done by using "*Query Filters*."

"*Query Filters*" allow you to retrieve a sub-set of the data requested, resulting in improved report performance and usability.

Follow the steps below to add filters to the "*Query Filters*" pane. Similar to the data objects in the "*Result Objects*" pane, dragging and dropping an object into the "*Query Filters*" pane will apply it to the query. "*Query Filters*" is where the prompts can be set.

1. After adding a new filter to the "*Query Filters*" section, select the down arrow to view options for defining the filter.



2. Select **Constant, Value from a List, Prompt,** or **Object.**
   a. A "*Constant*" allows you to enter a specific value or values that do not change unless you edit the query again. This is useful when you have a certain port, carrier, importer, broker ID, or other data that remains the same for this report.
   b. "*Value(s) from List*" allows you to select a value from a list, if one is provided.
   c. "*Prompt*" allows you to type in text when prompted. When the report is run the prompt will require your input. You may also select default values if you choose a prompt.
   d. "*Objects*" will allow specific variable objects to be used in the filters. See section titled "*New Date Objects.*"

3. Select the **Edit Report** button.

   a. When you return to the "*Edit Report*" view, the new data objects added to the report will be displayed in the "*Data*" pane.
   b. You must add the new data objects to the report in order to see the data.
4. Drag and drop or double-click the objects to be added to the final report. It is possible to add more than one object at a time by highlighting the objects to be added to the report.
5. Select the **Refresh Data** button.

6. When the "*Prompts*" dialog box opens, update prompts as needed, then select ***Refresh Data*** to display the report.

OR in lieu of steps 1 through 6

7. Select **Run Query** button.

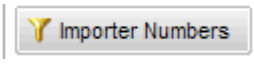
8. When the "*Prompts*" dialog box opens, update prompts as needed then select **Run Query** to display the report.
9. Drag and drop or double-click the objects to be added to the final report. It is possible to add more than one object at a time by highlighting the objects to be added to the report.

Incompatible objects: Sometimes it is not possible to use certain combinations of data objects. This is because the data objects are not related. These objects are called "incompatible." If you run a report and include incompatible objects, you will not be able to combine the data by dragging and dropping objects.

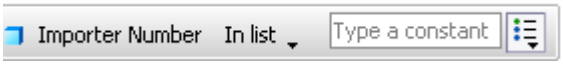
Using Wildcards with Query Filters

Within "*Query Filters*," you have the ability to use wildcards on any alpha numeric field. The wildcard symbol is "%." For example, a wildcard may be used with an Importer of Record (IR) number by entering the first 9 digits followed by the percent sign. If you enter "12-3456789%," the report will return 11 digit IR numbers that have "12-3456789" as the first nine digits. Another example is using a wildcard with the Harmonized Tariff Schedule (HTS) number by entering the four, six or eight digit HTS number followed by the percent sign. Entering "9102%" will pull all 10 digit HTS numbers that begin with 9102. It will take a little longer for the report to display when using the wildcard capability.

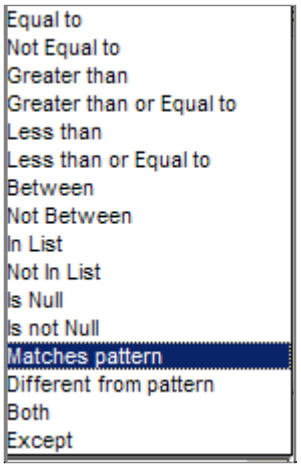
The example below outlines the steps to run a report filtering by IR number and using the wildcard.

1. Select the report.
2. Select **Modify** below the report name.
3. Select **Cancel** when the "*Prompts*" box displays to enter the edit mode.
4. A new screen displays; select the **Edit Query** button located just below the report title.
5. Add and remove data elements as needed.
6. Select the object you want to use as the wildcard capability. The object MUST appear in the "*Query Filters*" pane.
    a. Let's assume you want to use the wildcard on the IR number. If the IR number appears with the 

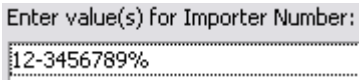
icon, delete the object by highlighting it and selecting the **Delete** button or right click and select **Remove.** You may also drag the object to be deleted to the objects list under the "Data panel".

b. Under the "Data panel", open the "*Importer*" class and drag the IR number object to the "*Query Filters*" pane.
c. Select the down arrow "▼" beside "*In List*" to view options for defining the filter. 

d. Select **Matches Pattern**.



e. Select the down arrow "▼" next to "*Type a constant*" and select **Prompt.**

7. Select **Run Query** button.
8. When the "*Prompts*" dialog box opens, update prompts as needed. Enter the IR number with the wildcard, for example "12-3456789%." 

9. Select **Run Query** to display the report. The results displayed will include all suffixes associated with the nine digit IR number entered.

If doing a word search (such as by importer name) using the wildcard search feature, remember alphabetic characters are case sensitive. Results will be only returned if it is an exact match to the wildcard search.

In addition to adding a data element to the body of the report, you can drag a data element and place it above the table to further customize the report by that specific data element. For example if you are running "AM 012,Summary of Port of Entry Codes by Value", and you select the "Country of Origin" and place it above the table, your data would be sorted by country of origin allowing you to view what is imported into each port by country.

Using a Quick Filter in a Modified Report

Once you have selected the desired data objects, used the "Query Filter" function, and have run your query, you can now apply a quick filter. To do so follow the steps below:

1. Select the column you would like to filter by placing your cursor within the column and left click.
2. Select the **Quick Filter** icon in the tool bar.

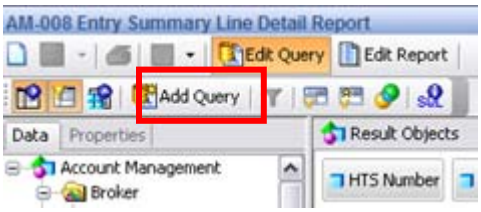
3. "*List of Values*" pop up window appears. Select the values you would like filtered. You may select one or more values. To select more than one, hold down the "*Ctrl*" key and select each additional value. To select more than one consecutive value, select one value, hold the "*Shift*" key and select another value. All values in between the two values selected will be highlighted.
4. Select **OK** and your revised report will display.

You may occasionally see a "Context Pop-up" if based on the objects and filters you have chosen, the reports tool has more than one way to answer the question. When this happens, the possible classes will be listed and any one of them is valid depending on the results you are seeking. This will happen more frequently with Transactions reports than Account Management reports. Let's say as a broker you want a list of importers whose entry summaries had been flagged for team review in the past 6 months. You can create your report by selecting filer code, importer number and importer name. In this example, the objects can be pulled from several classes. You would highlight the "Team Review" class to obtain the needed results.

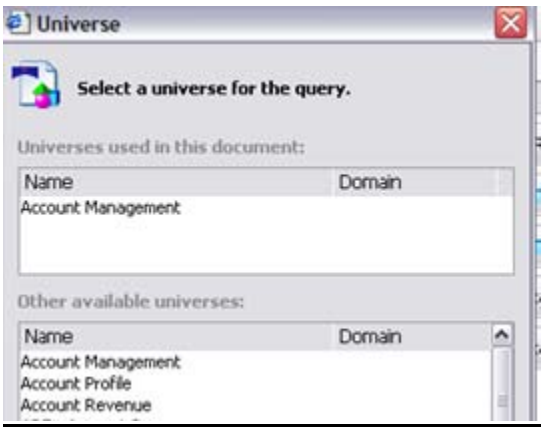
Adding a Query

In addition to being able to modify the report selected you can also add a query to that report. To add a query, follow the steps below after you select **Modify** for the report you want to customize and then **Edit Query**.

1. Select **Add Query** button on the query toolbar. A new screen appears asking you to "*Select a universe for the query*." You can create a new query on a universe already used or select a different universe.



2. Select the appropriate universe by highlighting it under the "*Other available universes,"* then select **OK**. A new query screen appears.



3. To expand the list of objects under the Account Management Universe:
   a. Select a "*Class*" (e.g. Entry Case Quantity) to expand the list of objects. Additional data elements will be displayed to customize the report.

b. Select the objects you would like displayed in the report and drag them from the left side of the screen under the "*Data*" tab to the "*Result Objects*" pane.
c. If you would like to include all of the objects in the *"Result Objects,"* simply highlight the class name and drag that into the *"Result Objects."*
d. The objects and filters you define will only apply to the selected query.

4. Select the **Run Query** button,

if you want the data from both queries to be displayed.
5. When the "*Prompts*" dialog box opens, update prompts as needed then select **Run Query** to display the report.
6. The "*New Query*" box appears asking you to "*Choose how you want to include the data from the new query."*

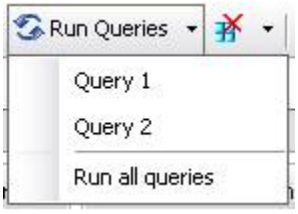
If you want to:	**Then select:**
Display the data on a new report	**Insert a table in a new report**
Display the data on the current report in a new table	**Insert a table in the current report**
Include the data in the document without displaying the data in a report	**Include the result objects in the document without generating a table**

7. Select, for example, **Insert a table in a new report**. The new query will appear as a new tab at the bottom of the results when the report displays.

8. Select **OK**.

OR

9. If you want to return data for just the new query, select the dropdown arrow next to the "*Run Queries*" button on the toolbar and select **Query 2**.



10. Follow steps 6 – 8 above to include the data from the new query and to display the results. The results will display under "*Report 2.*"

When creating a report from scratch or adding a query to an existing report, if you are logged on as a Broker, you MUST include your filer code in the report to receive results. The filer code can be added to either the "*Result Objects*" pane or the "*Query Filter*" pane.

To add the filer code to the "*Result Objects*" pane, select the filer code with the blue box to the left and drag it over. If you want to add the filer code to the "Query Filter" pane, you will need to follow the steps below:

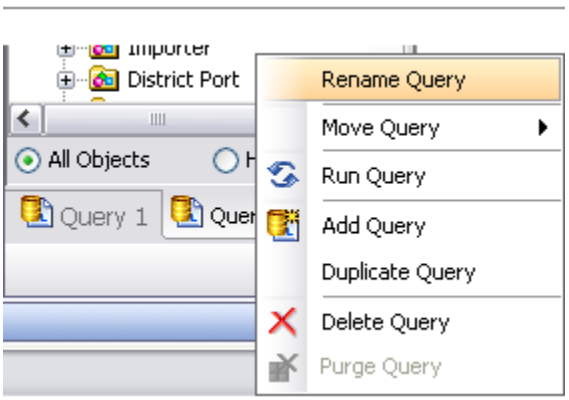
1. Drag the filer code with the blue box to the left into the "*Query Filter*" pane.
2. Select the dropdown arrow to the right of the "*On List.*"
3. Select **Equal To.**
4. Select the dropdown arrow to the right of "*Type a constant*."
5. Select **Object**.
6. Select the filer code with the blue box to the left from the Broker Class.

Importers and sureties will need to drag their Importer number or Surety code into any report that is created from scratch or when adding a query to an existing report.

Renaming a Query

By default, each query is identified by a number in sequence. The first query is named "*Query 1*" and the second "*Query 2*." You can rename the query something more meaningful to reflect the data the query includes. To rename a query, follow the instructions below:

1. Make certain you are in the "*Edit Query*" view.
2. Right click the tab of the query you want to rename.
3. Select **Rename Query** from the shortcut menu.



OR

4. With the query tab highlighted that you want to rename, select the **Properties** tab.
5. Type the name for the query in the "*Name*" box.

