What's Inside:

What's Inside: (Continued)

Introductions and General Information

Organization of this Document

These instructions are for all trade users, except truck carriers. 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) Automated Data Extract – Downloading reports that exceed current data limits of 65,000 lines. This function can only be performed by Trade Account Owners (TAO) and Proxy TAOs. (Formerly known as "bulk data download.")

Each section is organized similarly by providing instructions on how to run, filter, sort, save, schedule, create charts and graphs, 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*" 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 your needs. The Reports Tool also allows you to print, download or save these reports for use later or further manipulation. This document is intended for all trade users, except truck carriers. Truck carriers and CBP users should refer to "*Running ACE Reports for Truck Carriers*" and "*Running ACE Reports for CBP*," respectively.

The reports available are organized into several categories. Importers, brokers and other trade users will find "*Account Management*" and "*Account Revenue*" reports useful. There are "*Transactions*" reports for truck carriers and a plethora of other choices for internal CBP users. To help navigate through the available reports, there are several sub-categories within these categories. The list of sub-categories within Account Management and Account Revenue reports are as follows:

I. Account Management

Within the Account Management category the following five sub-categories are available:

1. Account Profile

2. Aggregate reports
3. Broker Permits and Employees (Brokers/Filer Only)
4. Bonds (Sureties 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

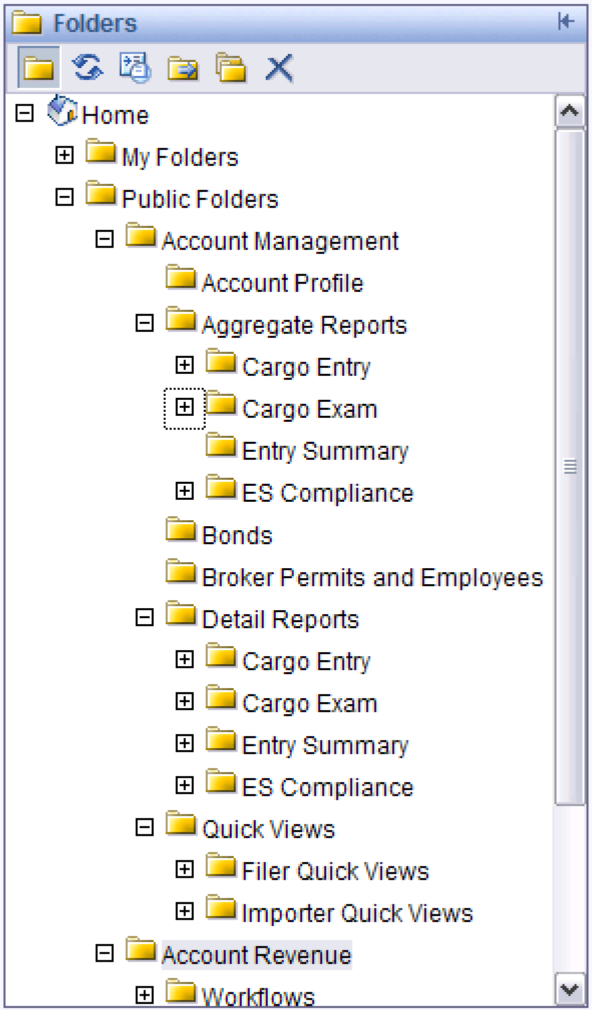
II. Account Revenue

1. Workflows

III. Authorized Data Extract (Trade Account Owner (TAO) and Proxy TAO Only)

IV. Transactions

1. BRASS Entry Number Bank Status Report (Brokers/Filers Only)



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

Click the "**+**" to expand the report list and the categories

See Appendix A of this document for a list of all Account Management, Account Revenue and Transactions reports and a brief description of each report.

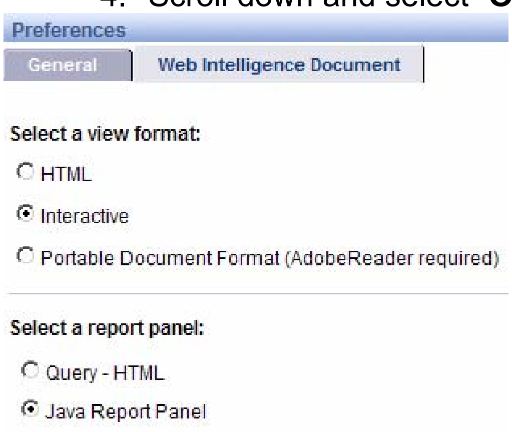
Software Set Up and Requirements

It is important for first time users to verify setting preferences and that Java 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 Automated Data Extract 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*" tab 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. Click the "*Web Intelligence Document*" tab.
3. Select "*Interactive*" radio button under "view format" and "*Java Report Panel*" radio button under "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 running on their computer. To determine if Java is on your computer, following the steps below:

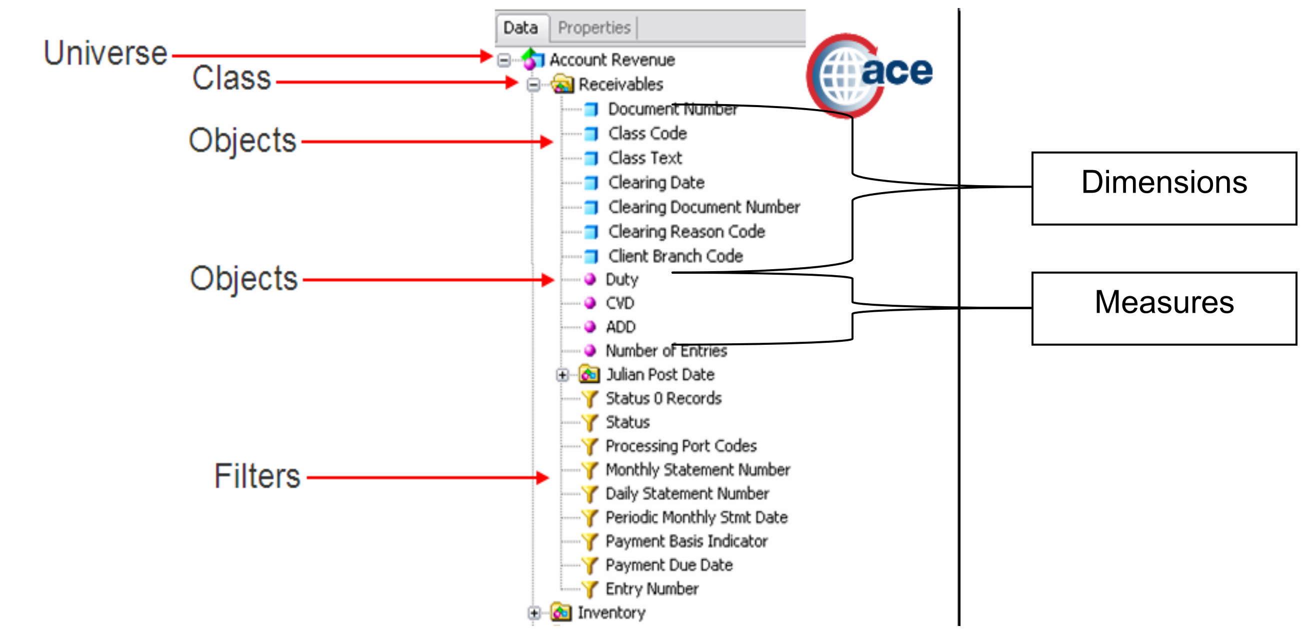
1. Launch Internet Explorer.
2. Click “**Tools**”.
3. Click “**Sun Java Console**”.
4. Verify Java Plug-In Version.

If a pop up appears asking if you want to upgrade to the latest version of Java, CBP recommends you ***NOT*** *upgrade at this time.*

Terminology

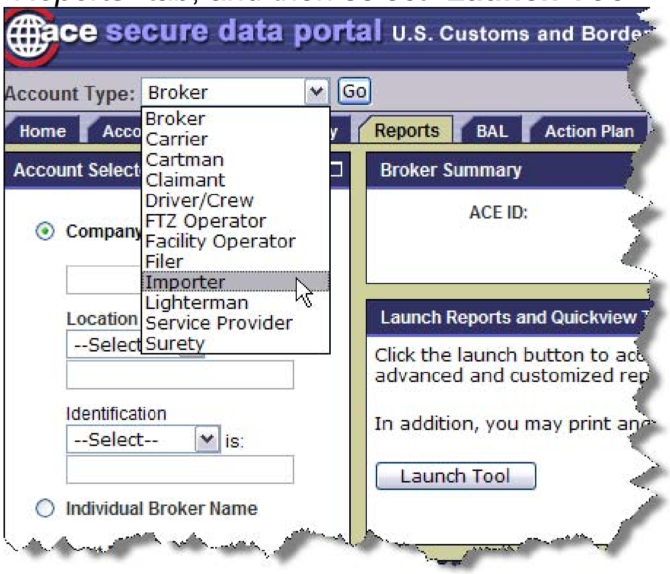
There may be unfamiliar terms and acronyms used within the ACE Secure Data. Here are 5 frequently used terms when running reports:

- **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 Purple 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, Broker, Carrier, Importer, etc. Select the *"Reports"* tab, and then select *"***Launch Tool.***"*



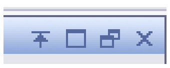
At the top left of the "W*elcome to ACE Reports*" page there is a gray toolbar that displays the following icons:

- <u>*Home* Icon</u>: The "*Home"* icon on the far left of the toolbar is the home page for the report tool. By selecting the "*House"* icon, you will be returned to the home page and will see "*My Folders" and "Public Folders" dis*played.
- <u>*Toggle Navigation* Icon</u>: 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.
- <u>*Toggle Applications* Icon</u>: The third icon from the left on the toolbar is the "*Toggle Applications"* icon, which at the time of publication, is not working.
- <u>*New* Icon</u>: The fourth icon on the toolbar is "*New."* This icon will allow you to create private folders. See topic: "*Creating a Folder"* for additional information.
- <u>*Refresh* Icon</u>: The fifth icon is the "*Refresh"* icon. Selecting this icon will refresh your "*Workspace Panel*."
- <u>*My InfoView* Icon</u>: "*My InfoView"* allows you to customize your dashboard. See section: "*Customizing Your Dashboard"* for additional information.
- <u>*Search Title* Icon</u>: 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. (Note: It is not functioning at this time)
- *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.

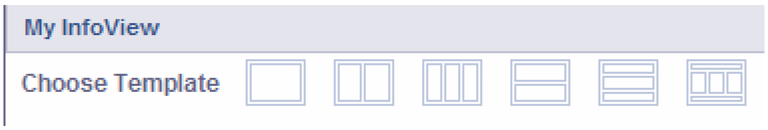
The "back" button only works in the ACE Reports Tool and does not work with any other Portal application.

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" tab, 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.

Customizing Your Dashboard

You have already logged into the ACE portal, selected "*Reports*" 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 on 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". E.g., 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.

Chapter 1: Standard Report

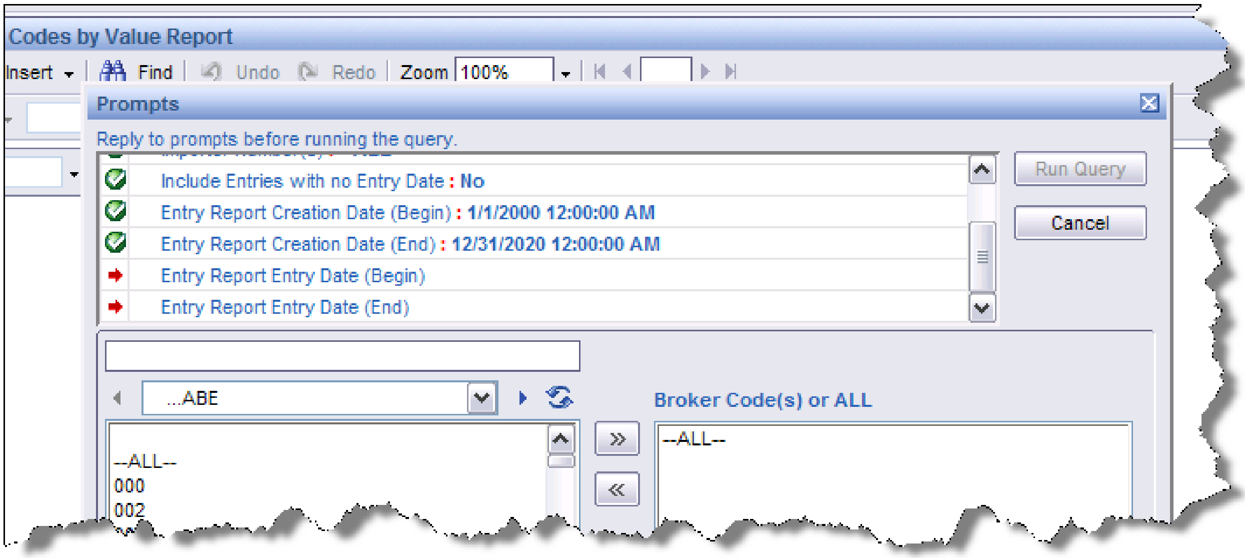
Running a Standard Report

Standard reports are reports with pre-established data fields. You will be able to add data elements ("objects") to a standard report but 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.

You have already logged into the ACE portal, selected "*Reports*" and launched the reports tool.

1. Select the "**+**" 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, or Transactions). Continue to select "**+**" beside the report category to see the subcategories for Account Management 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.

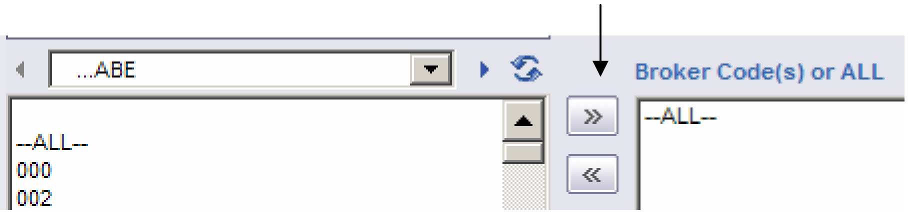


3. Select the prompt you wish to change. Note, most prompts contain an "ALL" option. Either select the **"--ALL--"** option or for greater efficiency, enter the specific value.
    - You can also scroll through the list of values or search for a value by entering it in the box to the left of the binoculars.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

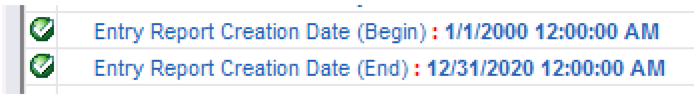
4. Select the double right arrow to move the selected value into the box on the right. Note: You will need to use the double left arrows to remove the word --*ALL*--" (after you click on and highlight the word "--ALL--") from the selected value box if you want to run your report for defined Importer(s) of Record, Port Code(s), etc.

Double Arrow



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 on 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

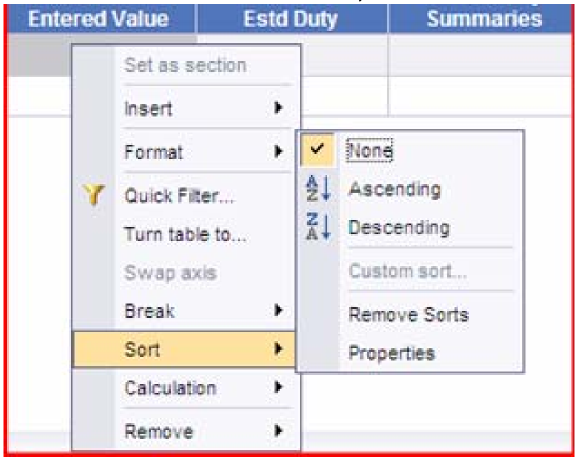
To apply filters among the data returned, follow the steps below:

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, click it. You will need to remove the existing sort before selecting a new sort option.
4. Select one of the options displayed, for example click "*Ascending*." The highlighted column now appears in ascending order.

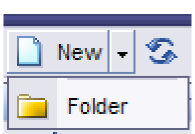
Saving a Standard Report

To save a standard report, you have two options.

1. Save the report in your favorites folder in ACE, which allow scheduling capabilities; or
2. Save the report to your computer.