6. Press the **Enter** key. The new name appears on the "*Query*" tab.

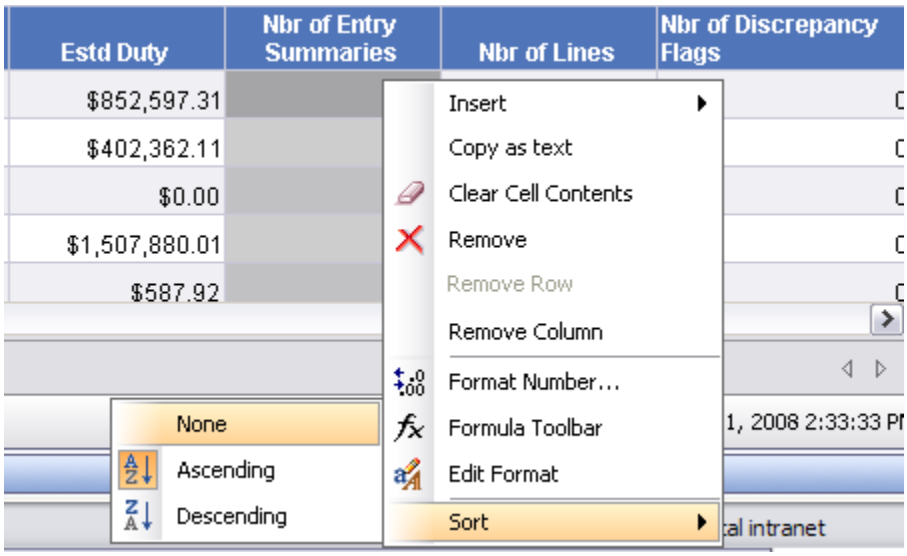
Sorting a Column in a Modified Report

You have already logged into the ACE portal, selected ***Reports***, launched the report tool and successfully run a modified report. The report has returned all the data fields requested, but you would like it sorted differently than the report displays.

1. Highlight the column in the report that you want to sort by clicking below the column header. This will highlight the entire column.
2. Right click your mouse in the highlighted column and select **Sort,** or select the **Sort** icon in the toolbar.
3. If you choose to sort another column you must remove the existing sort before selecting a new column to sort. This can be done by right clicking on the sorted column and choosing "*None*." You may now sort a new column.

You can sort multiple columns at once (e.g., # of entry summaries by port code) as long as the first column sorted has repeated values (e.g., there are at least two different port codes with the same number of entry summaries).

4. Select one of the options displayed, for example, select **Ascending**. The highlighted column now appears in ascending order.



Saving a Modified Report

To save the modified report, you have two options.

1. Save the report in your "*Favorites*" folder in ACE (this allows for scheduling capability.); or
2. Save the report to your computer.

Saving to Your ACE Favorites Folder

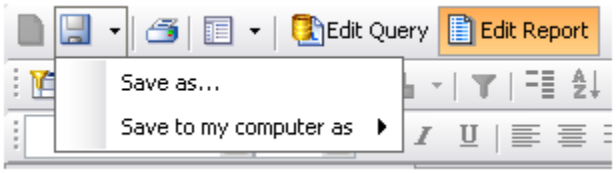
Follow the steps below to create a folder within your ACE Favorites folder:

1. Select the "**+**" beside "*My Folders.*"
2. Select the **Favorites** folder.
3. Select the **New** icon and select the down arrow.

4. Select the **Folder** option. The "*Create a New Folder*" portlet appears.
5. Enter a "*Folder Name*." You also have the option of entering a "*Description*" or "*Keywords*."
6. Select the **OK** button.

Follow the steps below to save to your Favorites folder:

1. Select the down arrow "▼" beside the "Save" icon.
2. Select **Save as** from the dropdown list.

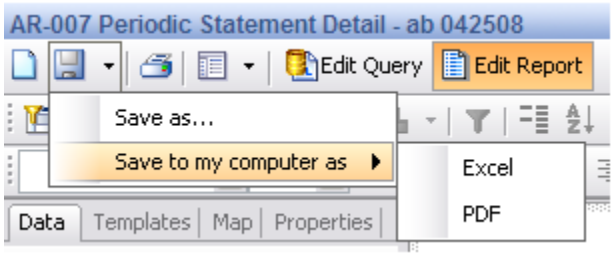


3. The "*Save Document*" dialog box displays. Type a new report title in the "*Title*" field.
   a. The "*Refresh on Open*" box, if checked, allows you to save the report format but not the data.
   b. The "*Permanent Regional Formatting*" box, if checked, allows you to save the data and the report format.
4. Select the "**+**" sign next to "*My Folders*."
5. Select **Favorites** to save the report to your personal folder.
6. Select **OK** at the bottom right of the window.

Saving a Report to Your Computer

Follow the below steps to save the report to your computer.

1. Select the down arrow "▼" beside the "*Save*" icon.
2. Select **Save to my computer as.**
3. Select either the **Excel** or **PDF** option.



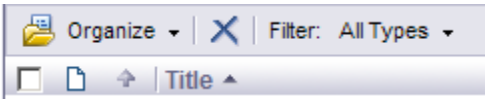
4. You may also print after opening the report in "*Excel*" *or "PDF*". See section on *"Printing a Modified Report."*

Modified reports have only two format options for saving a report from "Edit" mode: "Excel" and "PDF." If you need to save a customized report in Comma Separated Value ("CSV") format, you will have to create it using "Edit" mode, then save it to your "Favorites" folder. When you open the report from your "Favorites" folder, you will have the option to save it as "CSV."

Deleting a Saved Modified Report from Your Favorites Folder

To delete a report saved in your Favorites folder, follow the steps below:

1. Select the "**+**" beside "*My Folders*."
2. Select the **Favorites** folder. You will see a list of reports you have saved to the "*Favorites*" folder.
3. Select the check box beside the report name that you wish to delete.
4. Select the **X** icon shown at the top of the "*Favorites"* screen. The report selected will be removed from the "*Favorites.*"



Trouble Shooting Tips on Saving a Modified Report to Your Computer

When you try to save a report to your computer using the "*Document"* and then *"Save to my computer as"* menu option and the screen flickers but nothing happens, perform the following steps:

1. Open "*Internet Explorer*."
2. Select **Tools**, and then select **Internet Options**.
3. Select the **Security** tab.
4. Highlight the Internet Globe and select **Custom Level**.
5. Scroll down the list of choices until you find the "*Downloads*" section.
6. Locate "*Automatic prompting for file downloads*" and select **Enable**.
7. Locate "*File download*" and select **Enable**.
8. Locate "*Font download*" and select **Enable**.
9. Select **OK** to close the dialogue box.
10. Select **OK** to close the Internet Explorer properties box.

Turn off any pop-up blockers that are active so that the report will download.

Data Refresh

- *Entry, Entry Summary and Bond data are refreshed nightly. Entries filed on Monday should be available for reports run on Tuesday. For truck carriers, transaction data in reports is also refreshed nightly.*
- *Compliance data is refreshed monthly, normally around the 25th of the month. For example, January compliance data should be available around February 25th.*
- *Periodic monthly statement data is refreshed hourly.*
- *Multi-Modal Manifest reports in the "Trade Reporting" folder are refreshed every two hours. All other Multi-Modal Manifest reports will be refreshed nightly.*

Scheduling a Modified Report

You will have the option to schedule the report you want to run from your "*Favorites*" or from the *"Public Folders."* Scheduling a report from your "*Favorites"* will generate the customized report you saved. Scheduling a report from the "*Public Folders"* will generate the standard report.

History | Schedule | Properties

1. Select the report you want to run.
2. Run the report and save it to your *"Favorites"* folder or a personal folder that you have created (See topics, "*Creating a Folder" and "Saving a Report").* This will allow you to schedule a customized report.
3. Select the "**+**" beside "*My Folders."*
4. Select the **Favorites** folder. Choose the report you want to schedule.
5. Select the word **Schedule** under the report name. The "*Schedule*" portlet displays.
6. Notice that the "*Instance title*" fills with the report name you selected. The "*When*" category expands to reveal a dropdown menu. "*Run Object*" will default to "*Now*."
7. Select the **Run Object** dropdown.
8. Select, for example, the **Last Day of the Month** from the dropdown.
9. Notice that the remainder of the "*When*" category has changed to include a "*Start Time" and "End Time*" selection. The "*Start Time*" is the time and date you would like this report to run on a recurring basis. The "*End Time*" is the time and date that you no longer wish to have the report run on a scheduled basis.
10. Select the **Start Time** from the dropdown menu.
11. Select the **Calendar** icon and select, for example, **February 28th**.
12. Follow instructions above to select the **End Time**. You may want to change the end date for the report since the default is 2017.
13. Select the "**+**" next to the "*Format*" option to specify the format for the report.

14. The default is "*Web Intelligence."* Select the dropdown if you want to change to either Microsoft Excel or Adobe Acrobat.
15. Select the "**+**" next to the "*Prompts"* option then select **Modify Values***.* If you do not change the date range on your prompt values once you select "Modify Values," you will see the same results each time the report is scheduled.
16. Enter the filters you want included in your report and select **Apply***.* The prompt values will be displayed.
17. Select the **Schedule** button to complete scheduling the report. When the scheduled report is run, it can be found by selecting the "*History*" link under the name of the report you scheduled from your "*Favorites*."

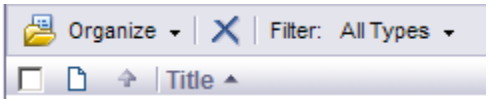
Rescheduling a Modified Report

1. Select the "**+***"* beside "*My Folders."*
2. Select the **Favorites** folder. Choose the report you want to reschedule.
3. Select the word **History** under the report name.
4. Select the **Reschedule** link. You are now back on the schedule page.
5. Select the "**+**" next to the "*Prompts"* option then select **Modify Values***.*
6. Enter the filters you want included in your report and select **Apply***.* The prompt values will be displayed.
7. Select the **Schedule** button to complete scheduling the report.
8. You are now returned to "*History*" and will notice there are two instances of the scheduled report.
9. On the tool bar within the portlet, place a check mark in the small box next to the originally scheduled instance of the report and select the **Delete** button to remove the old report.

Deleting a Scheduled Modified Report

To delete a previously scheduled report, follow the instructions below:

1. Select the "**+**" beside "*My Folders."*
2. Select the **Inbox** folder.
3. Select the check box beside the report name that you wish to delete.
4. Select the **X** icon shown at the top of the "*Inbox"* screen. The report selected will be removed from the "*Inbox."*

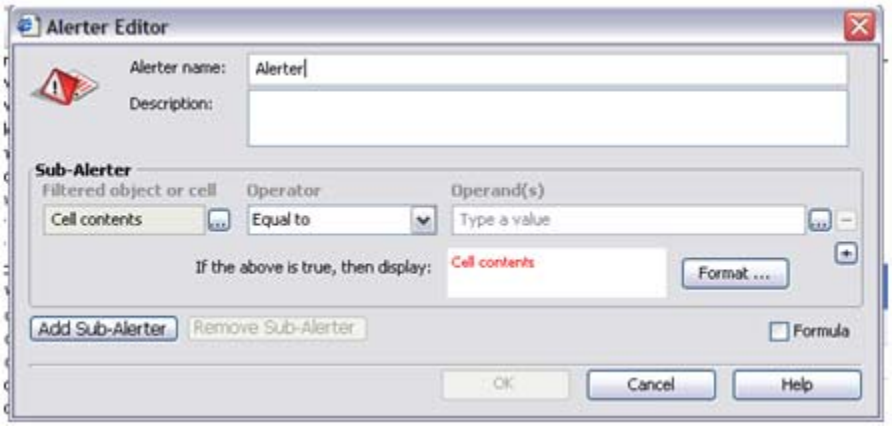


Creating an Alerter

You have already logged into the ACE portal, selected the *"Reports"* link from the "*Accounts*" tab, launched the report tool and successfully run a modified report. When the results are displayed you want to add an alerter, which helps you highlight certain conditions or attributes in a report. This calls attention to that defined condition. To create an "*Alerter*" follow the instructions below:

1. Highlight the column you wish to contain the alerter.
2. Select the **Alerter** icon on the tool bar.
3. Select **New** when the "*Alerter*" box appears.

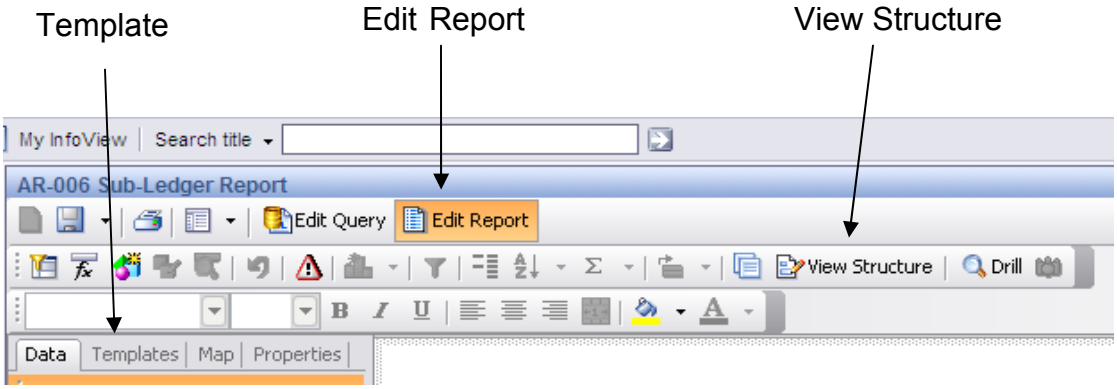
4. The Alerter Editor box appears. Enter a "*Description*" for the alerter.
5. Under the "*Sub Alerter*" section, select **Operator** from the drop down list.



6. Select **Operand(s)** or enter an amount depending on your alerter. For example, type the District Port Code. You can add a second alerter by selecting the + button.
7. To change the format of the alerter, select the **Format** button. You can format the following elements in your report.
   a. Number format – number, currency, date/time, etc.
   b. Cell properties – text, cell border, cell background colors
8. Select **OK** to close the "*Alerter Editor*" box. You are returned to the "*Alerter*" box.
9. Select **OK** to close the "*Alerter*" box. Alerters have now been added to the report.
10. Save your report.

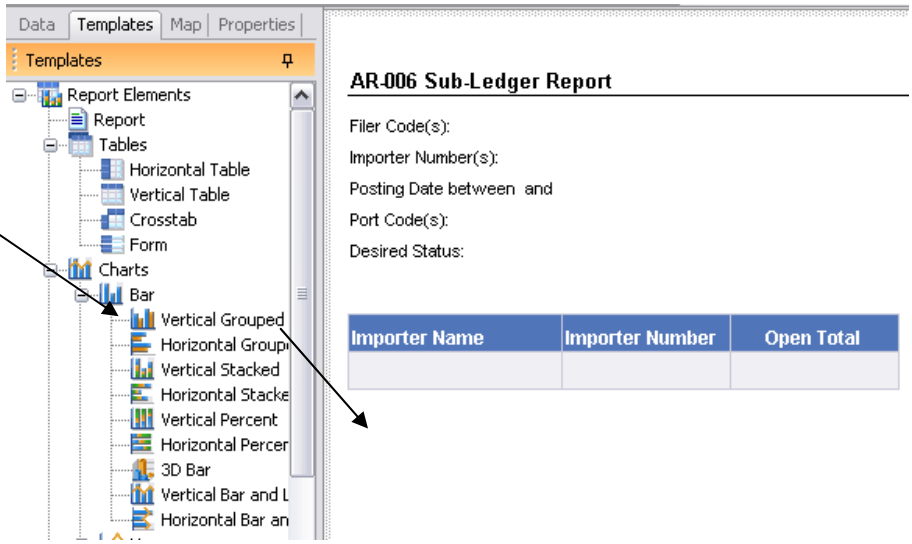
Creating Charts and Graphs for a Modified Report

There are charts and graph options to depict the results of your modified report. To create a chart or graph, your tool bar options should be "*View Structure*" and you need to be in the "*Edit Report*" mode. Select **Templates.**

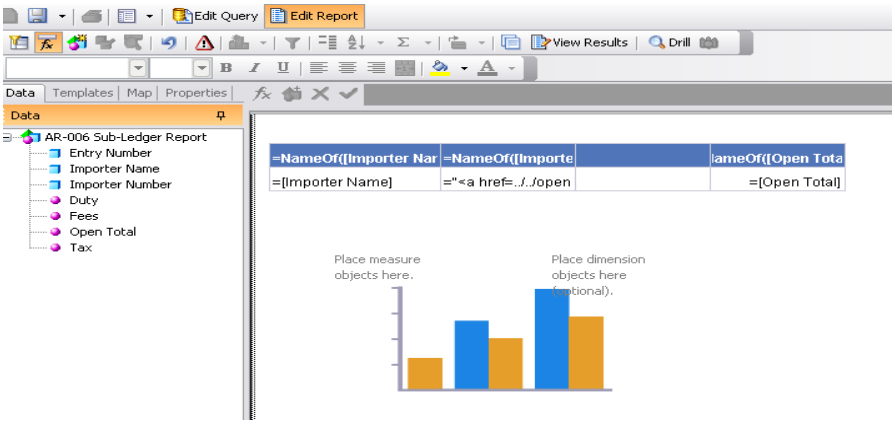


1. Select "**+**" beside the folder you want to choose from to open the sub-folders.
2. Select the chart of your choice, and drag and drop just below the report.

Drag and drop the chart or table below the report



3. Change from the "*Templates*" view to the "*Data*" view, and drag and drop "*Measures*" (pink circles) directly on the "*Place measure objects here*" section. You can drag and drop multiple "*Measures*" in that section.



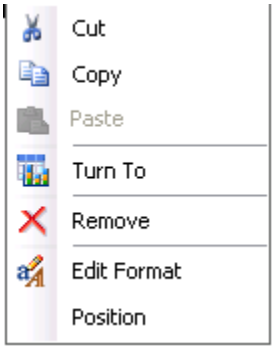
4. Drag and drop dimension objects (blue squares) into the *"Place dimension objects here*" section.
5. Select the **View Results** tab on the tool bar. The chart results are now visible.

Changing a Chart Type

To change the type of chart or graph, choose one of the options listed below:

1. Right click in the center of the chart and select **Turn To** and select a different chart/graph; or

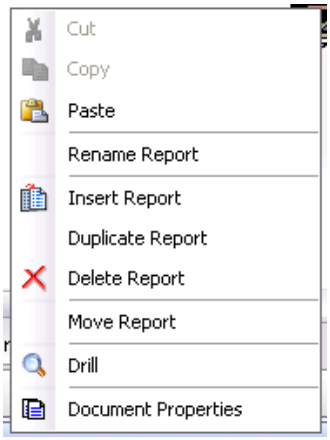
2. Drag a new chart over from the "*Template*" view and drop it on the chart or graph you wish to replace.



Creating Multiple Charts on One Report

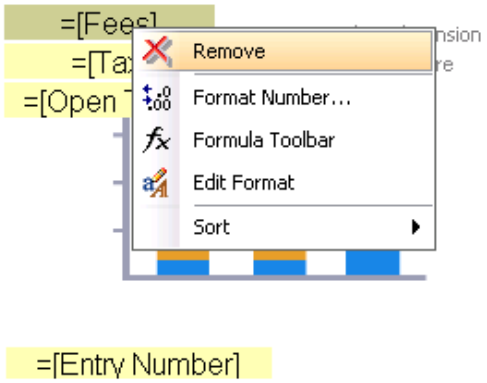
To depict the data in an additional chart format, you can add another chart type as follows:

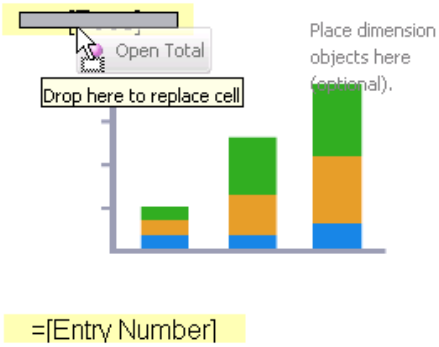
1. Right click on the original chart.
2. Select **Copy.**
3. Move cursor to area below the original chart and right click.
4. Select **Paste.**
5. Than drag a different chart onto the duplicate chart.



Changing a Measure or Dimension

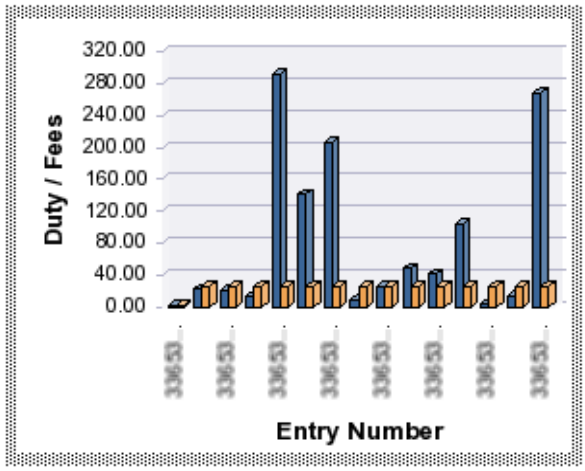
You have viewed the chart and have decided you would like to change the data objects. To change the Measure (Y Axis – Pink) or Dimension (X Axis – Blue) in the chart, select **View Results**, drag another measure or dimension directly onto the one you wish to replace, or you may drag the measure or dimension back to the data box, or right click on the item you wish to remove and select **Remove**.





Sizing a Chart

Select the chart and place the cursor over the border you wish to change. The cursor will change to the double arrow; select and drag the border to the desired size. Repeat for the other border if you would like to change the size.

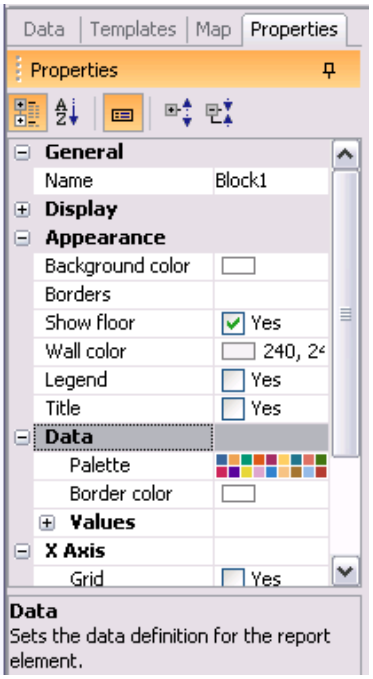


Removing a Chart

To remove a chart, either right click on the chart and select **Remove,** or verify that the data tab is displayed and drag the chart from the document and drop it in the data section.

Changing Properties of Charts and Graphs

The properties of each chart and graph can also be changed. The appearance, colors, page lay out and more can be changed to fit your needs.



Printing a Modified Report

To print a modified report you will need Adobe Acrobat, as you are only able to print in PDF mode unless you would like to save and print the report from Excel. For instructions on saving, see the section above called "*Saving a Modified Report*."

1. Select the **Printer** icon.
2. Choose "*Landscape*" or "*Portrait*" layout. You must choose the layout now before opening in "*PDF*" mode.
3. Select the **OK** button. The report will open in the "*PDF*" mode.
4. Select the **Printer** icon. The print options window displays on your screen. From this window *you* can specify number of copies, etc.
5. Select the **OK** button in the "*Printer*" dialog pop-up box to print.

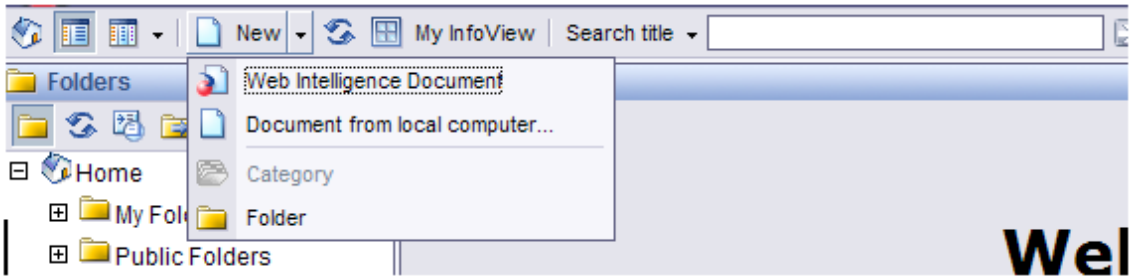
Chapter 3: Customized Report

Creating a Customized Report

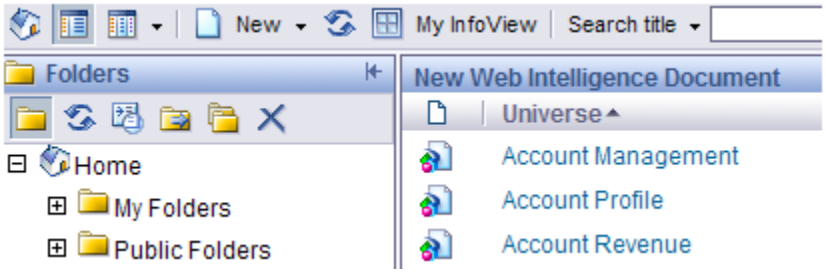
This section provides instructions on how to create a customized report from scratch by using the *"Web Intelligence Document"* capability.