Saving to Your ACE Favorites Folder

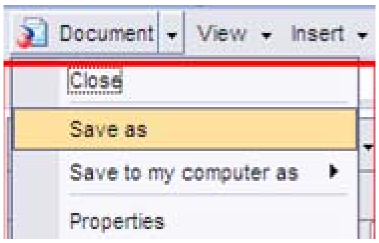
To create a folder within your ACE Favorites folder, follow the steps below:



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:

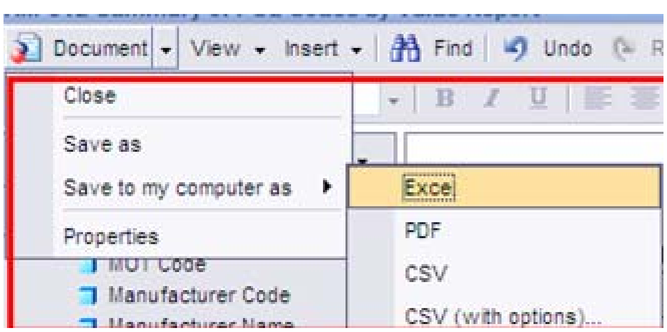


1. Select the "**Document'** dropdown by clicking on the down arrow.
2. Select "**Save as.**" The "*Save Document*" dialog box appears. CBP recommends changing the report name. To do that, position your mouse at the end of the report name in the "*Title*" box and click. Type in your new name for the report.
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.
4. Navigate down the page and select the "**+**" beside "*My Folders*."
5. Select the "**Favorites**" folder.
6. 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 clicking on it.

Saving to Your Computer

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



1. Select the "**Document**" dropdown by clicking on 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.*"

Trouble Shooting Tips for 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**," 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 20th of the month. For example, January compliance data should be available around February 20th.*
- *Periodic monthly statement data is refreshed hourly.*

Scheduling a Standard Report

You have already logged into the ACE Portal, selected "*Reports*," and launched the report tool. You now have the option to schedule a report to run from their "*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 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 menus.
11. Select the "*Calendar*" icon and select, for example, February 28th.
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 "we*b 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 will appear in your "*Inbox*" which is located under "*My Folders.*"

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 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 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

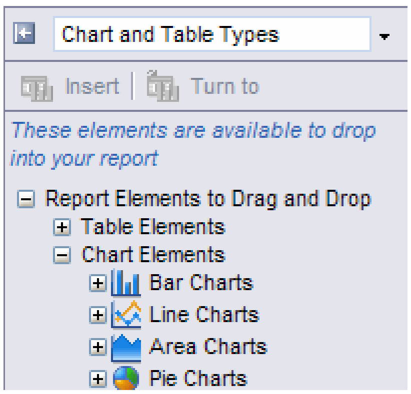
There are five basic chart types available: bar charts, line charts, area charts, pie charts and radar, polar and scatter charts. There are multiple options within these chart types as well. Chart selection will vary depending on the data you are charting.

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. However, it is recommended to use a line chart if you have a sharp contrast between specific data points, not 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:



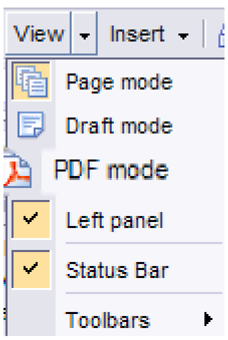
1. Select the dropdown arrow in the left margin next to the table of data.
2. Select "**Chart and Table Types**."
3. Expand, for example, the "*Pie Charts"* list by selecting the "**+**" beside "*Pie Charts*."
4. Select "***Pie***."
5. Drag and drop "**3D Pie**" so that it is displayed at the bottom 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 drop down 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 clicking on 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 or may not be a two step process for you.
   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

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 to Today." This will be discussed later in the document.

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

1. Select the "*Reports" tab*.
2. Select **"Launch Tool."**
3. Click the **"+"** beside "*Public Folders*."
4. Click the **"+"** beside the Account Revenue Subfolder.
5. Click **"Workflows"** and select the *AR 006 Periodic Statement Detail report.*
6. Click **"Modify"** below the report name.
   a. Clicking "*Modify*" allows greater editing capabilities.
   b. Clicking the report name will generate the standard report. You will not be able to add "*Available Objects*" to modified reports.
7. Click **"Yes"** if you see a "*Warning – Security*" message displayed after clicking "Modify."
   a. You will see messages cycle through the window until all of the report information has been retrieved.

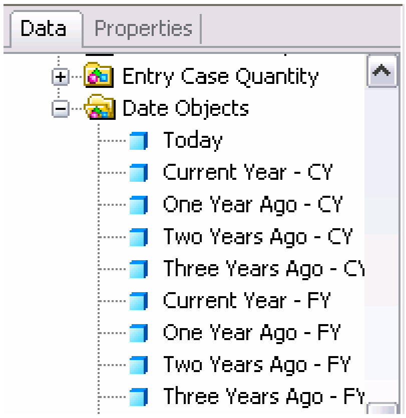
8. Click **"Cancel"** when the "*Prompts*" box displays to enter the edit mode.
   a. If you know you will be modifying the report once it is generated, click **"Cancel."**
   b. If you want to run the standard report with no customization, enter data for the prompts.

9. A new screen displays; click the "**Edit Query**" button located just below the report title.
10. Delete extra objects in the standard report by highlighting the object and clicking 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 clicking 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 text 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.

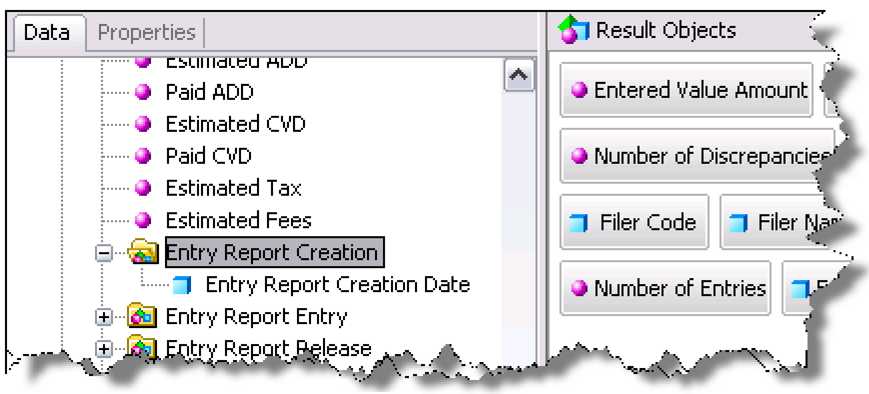
Adding New Date Objects for Modified Reports

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 to today. This eliminates the need to filter by date each time you choose to run a report.

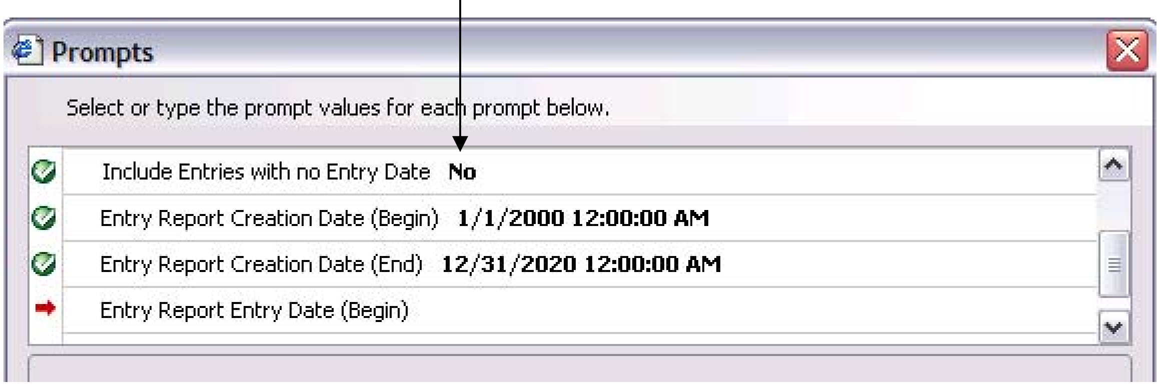


If you select the "7 Days Ago" or any date object with fewer days, you must enter "Yes" for "Include Entries with No Entry Date" in the Prompts pop up box. The default for this criterion is "No," which will filter out entries filed within the last ten business days. By entering "Yes" the report will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



Change to "Yes"



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:

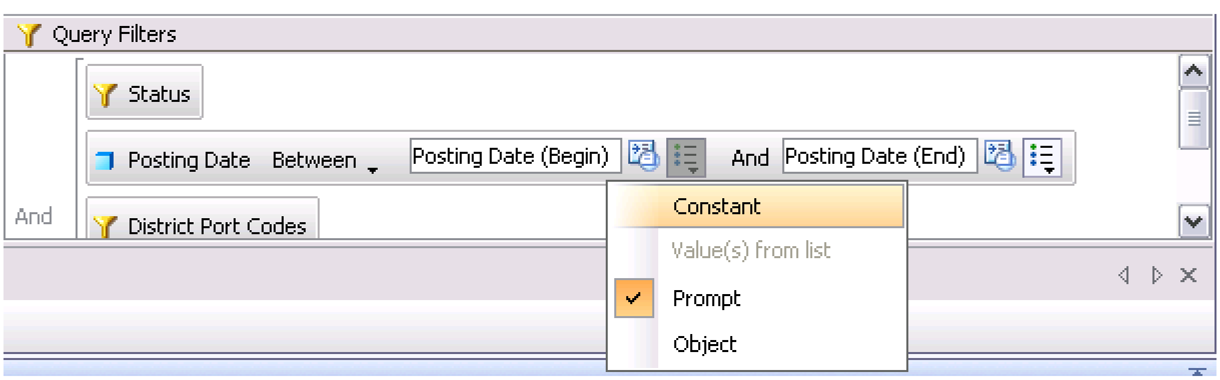
1. Once the new date filter has been added to the "*Query Filter*" pane, click the dropdown arrow "▼" next to "*In List*" to view options for defining the filter.
2. Select **"Between."**
3. Click the first filter type menu button and select **"Object."**
4. Click the "+" icon next to the "Date Objects"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

Note: If you save the report to your "*Favorites*" when you run it, 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 object and return only the desired data fields. This can be done by using Query Filters. 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, click 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 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.*"

    .
3. Click the "**Edit Report**" button. 