You have already logged into the ACE portal, selected the **Reports** link from the "*Accounts"* tab and launched the reports tool. To create a customized report from scratch, follow the steps below:

1. Select the down arrow "▼" on the toolbar to the right of the "*New*" icon.
2. Select **Web Intelligence Document.** A new screen will open which displays a list of Universes.



3. Select the appropriate Universe, for example **Account Management**, to create your customized entry summary report. A new screen will open once you have selected the Universe.



4. To expand the list of objects under the Account Management Universe:

a. Select a "*Class*" (e.g. Entry Summary, etc.) to expand the list of objects. Additional data elements will be displayed to customize the report.
b. Select the objects you would like displayed in the report and drag them from the left side of the screen under the "*Data*" tab to the "*Result Objects*" pane.
   - Note: You may also select the new object by double-clicking the object to move it to the "*Results Objects*" pane. Multiple objects may be selected at one time by holding down the shift key to move them to the "*Results Objects*" pane.
   - By dragging and dropping an object into the "*Result Objects*" pane the object will be available to add to the report once it has run.

5. Follow the steps above to add filters to the "*Query Filters*" pane. Similar to the data objects in the "*Result Objects*" pane, dragging and dropping an object into the "*Query Filters*" pane will apply it to the query.
   a. "*Query Filters*" is where the prompts can be set.
   b. "*Query Filters*" allows you to retrieve a sub-set of data from the database without first having to pull all the available data before filtering. This improves report performance because you are limiting the amount of data being pulled from the database.

When creating a report from scratch and requesting data objects from the Account Management/Entry Report class, the Importer of Record (IR) number and date range will be a predefined filter. There is, therefore, no need to enter an IR number or the date range in the query filters. However, for reports created from all other classes, CBP recommends you enter a date range in your filters to ensure you receive results.

When creating a report from scratch or adding a query to an existing report, if you are logged on as a Broker, you MUST include your filer code in the report to receive results. The filer code can be added to either the "*Result Objects*" pane or the "*Query Filter*" pane.

To add the filer code to the "*Result Objects*" pane, select the filer code with the blue box to the left and drag it over. If you want to add the filer code to the "Query Filter" pane, you will need to follow the steps below:

1. Drag the filer code with the blue box to the left into the "*Query Filter*" pane.
2. Select the dropdown arrow to the right of the "*On List.*"

3. Select ***Equal To.***
4. Select the dropdown arrow to the right of "*Type a constant*."
5. Select **Object**.
6. Select the filer code with the blue box to the left from the Broker Class.

Importers and sureties will need to drag their Importer number or Surety code into any report that created from scratch or when adding a query to an existing report.

6. After adding a new filter to the "*Query Filters*" section, select the down arrow "▼" to view options for defining the filter.
7. Select **Constant, Value from a List, Prompt** or **Object.**
   a. A "*Constant*" allows you to enter a specific value or values that do not change unless you edit the query again. This is useful when you have a certain port, carrier, importer, broker ID or other data that remains the same for this report.
   b. "*Value from a List*" allows you to select a value from a list, if one is provided.
   c. "*Prompt*" allows you to type in text when prompted. When the report is run the prompt will require your input. You may also select default values if you choose a prompt.
   d. *"Objects"* will allow specific variable objects to be used in the filters. See section titled "*New Date Objects."*

8. Select the **Edit Report** button.

   a. When you return to the "*Edit Report*" view, the new data objects added to the report will be displayed in the report layout in the order you selected them and in the "*Data*" pane. You have the opportunity to re-arrange the objects in the report layout if needed.
9. Select the **Refresh Data** button.

10. When the "*Prompts*" dialog box opens, update prompts as needed then select **Refresh Data** to display the report.

OR in lieu of steps 8 through 10

11. Select the **Run Query** button.

12. When the "*Prompts*" dialog box opens, update prompts as needed then select **Run Query** to display the report.
13. The final report will display the objects in the order you selected them. You have the opportunity to re-arrange the objects in the report layout if needed.

Cannot drop here. Incompatible object *Incompatible objects: Sometimes it is not possible to use certain combinations of data objects. This is because the data objects are not related. These objects are called "incompatible." If you run a report and include incompatible objects, you will not be able to combine the data by dragging and dropping objects.*

You may occasionally see a "Context Pop-up" if based on the objects and filters you have chosen, the reports tool has more than one way to answer the question. When this happens, the possible classes will be listed and anyone of them is valid depending on the results you are seeking. This will happen more frequently with Transactions reports than Account Management reports. Let's say as a broker you want a list of importers whose entry summaries had been flagged for team review in the past 6 months. You create your report by selecting filer code, importer number and importer name. In this example, the objects can be pulled from several classes. You would highlight the "Team Review" class to obtain the needed results.

All Other Functions for Customized Reports

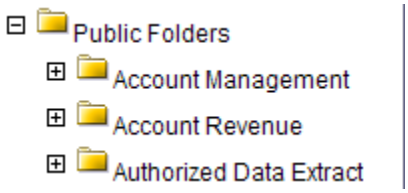
For all other functions, except creating the customized report, please refer to corresponding sections within the "*Modify Reports*" section. Other functions include sorting, adding a new date object, printing, charts and graphs, etc.

Chapter 4: Authorized Data Extract

Running an Authorized Data Extract

An Authorized Data Extract (ADE) is necessary when data requested in one report exceeds the current data quantity limitation of 65,000 rows. ADE allows you to schedule a report to run with up to 2,000,000 rows of data. This data is returned in raw data format and will need to be saved in an "Excel" or "CSV" format for data format manipulation.

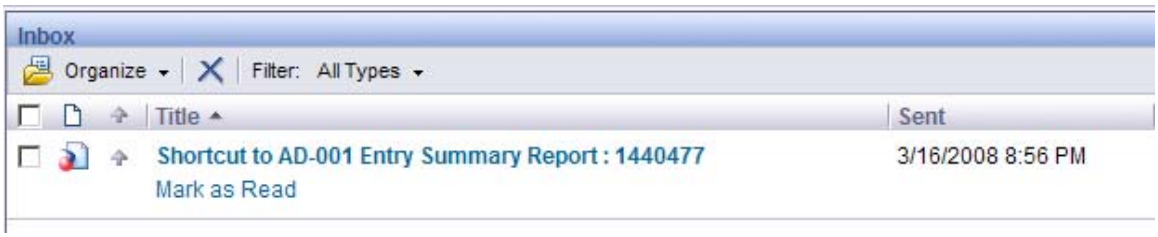
The following should be noted for those electing to schedule an ADE: (1) Only the TAO or the Proxy can schedule an Account Management Cargo Entry, Cargo Exam (temporarily disabled), Entry Summary, Entry Summary Compliance and Account Revenue extract; and (2) All users will be able to schedule the Aged Liquidation AD/CVD Entry Summary Report extract.



1. Select the **Authorized Data Extract** folder.
2. Select the Authorized Data Extract you want to schedule:
   - AD-001 Entry Summary Report
   - AD-002 ADD/CVD Case Report
   - AD-003 Cargo Entry Report
   - AD-004 Cargo Exam Result Report (temporarily disabled)
   - AD-005 Team Review Report
   - AD-006 Account Revenue – Receivables (AR 006 and AR 007)
   - AD-008 Account Revenue - Aged Entry Report (AR 002)
   - AD-8027 Aged Liquidation AD/CVD Entry Summary Report

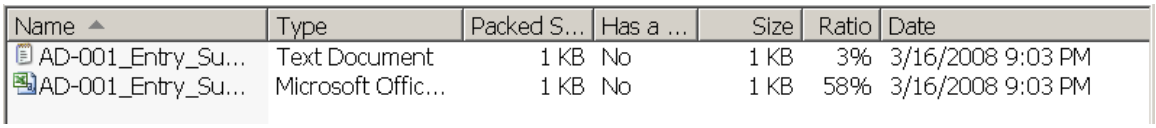
3. Select the word **Schedule** under the report name. You will be taken to the scheduling screen. If you select the report name, you will also be taken to the scheduling screen.
4. Select **Modify Values**.

5. Enter the filters you want included in your extract and select **Apply**. The prompt values will be displayed. Since the maximum row limit for each extract is two million, you will need to adjust the date range accordingly, when scheduling the selected extract.
6. Select the **Schedule** button to complete scheduling the extract. The status will display after the report has been scheduled.
   - You can also view the status of the extract by selecting the **History** tab associated with the ADE report name that was scheduled.
   - The extract status, either "*Pending*," "*Running*" or "*Success*," will be displayed on the history screen. When the word *"Success"* is displayed, you will find the report in the *"Inbox."*
7. Select **Inbox** from "*My Folders*" and select the name of the "*Shortcut to*" the Authorized Data Extract scheduled. It may take a few seconds or minutes for the file to display.



   - The extract will be delivered in a "CSV" format. The file will be zipped.

8. Save the extract file to your computer. The file will automatically be saved in a "CSV" format. Then select **Open** to view the extract. You will see two files listed:



Name	Type	Packed S...	Has a ...	Size	Ratio	Date
AD-001_Entry_Su...	Text Document	1 KB	No	1 KB	3%	3/16/2008 9:03 PM
AD-001_Entry_Su...	Microsoft Offic...	1 KB	No	1 KB	58%	3/16/2008 9:03 PM

   - One file will be the "CSV" file and will contain the data extract.
   - The other file is a text file and will reflect the number of rows in the extract. Double-click on the text file first to view the number of rows in the extract.

The text file will read "----2,000,000 rows. (Warning: Partial Result returned due to row/time limitations)" if the extract file exceeds the 2,000,000 row limit. You will need to narrow the request to receive results.

If the extract is successful but no data is returned, then the extract has exceeded the time limit allowed and you need to narrow the request to receive results. This may happen, depending on the size of your account, when you use "all" as the default for the filer and the importer prompts. The error message received will read: "---- 0 rows. (Warning: Partial Result returned due to row/time limitations.)" When possible it is always best to use specific filer codes and importer of record numbers.

9. Double-click on the "CSV" file if the text file has 65,000 rows or less. The file will open in "Excel."
10. Select the "CSV" file if the text file has over 65,000 rows. This will highlight the file name.
11. Select **Extract.**
12. Decide where you want to save the extract file and select **Extract**.
13. To open the file in Microsoft Access, do the following:
    - Select **Access** and then select **Open**.
    - Select **text files**.
    - Select **desktop** or wherever you saved the "CSV" file.
    - Follow the Wizard to open the file. Make certain to check the box which indicates "*first row contains field names*." Also, if the "*Text Qualifier*" box does not default to show a double quotation ("), select the (") from the drop down.
    - Double-click the file name to open in Access.