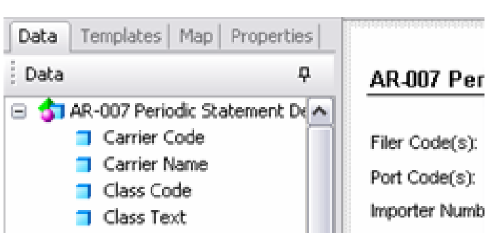
    a. When you return to the "*Edit Report*" view, the new data objects added to the report will be displayed in the "*Data*" pane.
    b. You must add the new data objects to the report in order to see the data.
4. Drag and drop or double-click the objects to be added to the final report. It is possible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

6. When the "*Prompts*" dialog box opens, update prompts as needed, then click "*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 click "**Run Query**" to display the report.



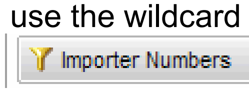
9. Drag and drop or double-click the objects to be added to the final report. It is possible to add more than one object at a time by highlighting the objects to be added to the report.

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.

Wildcards with Query Filters

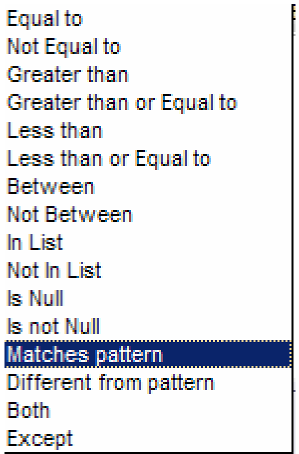
Within Query Filters, you have the ability to use wildcards on any alpha numeric field. The wildcard symbol is "%." For example, a wildcard may be used with an Importer of Record (IR) number by entering the first 9 digits followed by the percent sign. If you enter 12-3456789%, the report will return 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.

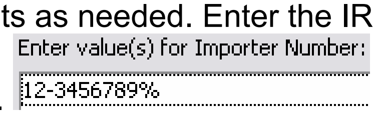
1. Select the report.
2. Click "**Modify**" below the report name.
3. Click **"Cancel"** when the "*Prompts*" box displays to enter the edit mode.
4. A new screen displays; click the "*Edit Query*" button located just below the report title.
5. Add and remove data elements as needed.
6. Select the object 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 clicking 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. Click the down arrow "▼" beside "In list" to view options for defining the filter. 

d. Select "**Matches Pattern**."



e. Click 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. Click "**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.

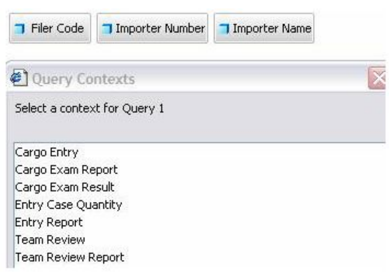
Using a Quick Filter in Modified Reports

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 in which 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. 

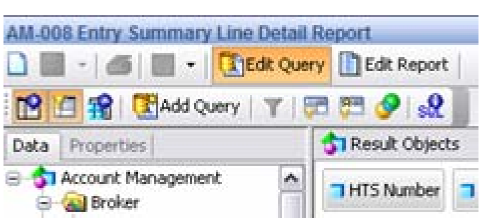
3. "List of Values" pop up window appears. Select the values in which you would like filtered. You may select one or more values. To select more than one, hold down "*Ctrl*" key and click on each additional value. To select more than one consecutive value, select one value, hold the "*Shift*" key and 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 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.

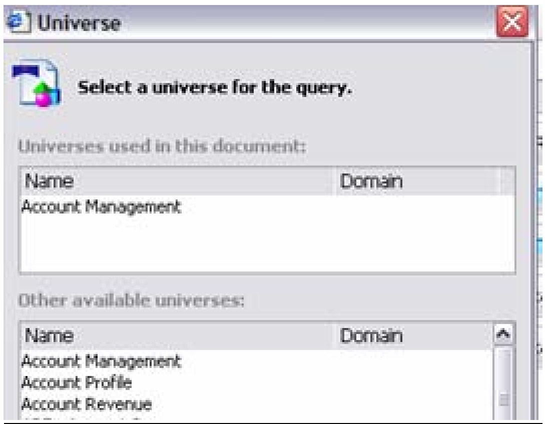


Adding a Query

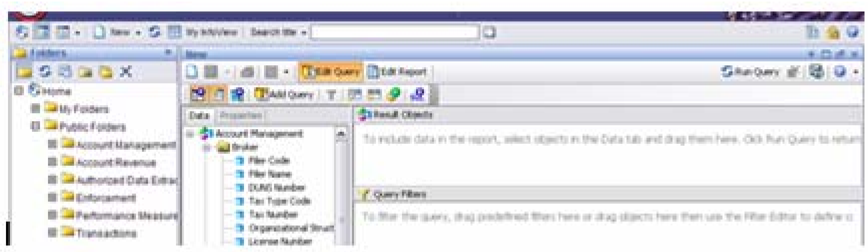
In addition to being able to modify the report selected you can also add a query to that report. To add a query, follow the steps below after you select "*Modify*" for the report you want to customize and then "*Edit Query.*"

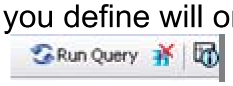


1. Select "**Add Query"** button on the query toolbar. A new screen appears asking you to "*select a universe for the query*." You can create a new query on a universe already used or select a different universe.



2. Select the appropriate universe by highlighting it under the "*Other available universes". Then click "**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 **"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 click "**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.”*

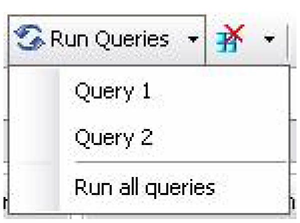
If you want to:	Then select:
Display the data on a new report	*Insert a table in a new report*
Display the data on the current report in a new table	*Insert a table in the current report*
Include the data in the document without displaying the data in a report	*Include the result objects in the document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

7. Select, for example, “**Insert a table in the current report**.” The new query will appear at the bottom of the results when the report displays.
8. Select **OK**.’

TST10	323	71-0001202AB	01	9/30/06	9/30/06	CA	XA	3004
TST10	324	71-0001202AB	01	9/30/06	9/30/06	CA	XA	3004
TST10	746	71-0001202AB	01	9/30/06	9/30/06	CA	XA	3004
Sum								

Entry Number	Line Number	Case Number	Bond Indicator	Entry Type Code	COO
T40	0	0	N	tt	MX
T40	0	0	N	tt	TT
T40	0	0	N	tt	TV

OR



9. If you want to return data for just the new query, click the drop-down 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:

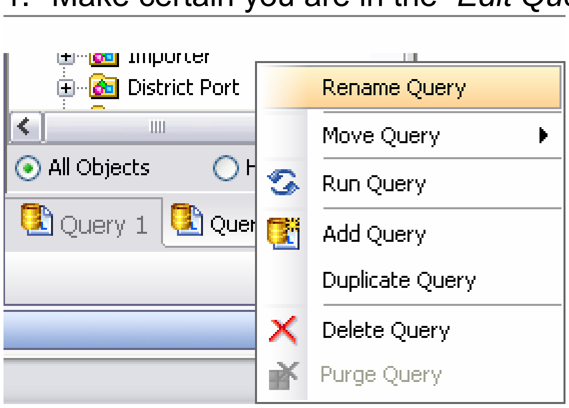
1. Drag the filer code with the blue box to the left into the “*Query Filter*” pane.
2. Select the drop down arrow to the right of the “*On List.*”
3. Select “***Equal To.***”
4. Select the drop down arrow to the right of “*Type a constant*.”
5. Select “**Object**.”
6. Select the filer code with the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

Importers, you will need to drag your Importer number into any report that you create from scratch or when you are 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 which reflects the data the query includes. To rename a query, follow the instructions below:

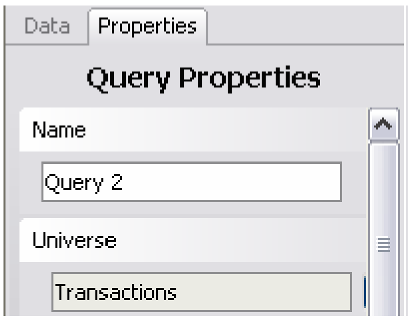
1. Make certain you are in the “*Edit Query*” view.



2. Right click the tab of the query you want to rename.
3. Select “*Rename Query*” from the shortcut menu.

OR

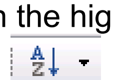
4. With the query tab highlighted that you want to rename, click on the "**Properties**" tab.



5. Type the name for the query in the "**Name**" box.
6. Press the "**Enter**" key. The new name appears on the Query tab.

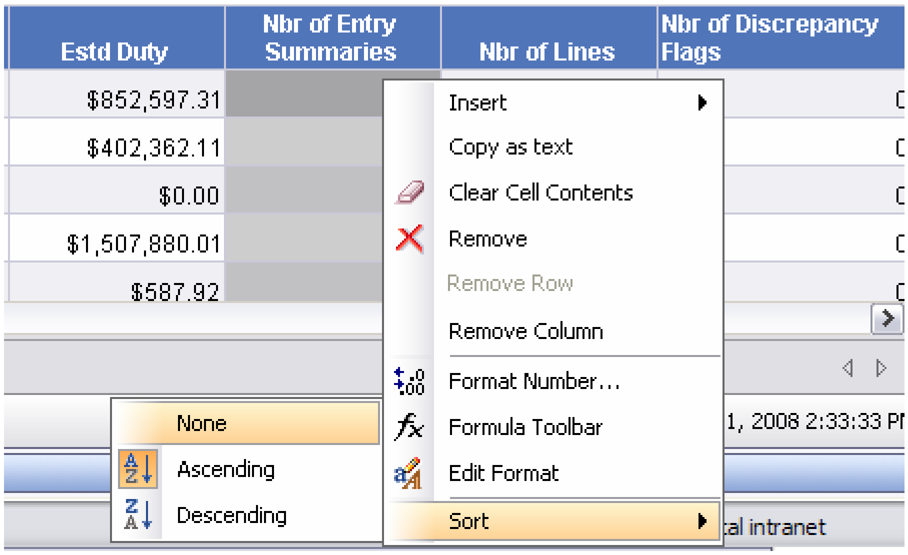
Sorting a Column in a Modified Report

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 (i.e. # of entry summaries by port code) as long as the first column sorted has repeated values (i.e. there are at least two different port codes with the same number of entry summaries).

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



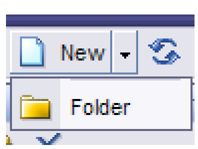
Saving a Modified Report

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.

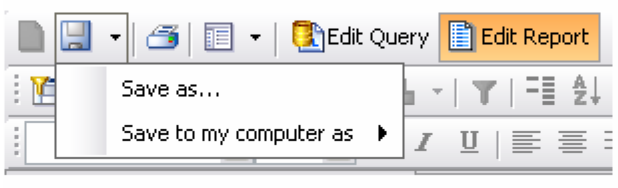
Saving to Your ACE Favorites Folder

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.

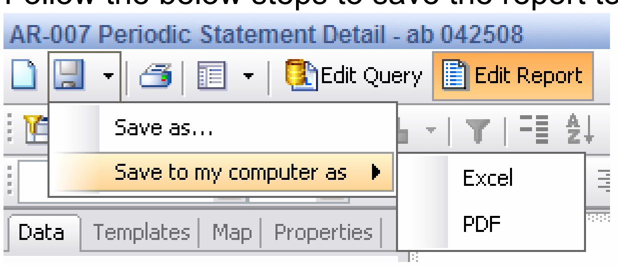
Follow the steps below to save to your Favorites folder:



1. Click 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. Click the “+” sign next to “My Folders.”
5. Click **“Favorites”** to save the report to your personal folder.
6. Click **“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. Click 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 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 Standard Report from Your Favorites Folder

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

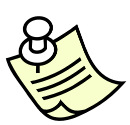
1. Select the "**+**" beside "*My Folders*."
2. Select the "**Favorites**" folder. You will see a list of reports you have saved to the "*Favorites*" folder.
3. Select the check box beside the report name that you wish to delete.
4. Select the "**X**" icon shown at the top of the "*Favorites"* screen.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

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**," 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 20th of the month. For example, January compliance data should be available around February 20th.*
- *Periodic monthly statement data is refreshed hourly.*

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 menus.
11. Select, for example, the “*Calendar”* icon and select February 28th.
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 report is run, it will appear in your “*Inbox*” which is located under “*My Folders.*”

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.

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.

Deleting a Scheduled Modified Report

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

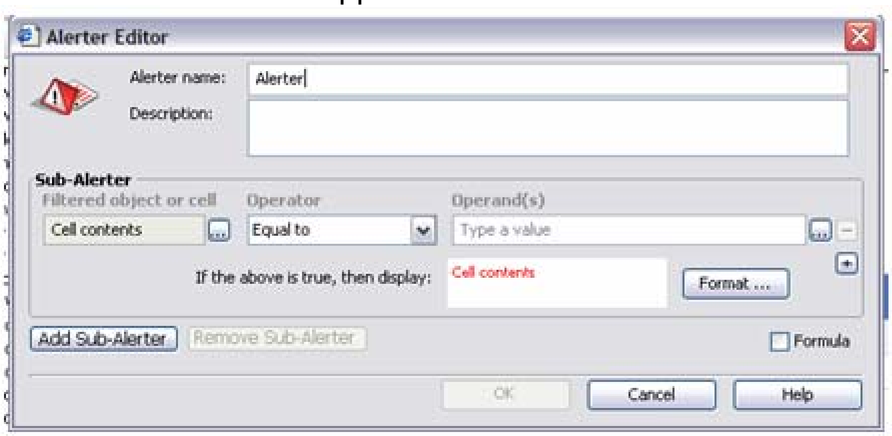
1. Select the "**+**" beside "*My Folders.*"
2. Select the "**Inbox**" folder.
3. Select the check box beside the report name that you wish to delete.
4. Select the "**X**" icon shown at the top of the "*Inbox*" screen. The report selected will be removed from the "*Inbox.*"

Creating an Alerter

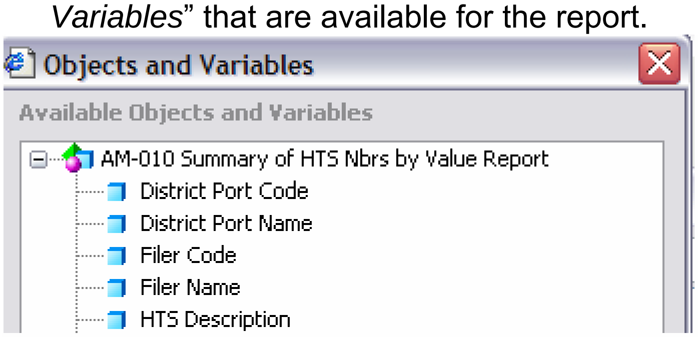
You have already logged into the ACE portal, selected "*Reports*," launched the report tool, and successfully run a modified report. When the results are displayed you want to add an alerter, which helps you highlight certain conditions or attributes in a report. This calls attention to that defined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

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

The Alerter Editor box appears.