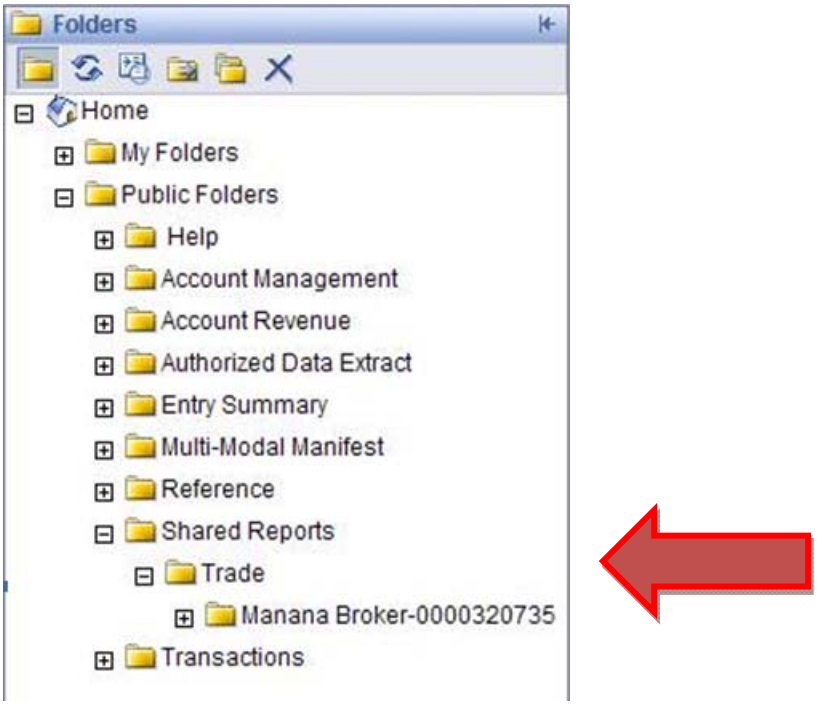
The "*Inbox*" will show the last three instances of each extract. By selecting **History** under the ADE name you will see the last three instances of that extract. Please ensure you save the extract to your desktop computer since only the last three extracts will be available in the inbox.

Please note that if a TAO of an ACE Portal Account grants cross account access to a TAO of another Portal account, the TAO/PTAO with cross account access will have the ability to run an ADE for both accounts. By giving "No Access" to the "Reports" tab, the Portal Account granting access can grant a user access to an account but restrict their ability to run an authorized data extract or any other type of report. This allows for cross account access but prohibits access to ADE or any other type of report.

Chapter 5: Shared Reports

Creating and Managing Shared Reports

All ACE report users now have the ability to share customized reports with any user of their account who has access to ACE reports. This will improve efficiency for the account by eliminating the need for multiple users to create similar reports.



Your account shared folder is located under the "*Public Folders, Shared Reports, Trade"* folder. The account specific folder will be automatically generated by ACE and will reflect your top account ACE ID number followed by the name of the top account. Any reports posted to this folder can be viewed by all users within your account who have access to ACE reports, but will not be visible to other accounts.

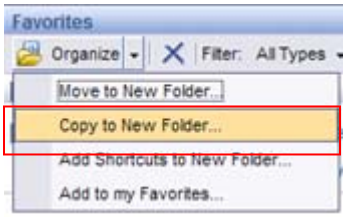
Creating a Shared Report

You are already logged into ACE reports and have successfully run an ACE modified report that you believe will benefit others in your company. (See section on *Running a Modified Report*.) You decide to share this report.

1. First save the report to your "Personal Folder" so that you always have a pristine copy of the report. (See section on *Saving a Modified Report to your Favorites*) You are now ready to save the report to the "*Shared Folder."*
2. Select the **Favorites** folder.
3. Select the **Checkbox** next to the report you want to share.

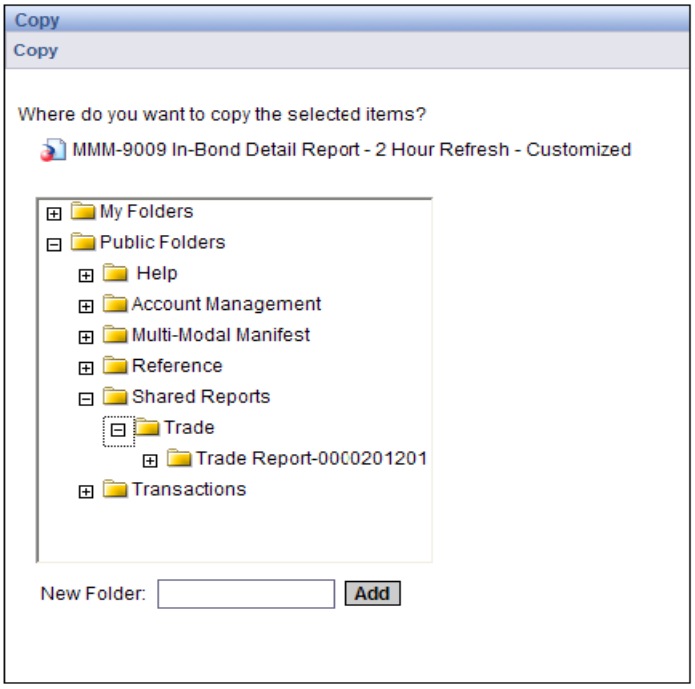
4. Select the **Organize** dropdown arrow.

5. Select **Copy to New Folder** from the dropdown menu.



Selecting "Move to New Folder" will move the report out of your "Favorites." To keep a pristine copy of the report you want to share, always select "Copy to New Folder."

6. Select the "**+**" next to "*Public Folders*" in the "*Copy*" panel.
7. Select the "**+**" next to "*Shared Folders*;" then select the "**+**" next to "*Trade*."
8. Select the "**+**" next to your account folder.

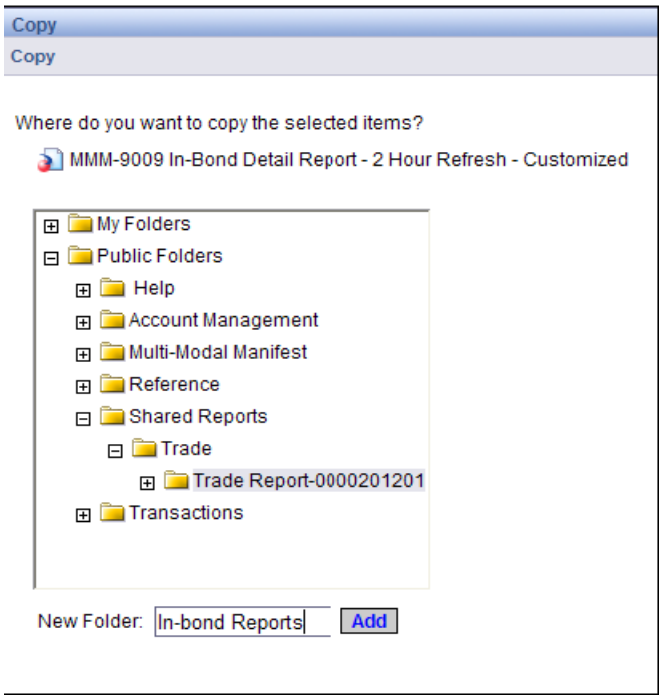


9. Select **OK.** You are returned to your personal folder.
10. Select your account folder to see that the report has been successfully saved to the shared folder.

Creating a Sub-folder

To create a folder within your "Shared Reports" folder in which to save your report, follow the steps below:

1. Highlight the folder under Shared Reports/Trade.
2. Enter a sub-folder name in the "New Folder" box.
3. Select the **ADD** button.



4. Select **OK.**
5. The sub-folder name appears. You can then save the shared report to the sub-folder.

Since there is only one Trade Report folder for the account, we recommend that accounts with multiple views (i.e. importer view, broker view, etc.) first create a sub-folder for each view so that users can more easily locate a shared report related to their specific account view.

Managing Shared Reports

There is only one shared report folder per account. Any account user with access to ACE reports can post, modify or delete a report from this shared folder. Thus, as the Trade Account Owner you need to manage this folder carefully. Here are some recommendations for managing your shared folder.

Recommendations:

- *Develop consistent naming standards for shared reports*
- *Appoint one or two users to manage the shared reports folder*
- *Delete unnecessary or duplicate reports*
- *Use sub-folders under your account folder*
- *Keep a pristine copy of any report that you share or that you create in your personal folder*
- *Copy a shared report to your personal folder before making any modifications*
- *Add meaningful descriptions and keywords to shared reports to assist the user in quickly identifying the report*

Adding a meaningful, detailed description and keywords to shared reports will reduce the amount of time other users spend searching for the appropriate report. Descriptions and keywords can be included when saving a report or when editing the properties of an existing report.

Chapter 6: Additional ACE Resources

There are several options to help you better understand the ACE Reports Tool and how to fully utilize the tool.

- The second version of the ACE Portal Reports Dictionary has been completed and is available for download to user's desktops. The ACE Portal Reports Dictionary defines the most frequently run ACE Account Management, Account Revenue and Transactions reports. Formatted as a PDF file, the Reports Dictionary is available for each specific user category (Importers, Brokers, Carriers and Sureties) and is posted on CBP.gov (http://cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/ace_reports/) within the "ACE: Modernization Information Systems" link, in the "ACE Training and Reference Guides" section, as well as in the ACE Resource Center.

- The "*Help*" folder located under "Public Folders" contains both the ACE Reports Data and the Reports User Guide. The Reports User Guide contains step by step instructions for running ACE reports.

- For additional assistance, take the web-based training (WBT) titled "*ACE Reports for the Trade Community*," or visit the "*Training and Reference Guides*" section on www.cbp.gov.modernization.

The URL for the ACE Online Training Center is:
https://nemo.customs.gov/ace_online

Do you need additional assistance using the ACE Portal*? If you are a trade member calling or if you are calling outside the United States, please contact the* ***Technology Service Desk*** *at 1-866-530-4172.*

Appendix A:
List of Available Reports

Account Management: Account Profile

Report Number	Report Name	Report Description
AM 5096 Broker	Broker -Account Profile	This report displays all information contained within an account profile by specific account type.
AM 5096 Trade Carrier	Trade Carrier - Account Profile	This report displays all information contained within an account profile by specific account type.
AM 5096 Importer	Importer – Account Profile	This report displays all information contained within an account profile by specific account type.
AM 5291	Power of Attorney File Listing	For Sureties only; this report displays the current Power of Attorney (POA) on file with CBP.

Account Management: Aggregate Reports, Cargo Entry

Report Number	Report Name	Report Description
N/A	Cargo Entry Reports - Summary	This report displays the entered value and number of entries, by all of the tabs listed below.
Mfr Codes Tab	Summary of Manufacturer (Mfr) Codes by Value	This report displays the entered value and number of entries, cargo lines (number of line items) and discrepancies by manufacturer code during the specified date range. The end user is prompted for the IR number, entry date period or creation date.
HTS Nbrs Tab	Summary of Harmonized Tariff Schedule (HTS) Numbers by Value	This report displays the total entered value and number of entries, cargo lines and discrepancies by ten-digit HTS number for the specified date range. The end user is prompted for the IR number, entry date period or creation date.
Entry Type Codes Tab	Summary of Entry Type Codes by Value	This report displays the total entered value and number of entries, cargo lines and discrepancies by entry type code for the specified date range. The end user is prompted for the IR number, entry date period or creation date.
POE Codes Tab	Summary of Port of Entry (POE) Codes by Value	This report displays the total entered value and number of entries, cargo lines and discrepancies by port of entry code for the specified date range. The end user is prompted for the IR number, entry date period or creation date.
COO Codes Tab	Summary of Country of Origin (COO) Codes by Value	This report displays the total entered value and number of entries, cargo lines and discrepancies by country of origin code for the specified date range. The end user is prompted for the IR number, entry date period or creation date.

IR Nbrs Tab	Summary of IR Numbers by Value	This report displays a list of IR numbers (related to the importer account) ordered by the total entered value and number of entries, cargo lines and discrepancies during the specified date range. The end user is prompted for the IR number, entry date period or creation date.
Consignees Tab	Summary of Consignees by Value	This report displays a list of consignees ordered by the total entered value and number of entries, cargo lines and discrepancies during the specified date range. The end user is prompted for the IR number, entry date period or creation date.
IR Nbrs by Date Tab	Summary of IR Numbers by Date and by Value	This report displays a list of IR numbers sorted by date and ordered by the total entered value, number of entries, cargo lines and discrepancies grouped by month for the specified date range. The end user is prompted for the IR number, entry date period or creation date.
Consignees by Date Tab	Summary of Consignees by Date by Value	This report displays a list of consignees sorted by date and ordered by the total entered value, number of entries, cargo lines and discrepancies grouped by month for the specified date range. The end user is prompted for the IR number, entry date period or creation date.
Filer Codes Tab	Summary of Filer Codes by Value	This report displays a list of filer codes ordered by the total entered value and number of entries, cargo lines and discrepancies during the specified date range. The end user is prompted for the IR number, entry date period or creation date.
AM_086	Summary of Entry Type Codes by Number of Cargo Entries	This report displays a list of entry type codes ordered by the total entered value and number of entries, cargo lines and discrepancies during the specified date range. The end user is prompted for the IR number, entry date period or creation date.