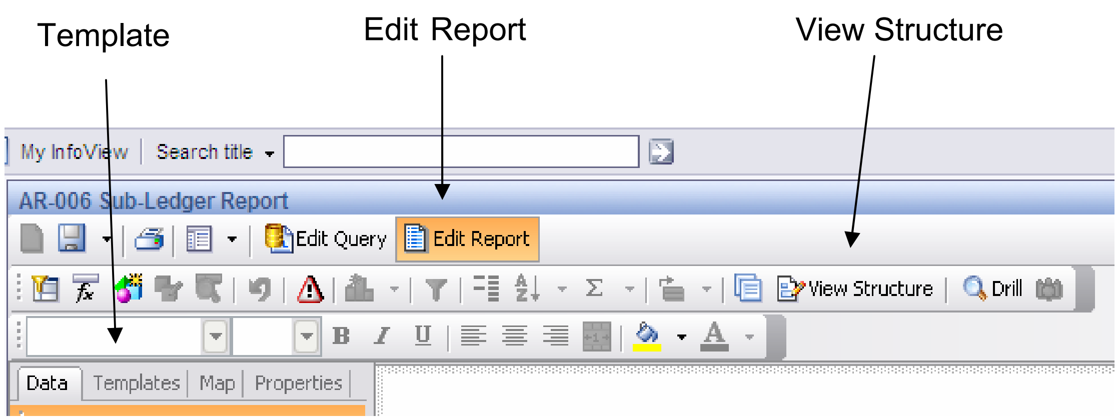
4. Enter a "*Description*" for the alerter.
5. Under "*Sub Alerter*" section, click the "Cell contents" to select the "*Objects or Variables*" that are available for the report.



6. Highlight your selection and click "**OK**."
7. Next select the "*Operator*" from the drop down list.
8. Select "Operand(s)" or enter an amount depending on your alerter. For example, type 1000000.00. You can add a second alerter by clicking the + button.
9. To change the format of the alerter, click 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
10. Click "**OK**" to close the "*Alerter Editor*" box. You are returned to the "*Alerters*" box.
11. Click "**OK**" to close the "*Alerter*" box. Alerters have now been added to the report.
12. Save your report.

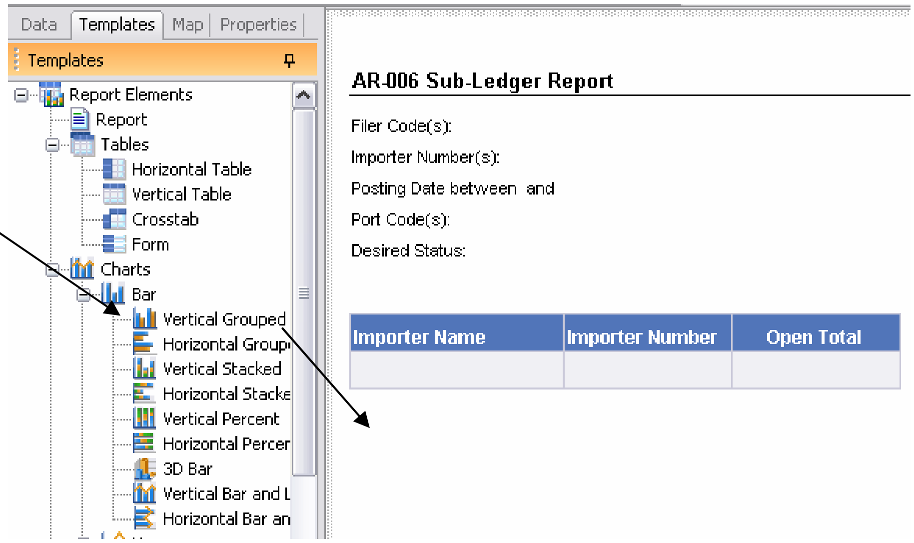
Creating Charts and Graphs for a Modified Report

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.**"

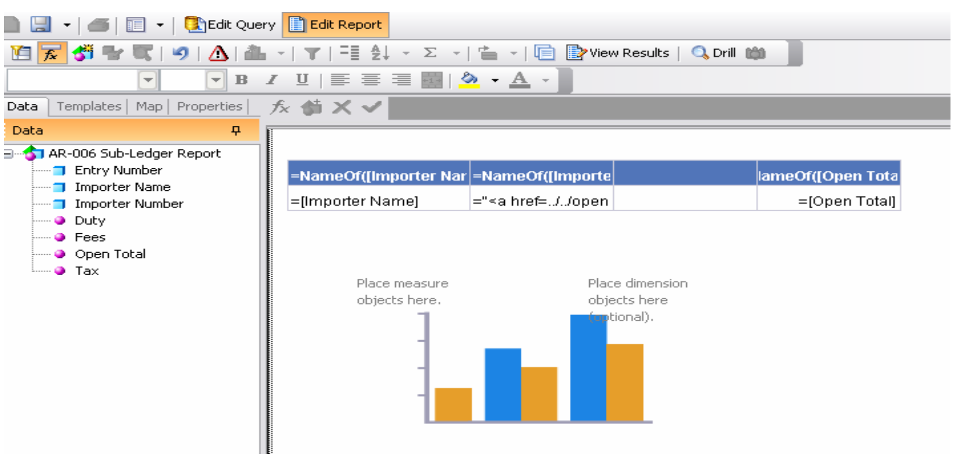


1. Select "**+**" beside the category you want to choose from to open the sub-categories.
2. Click on the chart of your choice, and drag and drop just below the report.

Drag and drop the chart or table below the report



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



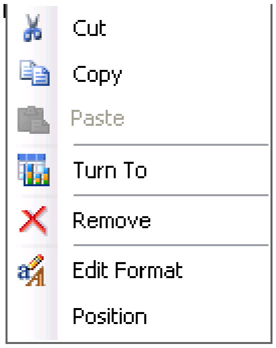
4. Drag and drop dimension objects (blue squares) into the *"Place dimension objects here*" section.
5. Click on the "**View Results**" tab on the tool bar. The chart results are now visible.

Change 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

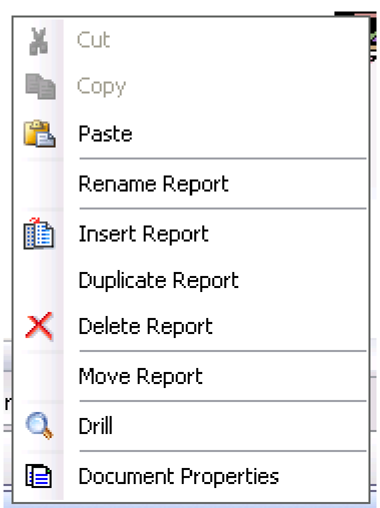
2. Drag a new chart over from the template view and drop it on the chart or graph you wish to replace.



Multiple Charts on One Report

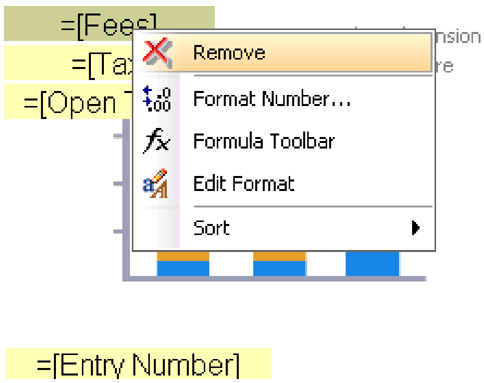
To depict the data in an additional chart format, you can add another chart type by the following:

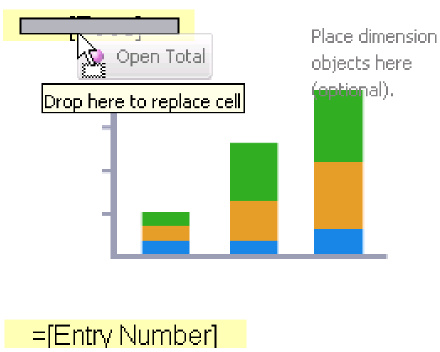
1. Right click on the original chart.
2. Select “**Copy.**”
3. Move cursor to area below the original chart and right click.
4. Select “**Paste.**”
5. Than drag a different chart onto the duplicate chart.