Account Management: Aggregate Reports, Cargo Exam

Report Number	Report Name	Report Description
N/A	Cargo Exams Reports - Trade	This report displays the number of entries, line items and discrepancies by all of the tabs listed below.
POE Codes Tab	Summary of Point of Entry (POE) Codes by Number of Cargo Exams	This report displays a list of POE codes ordered by the number of entries, line items and discrepancies as well as the types of discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.

IR Nbrs Tab	Summary of IR Numbers by Number of Cargo Exams	This report displays a list of IR numbers ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
Filer Codes Tab	Summary of Filer Codes by Number of Cargo Exams	This report displays a list of filer codes ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
HTS Nbrs Tab	Summary of HTS Numbers by Number of Cargo Exams	This report displays a list of HTS numbers ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
Consignees Nbrs Tab	Summary of Consignee Numbers by Number of Cargo Exams	This report displays a list of consignees ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
Entry Type Codes Tab	Summary of Entry Type Codes by Number of Cargo Exams	This report displays a list of entry type codes ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
COO Codes Tab	Summary of Country of Origin (COO) Codes by Number of Cargo Exams	This report displays a list of COO codes ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
Mfr Codes Tab	Summary of Manufacturer IDs by Number of Cargo Exams	This report displays a list of manufacturer identifications (IDs) ordered by the number of entries, line items and discrepancies found during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code and exam date period.
Exams by Month Tab	Summary of Number of Cargo Exams by Month	This report displays the number of entries, line items and discrepancies, as well as the types of discrepancies found by exam month and year. The end user is prompted with the IR number, filer code and exam date period.

Account Management: Aggregate Reports, Entry Summary

Report Number	Report Name	Report Description
AM_009	Summary of Manufacturer Code by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by manufacturer code during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_010	Summary of HTS Numbers by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by HTS number during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_011	Summary of Entry Type Codes by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by entry type code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_012	Summary of Port of Entry (POE) Codes by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by POE code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_013	Summary of COO Codes by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by COO code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_014	Summary of Country Of Export (COE) Codes by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by COE code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_015	Summary of IR Numbers by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by IR number during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_016	Summary of Consignee numbers by Value	This report displays the entered value, number of entries, cargo lines and discrepancies by consignee numbers during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_017	Summary of IR Numbers by Date and by Value	This report displays the entered value and number of entries, cargo lines and discrepancies by IR number during the specified date range. Results are by year/month and entered value. The end user is prompted with the IR number, filer code, creation date or entry date period.

AM_018	Summary of Consignee Numbers by Date and by Value	This report displays the entered value and number of entries, cargo lines and discrepancies by consignee number grouped by month during the specified date range. Results are by date and entered value. The end user is prompted with the IR number, filer code, creation date or entry date period.
AM_019	Summary of Filer Codes by Value	This report displays the entered value and number of entries, cargo lines and discrepancies by filer code grouped by month during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.

Account Management: Aggregate Reports, Entry Summary Compliance

Report Number	Report Name	Report Description
N/A	ES Compliance - Trade	This report displays the number of entry summaries reviewed and the discrepant lines by date range for all of the tabs listed below.
POE Codes Tab	Summary of POE Codes by Number of Team Reviews	This report displays a list of POE codes ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
IR Nbrs Tab	Summary of IR Numbers by Number of Team Reviews	This report displays a list of IR numbers ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
Filer Codes Tab	Summary of Filer Codes by Number of Team Reviews	This report displays a list of filer codes ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
HTS Tab	Summary of HTS Numbers by Number of Team Reviews	This report displays a list of HTS numbers ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy.
Consignee Nbrs Tab	Summary of Consignee Numbers by Number of Team Reviews	This report displays a list of consignees ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.

Entry Type Codes Tab	Summary of Entry Type Codes by Number of Team Reviews	This report displays a list of entry type codes ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
COO Codes Tab	Summary of COO Codes by Number of Team Reviews	This report displays a list of COO codes ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
Mfr Codes Tab	Summary of Manufacturer Codes by Number of Team Reviews	This report displays a list of manufacturer code ordered by the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.
Team Reviews by Month Tab	Summary of Team Reviews by Month	This report displays a list by year and month of the number of entries reviewed during the specified date range. This report also shows the number of discrepant lines and a count for each type of discrepancy. The end user is prompted with the IR number, filer code or review date period.

Account Management: Bonds

Report Number	Report Name	Report Description
AM-5042	Bonds	This report displays bond information by bond number including surety, rider and partner information.

Account Management: Broker Permits and Employees

Report Number	Report Name	Report Description
AM-5278	Broker Employee List	This report lists the names of people employed by the broker for a given port, providing the number of employees by office code, by port or nationwide. A drill down capability to the employee's address history is provided by selecting the Address History column.
AM-5278.1	Broker Employee Address History	This reports shows the employee address history. We recommend using the drill down capability to view additional addresses for the employee.
AM-5288	Filer Code	This report lists the name and address of all offices for all filer codes. A drill down capability to the Filer Points of Contact report is provided by selecting the Point of Contact field.

AM- 5288.1	Filer Points of Contacts	This report displays all points of contact entered by the Filer.

Account Management: Declarations

Report Number	Report Name	Report Description
AM_7002	Trade Declarations	This report will display all declarations associated to an IR number or group of IR numbers and will be used to review declarations when a particular entry summary is filed by the trade.

Account Management: Detail Reports, Cargo Entry

Report Number	Report Name	Report Description
AM_065	Cargo Entry Details Report	This report displays detailed information related to cargo entries, including entered value. The results are sorted by entry date, creation date, entered value or IR number. Other filter values include: entry number, filer, manufacturer code, HTS, consignee, entry type, mode of transportation, POE, COO and date range.
AM_069	Cargo Entry Lines by HTS Number	This report displays detailed information related to cargo entries, including entered value, by HTS number for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_070	Cargo Entry Lines by POE Code	This report displays detailed information related to cargo entries, including entered value, by POE code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_071	Cargo Entry Lines by Filer Code	This report displays detailed information related to cargo entries, including entered value, by filer code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_072	Cargo Entry Lines by Entry Type Code	This report displays detailed information related to cargo entries, including entered value, by entry type code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_073	Cargo Entry Lines by COO Code	This report displays detailed information related to cargo entries, including entered value, by COO code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_074	Cargo Entry Lines by Manufacturer Code	This report displays detailed information related to cargo entries, including entered value, by manufacturer code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.
AM_075	Cargo Entry Lines by Entry Number	This report displays detailed information related to cargo entries, including entered value, by entry number for a specified date range. The end user is prompted with the IR number and entry date period.

Account Management: Detail Reports, Cargo Exam

	Report Name	Report Description
AM_058	Cargo Exam Details by Date Range	This report displays the number of discrepancies by type related to cargo exams for a specified date range. Results are sorted by exam date, entry and line. The end user is prompted with the IR number, filer code and exam date period.
AM_059	Cargo Exam Details by Entry Number	This report displays the cargo exam results by type for a specified entry number. Results are sorted by exam date, entry and line. The end user is prompted with the IR number, filer code and exam date period.
AM_066	Cargo Exam Details	This report displays specifics about cargo exams based on multiple filter values (i.e., entry number, IR number, filer, manufacturer code, HTS, consignee, entry type, mode of transportation, POE, COO and date range) over a user-specified date range. This report will allow the user to drill down to view details on cargo exam discrepancies.

Account Management: Detail Reports, Entry Summary Reports

Report Number	Report Name	Report Description
AM_001	Entry Summary Lines by HTS Number	This report displays a detailed list of entry summary lines ordered by HTS number for a specified date range. The results are sorted by entry date, creation date, HTS number or IR number.
AM_002	Entry Summary Lines by POE Code	This report displays a detailed list of entry summary lines ordered by POE code for a specified date range. The results are sorted by entry date, creation date, POE code or IR number.
AM_003	Entry Summary Lines by Filer Code	This report displays a detailed list of entry summary lines ordered by filer code for a chosen date range. The results are sorted by entry date, creation date, filer code or IR number.
AM_004	Entry Summary Lines by Entry Type Code	This report displays a detailed list of entry summary lines ordered by entry type code for a specified date range. The results are sorted by entry date, creation date, entry type or IR number.
AM_005	Entry Summary Lines by COO Code	This report displays a detailed list of entry summary lines ordered by COO code for a specified date range. The results are sorted by entry date, creation date, and country of origin code or IR number.

AM_006	Entry Summary Lines by COE Code	This report displays a detailed list of entry summary lines ordered by COE code for a specified date range. The results are sorted by entry date, creation date, COE code or IR number.
AM_007	Entry Summary Lines by Manufacturer Code	This report displays a detailed list of entry summary lines ordered by manufacturer code for a specified date range. The results are sorted by entry date, creation date, manufacturer code or IR number.
AM_008	Entry Summary Line Detail	This report displays all the entry summary lines associated with a specific entry number. The results are sorted by entry date, creation date, entry summary number or entry summary line number.
AM_064	Entry Summary Line by Entry Number	This report displays specific account entry summary information over a user-specified date range for a specific entry summary number. Users can link to reports on entry summary line, tariff and quantity information.
AM_068	Entry Summary	This report displays specific account entry summary header information over a specified date range for a specific entry summary number. Users can link to reports on entry summary line, tariff, quantity, anti-dumping countervailing duty and team review information. This report will allow the user to drill down from the entry summary line to either the tariff level or to view information about antidumping / countervailing duties.
AM_087	Filer Summary	This report displays, for a given importer number, a summary of filer information, sorted by port of entry code, by filer code and by IR number for a specified date range. The user will be prompted for the POE code, filer code, creation date or entry date period.

Account Management: Detail Reports, Entry Summary Compliance

Report Number	Report Name	Report Description
AM_062	Team Review Details by Date Range	This report displays the team review details and discrepancy information for a specified date range. This report is sorted by review date, entry summary number or entry summary line number.
AM_063	Team Review Details by Entry Number	This report displays the team review details and discrepancy information for a specified entry number. This report is sorted by review date, entry summary number or entry summary line number.
AM_067	Team Review Details	This report will display specifics about team reviews that occurred over a user-specified date range. Multiple filter values can be used and include entry number, filer, manufacturer code, HTS number, consignee, entry type, mode of transportation, POE, COO and date range. This report will allow the user to drill down to view details on team review discrepancies.

Account Management: Quick Views, Filer (Fiscal Year)
**Please note, the fiscal year for U.S. Customs and Border Protection (CBP) is October 1st - September 30th.*

Report Number	Report Name	Report Description
N/A	Filer Activity Summary: Number of Entries & Value	This report displays the filer's activity for the current year and past three fiscal years. The activity displayed includes the total number of entries filed, estimated value of the entries and the associated duties.
N/A	Filer Activity Summary: Top 5 Customers (IR Numbers)	This report displays a list of the five most active IR numbers by number of entries filed for each of the last three years plus current year to month. Users are prompted for the IR number and filer code.
N/A	Filer Activity Summary: Top 5 Ports	This report displays a list of the top five most actively used ports for each of the last three years plus current year to month. Users are prompted for the IR number, filer code and HTS numbers.
N/A	Filer Activity Summary: Top 5 HTS Numbers	This report displays a list of the top five most actively used HTS numbers for each of the last three years plus current year to month. Users are prompted for the IR number and filer code.
N/A	Filer Discrepancy Rate	This report displays exam and discrepancy quantities by fiscal year and compliance type for the current and last 3 fiscal years. Users are prompted for the IR number and filer code.

Account Management: Quick Views, Filer (Calendar Year)

Report Number	Report Name	Report Description
N/A	Filer Activity Summary: Number of Entries & Value	This report displays the filer's activity for the current year and past three calendar years. The activity displayed includes the total number of entries filed, estimated value of the entries and the associated duties.
N/A	Filer Activity Summary: Top 5 Customers (IR Numbers)	This report displays a list of the five most active IR numbers by number of entries filed for each of the last three years plus current year to month. Users are prompted for the IR number and filer code.
N/A	Filer Activity Summary: Top 5 Ports	This report displays a list of the top five most actively used ports for each of the last three years plus current year to month. Users are prompted for the IR number, filer code and HTS numbers.
N/A	Filer Activity Summary: Top 5 HTS Numbers	This report displays a list of the top five most actively used HTS numbers for each of the last three years plus current year to month. Users are prompted for the IR number and filer code.