Changing a Measure or Dimension

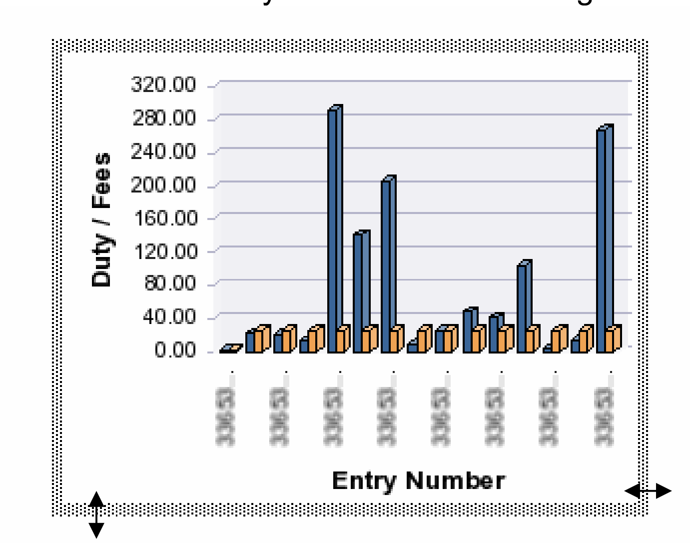
You have viewed the chart and have decided you would like to change the data objects. To change the Measure (Y Axis – Purple) or Dimension (X Axis – Blue) in the chart, click on the view results, drag another measure or dimension directly onto the one you wish to replace, or you may drag the measure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





Sizing a Chart

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

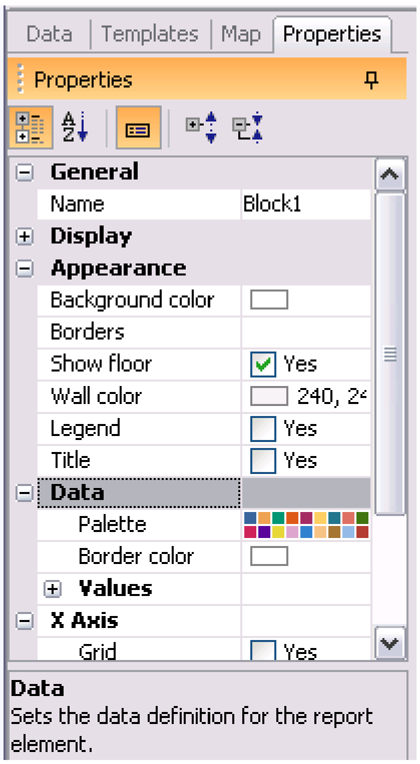


Removing a Chart

To remove a chart, right click on the chart and click “**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 be changed as well. The appearance, colors, page lay out and more can be change 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

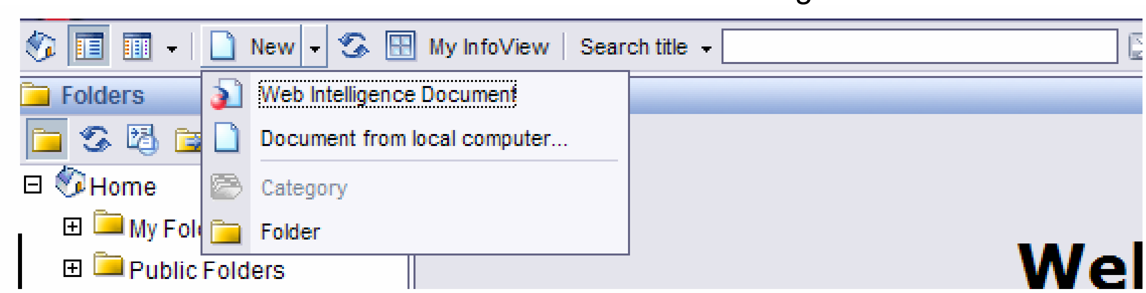
Creating a Customized Report

This section provides instructions on how to create a customized report from a blank slate. Only the Trade Account Owner and the Proxy Trade Account Owners are authorized to create a customized report from a blank slate using the steps outlined in this section.

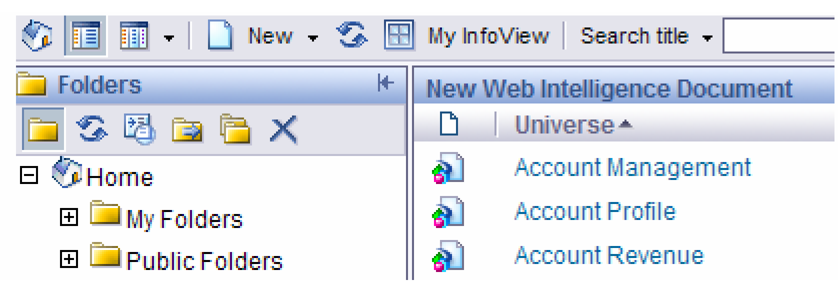
In reality, any user has the ability to create a fully customized report from a blank slate by simply removing all of the data objects and filters in a modified report and adding desired data objects to meet specific needs.

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

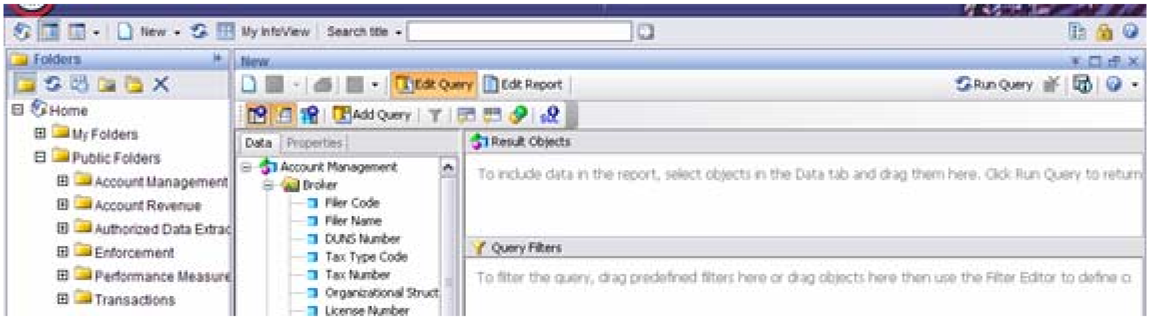
1. Select the down arrow "▼" on the toolbar to the right of the "*New*" icon.



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 clicked on 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. .
    c. 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.
    d. 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*" allow 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 you are requesting data objects from the Entry Report class, the Importer of Record (IR) number and date range will be a predefined filter. Therefore there is 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.

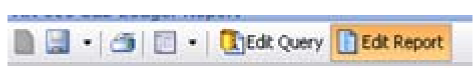
To add the filer code to the “Result Objects” pane, select the filer code with the blue box to the left and drag it over. If you want to add the filer code to the “Query Filter” pane, you will need to follow the steps below:

1. Drag the filer code with the blue box to the left into the “*Query Filter*” pane.
2. Select the drop down arrow to the right of the “*On List.*”
3. Select “*Equal To.*”
4. Select the drop down 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, you will need to drag your Importer number into any report that you create from scratch or when you are adding a query to an existing report

6. After adding a new filter to the “*Query Filters*” section, click 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. Click 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.
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.
10. Chick the “**Refresh Data”** button. 

11. When the “Prompts” dialog box opens, update prompts as needed then click “**Refresh Data**” to display the report.

OR in lieu of steps 8 through 11

12. Select **“Run Query”** button. 

13. When the “Prompts” dialog box opens, update prompts as needed then click “Run Query” to display the report.
14. 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.

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

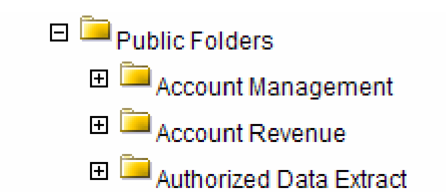
For all other functions, except creating the customized report, please refer to corresponding sections within Modify Reports section. Other functions include sorting, adding a new date object, printing, charts and graphs, etc.

Chapter 4: Authorized Data Extract

Running an Authorized Data Extract

An Authorized Data Extract (ADE) is necessary when data requested in one report exceeds current data quantity limitation of 60,000 lines. ADE allows you to schedule a report to run with up to 1,000,000 lines of data. This data is returned in raw data format and will need to be saved in an Excel or CVS format for data format manipulation.

The following should be noted for those electing to schedule an Authorized Data Extract: (1) Initially only Account Management Cargo Entry, Cargo Exam (temporarily disabled), Entry Summary, Entry Summary Compliance and Account Revenue reports will be available; and (2) Only the Trade Account Owner (TAO) or the Proxy Trade Account Owner (PTAO) will be able to request an Authorized Data Extract.



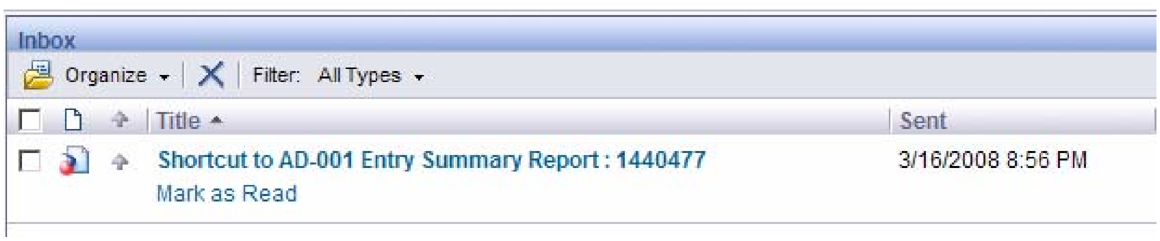
1. Click on the "*Authorized Data Extract*" folder.
2. Select the Authorized Data Extract you want to schedule:
   - AD-001 Entry Summary Report
   - AD-002 ADD/CVD Case Report
   - AD-003 Cargo Entry Report
   - AD-004 Cargo Exam Result Report (temporarily disabled)
   - AD-005 Team Review Report
 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

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

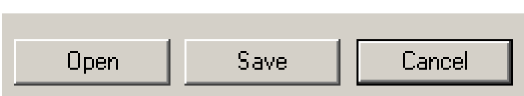
5. Enter the filters you want included in your extract and select "***Apply***." The prompt values will be displayed. Since the maximum row limit for each extract is one million, you will need to adjust the date range accordingly, when scheduling the selected extract.

Note: For AD 001 the default is "Yes" for "Include Entries with No Entry Date." Also for AD 001 you will need to change the "Entry Report Creation Date (end)" to a future date later than the "End Entry Report Entry Date" for the extract to run.

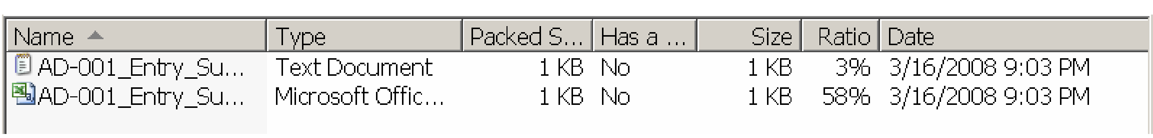
6. Select the "***Schedule***" button to complete scheduling the extract. The status will display after the report has been scheduled.
   - You can also view the status of the extract by clicking on the *"History"* tab associated with the Authorized Data Extract report name that was scheduled.
   - The 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 (comma separated value) 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:



   - 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 "----1,000,000 rows. (Warning: Partial Result returned due to row/time limitations" if the extract file exceeds the 1,000,000 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. Click on the CSV file if the text file has over 65,000 rows. This will highlight the file name.
11. Click on "***Extract.***"
12. Decide where you want to save the extract file and click "***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 contain 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 Authorized Data Extract 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 another TAO of another account cross account access, the PTAO/TAO with cross account access will have the ability to run an authorized data extract for both accounts. To grant an individual access to an account as a user but restrict their ability to run an authorized data extra or any other type of report, the Portal Account granting access can also decide to give "*No Access*" to the Reports tab. This allows for cross account access but prohibiting access to authorized data extract or any other type of report.

Chapter 5: Additional ACE Resource

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

ACE Portal Reports Dictionary

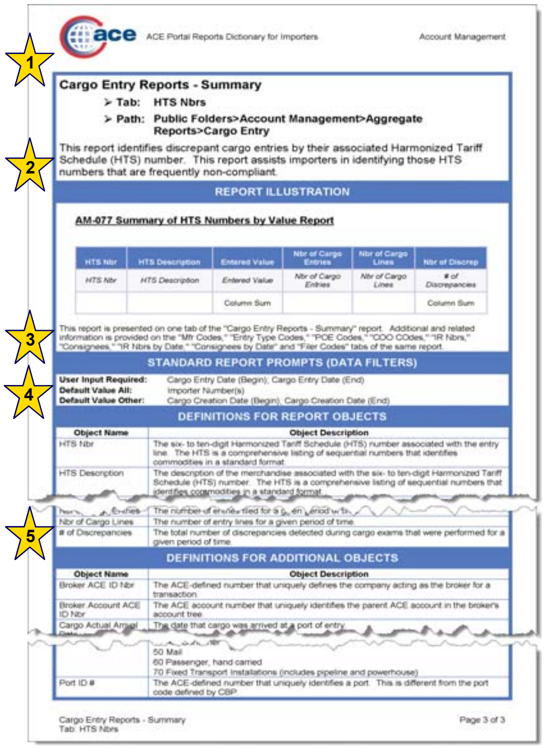
The ACE Portal Reports Dictionary helps you determine which report to run and which data fields to select to meet you business reporting needs. The dictionary defines each report and their corresponding data attributes (objects) making it easier for you to identify specific reports that meet your data requirements. This reference guide is designed to enhance the understanding of each report and assist in identifying the report that best fulfills a particular business need.

The ACE Reports dictionary can be found by clicking on the following link:

http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/ace_reports/ace_portal_reports_dictionary/

Each report in the dictionary is divided into five main sections. These sections are used to describe the unique aspects of each report.

1. Header Information
2. Report Illustration
3. Standard Report Prompts (Data Filters)
4. Definitions for Report Objects
5. Definitions for Additional Objects (for Modified Reports)



ACE Portal Reports Dictionary for Importers — Account Management

1

Cargo Entry Reports - Summary

- **Tab: HTS Nbrs**
- **Path: Public Folders>Account Management>Aggregate Reports>Cargo Entry**

2

This report identifies discrepant cargo entries by their associated Harmonized Tariff Schedule (HTS) number. This report assists importers in identifying those HTS numbers that are frequently non-compliant.

REPORT ILLUSTRATION

AM-077 Summary of HTS Numbers by Value Report

HTS Nbr	HTS Description	Entered Value	Nbr of Cargo Entries	Nbr of Cargo Lines	Nbr of Discrep
HTS Nbr	*HTS Description*	*Entered Value*	*Nbr of Cargo Entries*	*Nbr of Cargo Lines*	*# of Discrepancies*
		Column Sum			Column Sum

3

This report is presented on one tab of the "Cargo Entry Reports - Summary" report. Additional and related information is provided on the "Mfr Codes," "Entry Type Codes," "POE Codes," "COO COdes," "IR Nbrs," "Consignees," "IR Nbrs by Date," "Consignees by Date" and "Filer Codes" tabs of the same report.

STANDARD REPORT PROMPTS (DATA FILTERS)

4

User Input Required: Cargo Entry Date (Begin); Cargo Entry Date (End)
Default Value All: Importer Number(s)
Default Value Other: Cargo Creation Date (Begin); Cargo Creation Date (End)

DEFINITIONS FOR REPORT OBJECTS

Object Name	Object Description
HTS Nbr	The six- to ten-digit Harmonized Tariff Schedule (HTS) number associated with the entry line. The HTS is a comprehensive listing of sequential numbers that identifies commodities in a standard format.
HTS Description	The description of the merchandise associated with the six- to ten-digit Harmonized Tariff Schedule (HTS) number. The HTS is a comprehensive listing of sequential numbers that identifies commodities in a standard format.
[illegible] Entries	The number of entries filed for a given period of time.
Nbr of Cargo Lines	The number of entry lines for a given period of time.
# of Discrepancies	The total number of discrepancies detected during cargo exams that were performed for a given period of time.

5

DEFINITIONS FOR ADDITIONAL OBJECTS

Object Name	Object Description
Broker ACE ID Nbr	The ACE-defined number that uniquely defines the company acting as the broker for a transaction.
Broker Account ACE ID Nbr	The ACE account number that uniquely identifies the parent ACE account in the broker's account tree.
Cargo Actual Arrival Date	The date that cargo was arrived at a port of entry.
	50 Mail 60 Passenger, hand carried 70 Fixed Transport Installations (includes pipeline and powerhouse)
Port ID #	The ACE-defined number that uniquely identifies a port. This is different from the port code defined by CBP.

Cargo Entry Reports - Summary
Tab: HTS Nbrs — Page 3 of 3

Additional Information

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 and the required user name and password are:

https://nemo.customs.gov/ace_online

User name = user01

Password = 1Password

Do you need additional assistance with running ACE Reports*? If you are a trade caller or if you are calling outside the United States, please contact* ***Technology Support*** *at 1-866-530-4172.*

Appendix

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. Note this report is for brokers and filers.
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
	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.

Account Management: Aggregate Reports, Cargo Entry (Continued)

Report Number	Report Name	Report Description
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
	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.

Account Management: Aggregate Reports, Cargo Exam (Continued)

Report Number	Report Name	Report Description
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.

Account Management: Aggregate Reports, Entry Summary (Continued)

Report Number	Report Name	Report Description
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
	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.

Account Management: Aggregate Reports, Entry Summary Compliance (Continued)

Report Number	Report Name	Report Description
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: 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 frill 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: Detailed 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.

Account Management: Detailed Reports, Cargo Entry (Continued)

Report Number	Report Name	Report Description
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: Detailed 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: Detailed 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, 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: Detailed 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.

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

Report Number	Report Name	Report Description
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 click 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 click 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 click 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 click 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.

Account Revenue Workflows Reports (Continued)

Report Number	Report Name	Report Description
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.

Transactions: BRASS Report

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