N/A	Filer Discrepancy Rate	This report displays exam and discrepancy quantities by calendar year and compliance type for the current and last 3 calendar years. Users are prompted for the IR number and filer code.

Account Management: Quick Views, Importer (Fiscal Year)
**Please note, the fiscal year for CBP is October 1st - September 30th.*

Report Number	Report Name	Report Description
N/A	Importer Activity Summary: Number of Entries & Value	This report displays the importer's activity for the current year and last three fiscal years. The activity displayed includes the total number of entries filed, estimated value of the entries and the associated duties.
N/A	Importer Activity Summary: Top 5 Filers	This report displays a list of the five most active filers by number of entries filed for each of the last three years plus current year to month.
N/A	Importer Activity Summary: Top 5 HTS Numbers	This report displays a list of the top five most actively used HTS numbers for each of the last three years plus current year to month.
N/A	Importer Activity Summary: Top 5 Ports	This report displays a list of the top five most actively used ports for each of the last three years plus current year to month.
N/A	Importer Discrepancy Rate	This report displays exam and discrepancy quantities by fiscal year and compliance type. The data will be displayed for the current year and prior three fiscal years. Users are prompted for the IR number and filer code.

Account Management: Quick Views, Importer (Calendar Year)

Report Number	Report Name	Report Description
N/A	Importer Activity Summary: Number of Entries & Value	This report displays the importer's activity for the current year and last three calendar years. The activity displayed includes the total number of entries filed, estimated value of the entries and the associated duties.
N/A	Importer Activity Summary: Top 5 Filers	This report displays a list of the five most active filers by number of entries filed for each of the last three years plus current year to month.
N/A	Importer Activity Summary: Top 5 HTS Numbers	This report displays a list of the top five most actively used HTS numbers for each of the last three years plus current year to month.
N/A	Importer Activity Summary: Top 5 Ports	This report displays a list of the top five most actively used ports for each of the last three years plus current year to month.

N/A	Importer Discrepancy Rate	This report displays exam and discrepancy quantities by calendar year and compliance type. The data will be displayed for the current year and prior three calendar years. Users are prompted for the IR number and filer code.

Account Revenue Reports

Report Number	Report Name	Report Description
AR_002	Aged Entry Data	This report displays entries which were created more than 45 days prior but no entry summary or release dates have been defined or no entry summary PN (application identifier) has been received.
AR_006	Sub-ledger Report	This report displays the current account balance and the list of receivable line items, as well as details for each specific line item.
AR_007	Periodic Statement Quick View – Broker	This report displays a Periodic Statement (PS) list and allows the user to drill down to a PS, daily statement and entry summary details. This is not a hardcopy of the actual statement.
AR_007	Periodic Statement Quick View – Importer	This report displays a PS list and allows the user to drill down to a PS, daily statement and entry summary details. This is not a hardcopy of the actual statement.

Account Revenue Workflows Reports

Report Number	Report Name	Report Description
AR_007	Periodic Statement Detail	This report displays complete periodic monthly statement, periodic daily statement and entry number data in one report. The AR 007 Periodic Statement Detail report contains both an importer and a broker tab. Users will find entries flagged for an importer statement or importer combined statement on the importer tab. Entries flagged for a broker statement will be displayed on the broker tab.
AR_007A	Periodic Monthly Statement Broker	This report displays all open periodic daily statements by periodic daily statement number for the broker statement. Users can select the blue hyperlink to view the entry summaries included on each individual daily statement.

AR_007A	Periodic Monthly Statement Importer	This report displays all open periodic daily statements by periodic daily statement number for importer statements. Users can select the blue hyperlink to view the entry summaries included on each individual daily statement.
AR_007B	Periodic Daily Statement Broker	This report displays all open entry summaries associated with broker periodic daily statements and periodic monthly statements. Users can select the blue hyperlink to see fees by class code for each entry summary.
AR_ 007B	Periodic Daily Statement Importer	This report displays all open entry summaries associated with an importer periodic daily statements and periodic monthly statement. Users can select the blue hyperlink to see fees by class code for each entry summary.
AR_ 007C	Entry Summary Class Codes Broker	This report displays all fees by class code on each entry summary for each broker periodic daily statement and monthly statement.
AR_007C	Entry Summary Class Codes Importer	This report displays all fees by class code on each entry summary for each importer periodic daily statement and monthly statement.
AR_ 007D	Entry Summaries Deleted Broker	This report displays all entry summaries deleted from the periodic daily statements.

Authorized Data Extract Reports

Report Number	Report Name	Report Description
AD_001	Entry Summary Report	This report displays all data included in aggregate and detail entry summary reports.
AD_002	ADD/CVD Case Report	This report displays all ADD/CVD case data.
AD_003	Cargo Entry Report	This report displays all data included in aggregate and detail cargo entry reports.
AD_004	Cargo Exam Result Report	This report displays all data included in aggregate and detail cargo exam reports. **Note: This report is currently not available.**
AD_ 005	Team Review Report	This report displays all data included in aggregate and detail entry summary compliance reports.
AD_006	Account Revenue - Receivables	This report displays all periodic monthly statement, periodic daily statement and entry number and fee data in one report. It includes all data contained in AR 006 and AR 007 reports.
AD_008	Account Revenue – Aged Entry Report	This report displays all entries which were created more than 45 days prior but no entry summary or release dates have been defined or no entry summary PN (application identifier) has been received.

AD_8027	Trade Aged Liquidation ADCVD Entry Summary Report	This report displays all non-liquidated AD/CVD entry summaries as well as those liquidated within the past year. The liquidated entry summaries are displays in two aging buckets; one representing entry summaries liquidated in the past 180 days, the other representing those liquidated during the period from 181 days past to one year ago..

Entry Summary:

Report Number	Report Name	Report Description
ESM 7001	Entry Summary Census Warning and Override Report	This report provides detailed information on Census warnings and overrides related to ACE entry summaries.
ESM 7008	Entry Summary Line Detail Report	This report is an enhancement to the existing Account Management Entry Summary Line Detail report, AM 008.
ESM 7068	Entry Summary Report	This report is an enhancement to the existing Account Management Entry Summary report, AM 068.

Entry Summary: AD/CVD

Report Number	Report Name	Report Description
ESM 8027	Trade Aged Liquidation ADCVD Entry Summary Report	This report displays all non-liquidated AD/CVD entry summaries as well as those liquidated within the past year. The liquidated entry summaries are displays in two aging buckets; one representing entry summaries liquidated in the past 180 days, the other representing those liquidated during the period from 181 days past to one year ago..

Entry Summary: Trade Actions

Report Number	Report Name	Report Description
ESM 7024	ACE Reject Report	This report displays ACE entry summaries that have been rejected by Entry or Import Specialists.
ESM 7025	CBP Form 28, 29, 4647 Status Report	This report allows importers and brokers to query the status of ALL CBP forms regardless of the whether the entry summary was filed in ACS or ACE.

Multi-Modal Manifest: Trade Reporting
The data displayed in the report, not the report itself, is automatically refreshed within 2 hours of creation or amendment. To see the most current data, you will need to re-execute or refresh the report.

Report Number	Report Name	Report Description
MMM 9009	In-Bond Detail Report – 2 Hour Refresh – *for Brokers only*	This report displays the In-bond Number, Origin Port Code, Destination Port Code, In-bond Type Code, In-bond Status Code, Arrival Date/Time and Departure Date/Time and includes all In-bonds that have been created or amended within the past 30 days. Descriptions are available for code fields and can be added to the report.
MMM 9016	Equipment Details Report – 2 Hour Refresh – *for Brokers only*	The report displays Equipment Number, Conveyance Name and lists associated Equipment Seal Numbers and includes all versions of Bills of Lading that have been created or amended in the past 30 days.
MMM 9017	Manifest Details – 2 Hour Refresh – *for Brokers only*	This report displays Manifest Number, Manifest Status Code and Manifest Type Code and includes all manifests that have been created or amended in the past 30 days. Descriptions are available for code fields and can be added to the report.
MMM 9021	BOL Details – 2 Hour Refresh – *for Brokers only*	This report displays the Bill of Lading Number, Master Bill Indicator, House Bill Indicator, Submission Method Code, Bill of Lading Status Code and Bill of Lading Type Code and includes all Bills of Lading that have been created or amended within the past 30 days. Master Bill Indicator and House Bill Indicator are mutually exclusive meaning only one indicator can be set to Yes per BOL. However, it is possible for both indicators to be No. Descriptions for the code fields are available and can be added to the report.
MMM 9022	BOL Status (A) – 2 Hour Refresh – *for Brokers and Importers*	This report displays the Bill of Lading Number, Bill of Lading Version, Bill of Lading Status Code, Carrier Code, Carrier Name, Amended Quantity Entered Quantity, Released Quantity, MOT Code, Master Bill of Lading Number, House Bill of Lading Number, In-Bond Number, In-Bond Status Code, Entry Number, Disposition Code, Create, Update and Trade Update dates. It includes all Bills of Lading that have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report.
MMM 9023	Commercial Party Report – 2 Hour Refresh – *for Brokers*	This report displays Bill of Lading Number, Commercial Party Type Code and Commercial Party Name and includes all Bills of Lading that

	only	have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report.

Reference:

Report Number	Report Name	Report Description
MMM 6003	Public FIRMS	This report provides a list of Facilities Information Resource Management System (FIRMS) codes including name, status, type and location information.
MMM 6005	UN Location Code	This report uses the United Nations Location Codes to produce a report which provides physical locations and attribute data for use on BAPLIE/Vessel Stowage Plan manifest transactions.

Transactions: BRASS Report

Report Number	Report Name	Report Description
TR 022	Entry Number Bank Status Report *for Brokers only*	This report displays information concerning the status of the bank of entry numbers for a specific filer (FAST and BRASS).

Appendix B:
Assistance with Entry Summary Reports

Appendix B is designed to provide additional assistance in running reports found in the Entry Summary folder. The Entry Summary Universe has been redesigned to make it easier to use and to provide additional flexibility when creating and modifying ESM reports. The redesign resolves numerous incompatibility issues previously experienced when running Entry Summary reports. In addition, data objects now appear in alphabetical order within each report sub-class. Below is the new structure of the Entry Summary Universe:

Report Class	Report Sub-Class
Summary Header	Header
	Header EDI
	Additional Header Objects
	Bond
	Cargo
	Header Reconciliation
	Status
Summary Line	Census Warnings
	Line Indicators
	Declarations
	Line Tariff
	Line Tariff FCC
	Line
Summary Header and Line	Counts
	Dates
	Date Objects
	EIP RLF
	Milestone ES Events
	PSC (Post Summary Corrections)
Financials	AD/CVD
	Collections

The following pages contain a list of data object by class for the “ESM 1002 Entry Summary Universe.”

Summary Header/Header	Summary Header/EDI Cont'd
ADD Non-Reimbursement Statement Indicator	Receiver Port Description
Associated Warehouse Entry Filer Code	Receiver Filer Code
Associated Warehouse Entry Filer Description	Receiver Filer Name
Associated Warehouse Entry Number	Receiver Office Code
Associated Warehouse Port Code	
Associated Warehouse Port Description	**Summary Header/Additional Header Objects**
Broker Reference Number	Live Entry Indicator
Cargo Release Certification Request Indicator	Destination State ISO code
CF 4811 Name	Extension/Suspension Quantity
Consolidated Summary Indicator	Extension/Suspension Code
Control Team Number	Extension/Suspension Description
CVD Non-Reimbursement Statement Indicator	Missing Document Code 1
Deferred Tax Payment Code	Missing Document Code Description
Deferred Tax Payment Description	Missing Document Code 2
Designated Notify Party CF 4811 Number	Missing Document Code 2 Description
Electronic Signature Indicator	MOT Code
Filer Code	MOT Description
Filer Name	Other Agency ENN Status Indicator
Filer ACE ID	Shipment Usage Type Code
Entry Summary Number	Shipment Usage Description
Entry Type Code	Warehouse Only Indicator
Entry Type Description	
Entry Number	**Summary Header/Bonds**
Final Warehouse Withdrawal Indicator	Additional Bond Type Code
FTZ Identifier	Additional Single Entry Bond Producer Account Number
Importer Name	Additional Single Transaction Bond Amount
Importer Number	Additional Surety Code
Importer ACE ID	Additional Surety Name
Internal Entry Summary Number	Bond Rider Create Date
Line Action Date Source Code	Bond Rider Legal Effective Date
Line Action Date Source Description	Bond rider Principal/User Affected
Number of Liquidations	Bond Rider Type
Port of Entry	Bond Type Code
Port of Entry Name	Bond Type Description
Ultimate Consignee Name	Continuous Bond Effective Begin Date
Ultimate Consignee Number	Continuous Bond Effective End Date
Version Number	Continuous Bond Liability Amount
	Continuous Bond Number
Summary Header/Header EDI	Continuous Bond Sufficiency Indicator
ES EDI Transmission Date	Continuous Superseded Bond Indicator
Processing Port Code	Single Entry Bond Amount
Processing Port Description	Single Entry Bond Producer Account Number
Processing Filer Code	Surety Code
Processing Filer Name	Surety Name
Processing Filer Office code	
Receiver Port Code	

Summary Header/Cargo	**Summary Header/Status Cont'd**
Carrier Code	Documents Required
Carrier Name	Drawback Paid Indicator
Conveyance (Vessel) Name	Drawback Paid Message
Conveyance Identifier	Entry Summary Control Status Code
Designated Examination Site Port Code	Entry Summary Control Status Description
Designated Examination Site Description/Name	Entry Summary Status Code
Facility Name	Entry Summary Status Description
Goods Location FIRMS Code	Entry Status Code
House Bill of Lading Number	Electronic Invoice Status Code
House Issuer Carrier Code	Electronic Invoice Status Description
In-bond Number	Late Filing Status
Internal Bill of Lading Number	Liquidation Status
Manifest Trip Number	Protest Status
Manifested Quantity	Quota Status Code
Manifested Quantity UOM Code	Quota Status
Master Bill of Lading Number	Record Status Code
Master Issuer Carrier Code	Record Status Description
Sub House Bill of Lading Number	System Control Code
Sub House Issuer Carrier Code	
Unlading District Port Code	**Summary Line/Census Warning**
Unlading District Port Name	Census Status (Line)
	Census Warning Description
Summary Header/Header Reconciliation	Census Warning Code (HTS)
NAFTA Reconciliation Due Date	Census Warning Code (Line)
NAFTA Reconciliation Entry Number	Census Warning Indicator (Line)
NAFTA Reconciliation Filed Date	Census Warning Override Code Description
NAFTA Reconciliation Indicator	Census Warning Override Code (HTS)
NAFTA Reconciliation Status Code	Census Warning Override Code (Line)
NAFTA Reconciliation Status Description	Tariff Ordinal Number
Other Reconciliation Due Date	
Other Reconciliation Entry Number	**Summary Line/Line Indicators**
Other Reconciliation Filed Date	Article Set Indicator Code
Other Reconciliation Type Code (from trade)	Article Set Indicator Description
Other Reconciliation Type Code (from ACS)	First Sale Indicator
Other Reconciliation Type Description	Non-Reimbursement Statement Ind
Other Reconciliation Status Description	Non-Reimbursement Declaration Identifier
	NAFTA Net Cost Indicator
Summary Header/Status	Related Party Indicator
ABI Control Status Code	
ABI Control Status Description	**Summary Line/Declarations**
Census Warning Status	Additional Declaration Element Code
Census Warning Status Code	Additional Declaration Type Code
Collection Status Code	Additional Declaration Type Name
Collection Status	Declaration Ordinal Number
Control Status Code	Importer Declaration
Control Statue Description	SWL Export Price
Documents Required Code	SWL Export Charges

Summary Line/Line Tariff	**Summary Line/Line Tariff FCC Cont'd**
Country of Origin ISO Code	FCC Import Condition Code
Country of Origin Description	FCC import Condition Code Description
Country of Origin ISO Description	Model or Type Number
Country of Export ISO Code	Public Inspection Withhold Request Indicator
Country of Export Description	Prior Approval Quantity Indicator
Country of Export ISO Description	Trade Name Text
Duty Amount	
Late Filing Status	**Summary Line/Line**
First 2 Char HTS Number	Team Number
First 4 Char HTS Number	Charges Amount
First 6 Char HTS Number	Entry Summary Line Number
First 8 Char HTS Number	Fee Exemption Code
Gross Shipping Kilogram Weight	Fee Exemption Description
Goods Value Amount	Consignee Number (Line)
HTS Number	Consignee Name (Line)
HTS Short Description	Foreign Exporter Identifier
HTS Long Description	Foreign Exporter Name
LPC Number	Line Number
LPC Type Code	Manufacturer Code
LPC Type Description	Manufacturer Name
Non EIP Ruling Code	Product Claim Code
Non EIP Ruling Description	Product Claim Description
Non EIP Ruling Number	Sold to Party Identifier
Non EIP Commercial Description Text (ES Line)	Sold to Party Name
PGA Form Disclaimer One Code	Trade Line Number
PGA Form Disclaimer One Description	
PGA Form Disclaimer Two Code	**Summary Header and Line/Counts**
PGA Form Disclaimer Two Description	Census Override Count
PGA Form Disclaimer Three Code	Entry Summary Count
PGA Form Disclaimer Three Description	Entry Summary Lines Count
Product Claim Code	
Standard VISA Number	**Summary Header and Line/Dates**
SPI Code	Create Date
SPI Description	Entry Date
Tariff Ordinal Number	Entry Summary Date
Textile Category Code	HTS Line Create Date
Textile Category Description	Release Date
Unit 1 Quantity	Textile Export Date
Unit 2 Quantity	Collection Date
Unit 3 Quantity	Estimated Arrival Date
Unit of Measure _1_Code	Estimated Entry Date
Unit of Measure_2_Code	Exportation Date
Unit of Measure_3_Code	Extension Suspension Date
	Extension Suspension Notice Date
Summary Line/Line Tariff FCC	Importation Date
Commercial Description Text	In-bond In-transit Date
FCC Identifier Code	Line Action Date
FCC Item Quantity	Line Action Date Source Code
FCC Line Item Number	Line Action Date Source Description
	Liquidation Date

Summary Header and Line/Dates – Cont'd	**Summary Header and Line Milestone ES Events**
NAFTA Reconciliation Due Date	Milestone Date
NAFTA Reconciliation Filed Date	Milestone ES Change Type
Other Reconciliation Due Date	Milestone Version Number
Other Reconciliation Filed Date	
Preliminary Statement Print Date	**Summary Header and Line PSC**
PSC Date	Accelerated Liquidation Indicator
Revised Filer Date	PSC Filer Name
	PSC Date
Summary Header and Line/Date Objects	PSC Filer
Today	PSC Indicator
Current Year – CY	PSC Reason Concatenated
One Year Ago – CY	PSC Reason Code (Header)
Two Years Ago – CY	PSC Reason Description (Header)
Three Years Ago – CY	PSC Reason Code (Line)
Current Year – FY	PSC Reason Description (Line)
One Year Ago – FY	PSC Reason Code (ALL)
Two Years Ago - FY	PSC Reason Description (ALL)
Three Years Ago - FY	
Julian Today	**Financials/AD CVD**
Current Month	AD Valorem Rate
Last Month	AD CVD Amount
7 Days Ago	AD CVD Quantity
45 Days Ago	Bond Cash Claim Code
180 Days Ago	Bond Cash Claim Description
Previous Week Start	Case Number
Previous Week End	AD Specific Rate
	CVD Specific Rate
Summary Header and Line/EIP RLF	Goods Value Amount
Commercial Description Text (ES Line-Invoice)	
Manufacturer Identification Code (Supplier)	**Financials/Collection**
Electronic Invoice Indicator	Grouping for Amounts
Invoice Line Range Begin Number	ABI Statement Number
Invoice Line Range End Number	Accounting Class Code (Header Fee)
Invoice Number (Line)	Accounting Class Description (Header Fee)
EDI Remote Filed Summary Indicator	Accounting Class Code (Fee Totals)
Remote Preparer Filer Code	Accounting Class Description (Fee Totals)
Remote Preparer Filer Name	Accounting Class Code (Line User Fee)
Remote Preparer Office Code	Administrative Refund Indicator
Remote Preparer Port Code	Balance Due Indicator
Remote Preparer Port Description	Balance Due ADD (Total)
Ruling Number (Line)	Balance Due CVD (Total)
Ruling Type Description (Line)	Balance Due Duty (Total)
	Balance Due Fees (Total)
	Balance Due Tax (Total)
	Grand Total Balance Due
	Collection Date
	Duty Amount

Financials/Collection	
Debit Voucher Indicator	
Grand Total Estimated ADD	
Grand Total Estimated CVD	
Grand Total Estimated Duty	
Grand Total Estimated Tax	
Grand Total Estimated Fees	
Grand Total Antidumping Duty Amount	
Grand Total Countervailing Duty Amount	
Grand Total Duty Amount	
Grand Total IR Tax Amount	
Grand Total User Fee Amount	
Grand Total All Amounts	
Grand Total All Estimated Amounts	
Header Fee Amount	
IR Accounting Class Code	
IR Tax Amount	
Number of Collections	
Paid ADD	
Paid CVD	
Paid Duty	
Paid Other	
Paid Tax	
Grand Total All Paid Amounts	
Payment Type Code (Pay Basis from ACS)	
Payment Type Description (Pay Basis from ACS)	
Periodic Statement Month Number	
Preliminary Statement Print Date	
Statement Client Branch Identifier	
Total Bonded ADD Amount	
Total Bonded CVD Amount	
Total Cash Deposit ADD Amount	
Total Cash Deposit CVD Amount	
Total Fee Amount	
Grand Total All Totals	
User Fee Amount (Line)	

Appendix C:

Post Summary Corrections (PSC) Impact on ACE Reports

An authorized ACE entry summary filer may submit a post summary correction for an ACE entry summary originally submitted by another ACE entry summary filer if authorized by the same importer of record.

- If the PSC is filed by someone other than the entry filer, ownership of the entry summary moves to the PSC filer.
- The "PSC filer" is a new field within ACE which identifies the filer that submits the PSC.
- Only the PSC filer and the importer of record will be able to view the specific entry summary that was corrected. The entry summary information will not appear in reports when run by the original filer.
- The original filer will receive a UC message when a PSC has been filed. The original filer will also be able to run an ABI query and view limited information on the entry summary that was corrected.

The reports that are impacted by the **PSC filer** are listed below.

Impacted Reports and Categories

Report Category/Report or Extract Name	Report Tool Navigation Folder Path
Aggregate Entry Summary – all reports	Account Management/Aggregate Reports/Entry Summary
Aggregate ES Compliance – all reports	Account Management/Aggregate Reports/ES Compliance
Detail Entry Summary – all reports	Account Management/Detail Reports/Entry Summary
Detail ES Compliance – all reports	Account Management/Detail Reports/ES Compliance
Authorized Data Extract/Entry Summary Report (AD 001)	Authorized Data Extract
Authorized Data Extract/Team Review Report (AD 005)	Authorized Data Extract
Authorized Data Extract/ Trade Aged Liquidation ADCVD Entry Summary Report (AD 8027)	Authorized Data Extract
Entry Summary/Entry Summary Census Warning and Override Report (ESM 7001)	Entry Summary
Entry Summary/Entry Summary Line Detail Report (ESM 7008)	Entry Summary
Entry Summary/Entry Summary Report (ESM	Entry Summary

7068)	
Entry Summary/Trade Aged Liquidation ADCVD Entry Summary Report (ESM 8027)	Entry Summary/ADCVD
Entry Summary/ACE Reject Report (ESM 7024)	Entry Summary/Trade Actions
Entry Summary/CBP Form 28, 29 4647 Status Report (ESM 7025)	Entry Summary/Trade Actions

- Account Profile, Account Revenue, Declarations, Quick Views, Reference and Transactions reports are not impacted by the PSC filer.