

# How to Create Entry Summary Line Detail Report (AM-008)

1. Login to ACE environment
2. Click on the Accounts Tab

The screenshot shows the ACE secure data portal interface. At the top, there is a navigation bar with tabs for Home, Accounts, References, and Tools. The 'Accounts' tab is highlighted with a red box and a red arrow. Below the navigation bar, there is a 'Task List' section with a message 'There are no approvals' and links for Approvals (0), Notifications (0), and Forms (10). There are also buttons for 'Claim' and 'Cancel Claim'. Below this, there is a 'Forms' section with a 'Phone Directory' search area and a 'QuickLinks' section. On the right side, there is a 'Reminder' section and an 'ACE News' section with several news items dated October 20, 2015, and January 21, 2015.

3. From the Account Type drop down, Select Importer and click GO

The screenshot shows the 'Accounts' page in the ACE secure data portal. The 'Accounts' tab is selected in the navigation bar. The 'Task Selector' section has a dropdown menu for 'Select Account Type' with 'Importer' selected and a 'GO' button. Below this, there is a 'Select Task' section with a list of links: Change History, Reports, BAL, Action Plan, Statements, Declarations, and Mode of Communication. At the bottom left, there is an 'Account Selector List' section with a 'View Settings' button and a 'Sort by' dropdown menu. On the right side, there is a 'View Top Account' section with 'Top Account Information' and 'Program Participation' sections. The 'Top Account Information' section includes fields for Account Name, ACE ID, Organizational Structure, DUNS #, Website, and End of Fiscal Year. The 'Program Participation' section is currently empty. Below these sections, there is a 'Contacts' table with columns for Type, Last Name, First Name, Phone, and Email. The table shows two contacts: 'Primary Point of Contact' and 'Account Owner'.

4. The page will refresh and it will appear as though nothing has changed, but Step 3 MUST be performed or the site will not work properly.
  - a. After the page refreshes click on Reports and you will see the Launch Reports tab appear to the right.
  - b. Under the Launch Reports tab click Launch Tool. (This will open a new browser window)

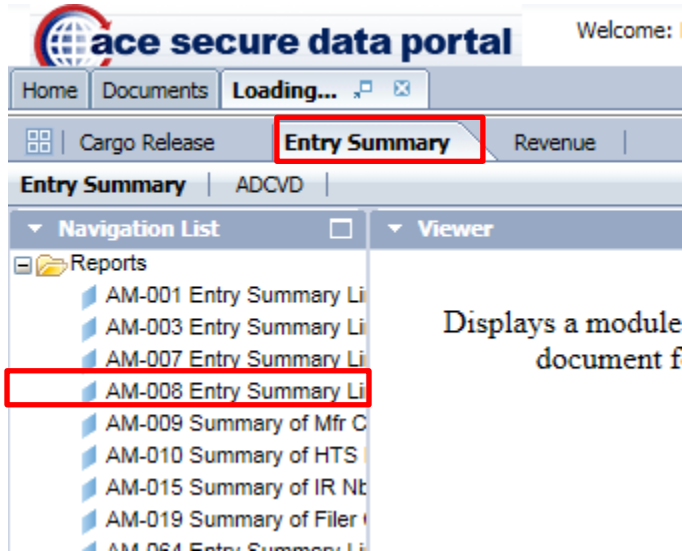
The screenshot shows the ACE secure data portal interface. The top navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Task Selector' on the left lists various tasks, with 'Reports' highlighted in blue and a red box around it, with a red arrow pointing to it. The 'Launch Reports and Quickview Tool' section on the right contains a 'Launch Tool' button, also highlighted with a red box and a red arrow. Other sections include 'Importer Summary' and 'Launch Extracts'.

5. You will now be on the BI Launch Pad Site. Click on the Importer link.

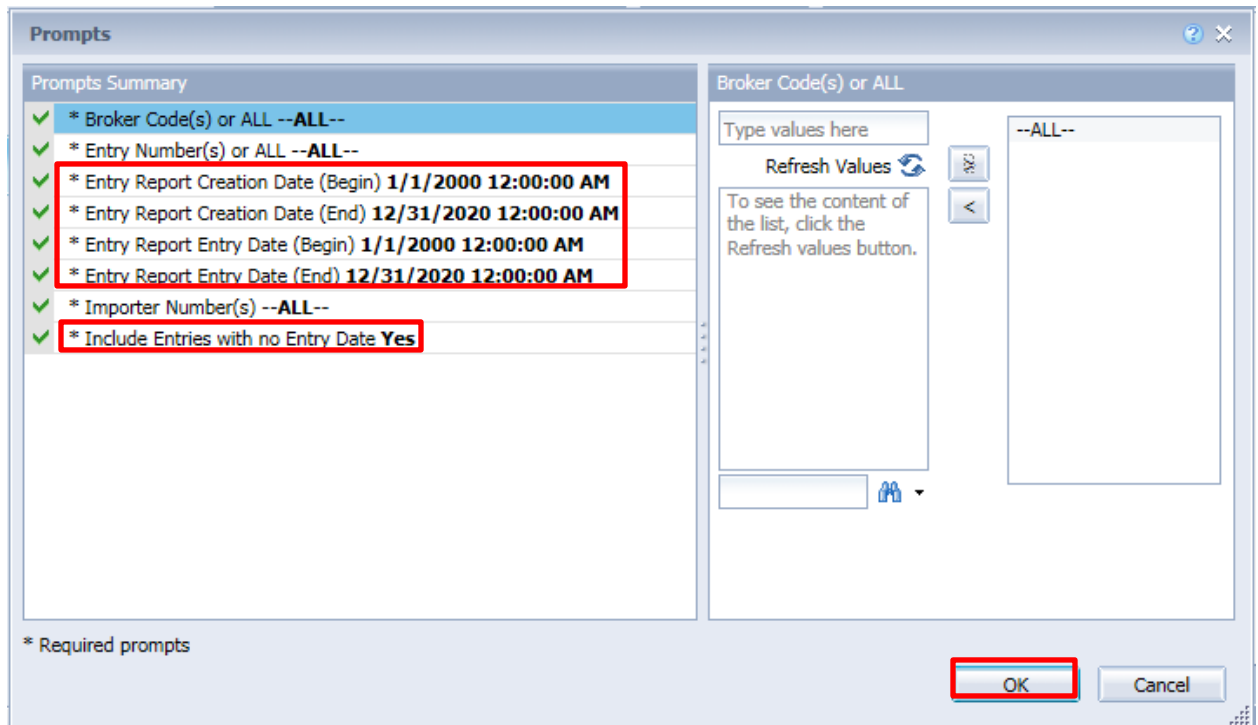
The screenshot shows the ACE secure data portal BI Launch Pad Site. The header includes 'ACE secure data portal' and navigation tabs for 'Home' and 'Documents'. A large blue banner reads 'ACE REPORTS'. Below this is a search bar labeled 'Search Workspaces:'. A table titled 'Available Workspaces' lists the following workspaces: Trade, Importer, Training, and Training. The 'Importer' link is highlighted with a red box and a red arrow. An information icon (i) is visible in the 'Info' column for each workspace.

Available Workspaces	Info
Trade	
Importer	<a href="#">i</a>
Training	
Training	<a href="#">i</a>

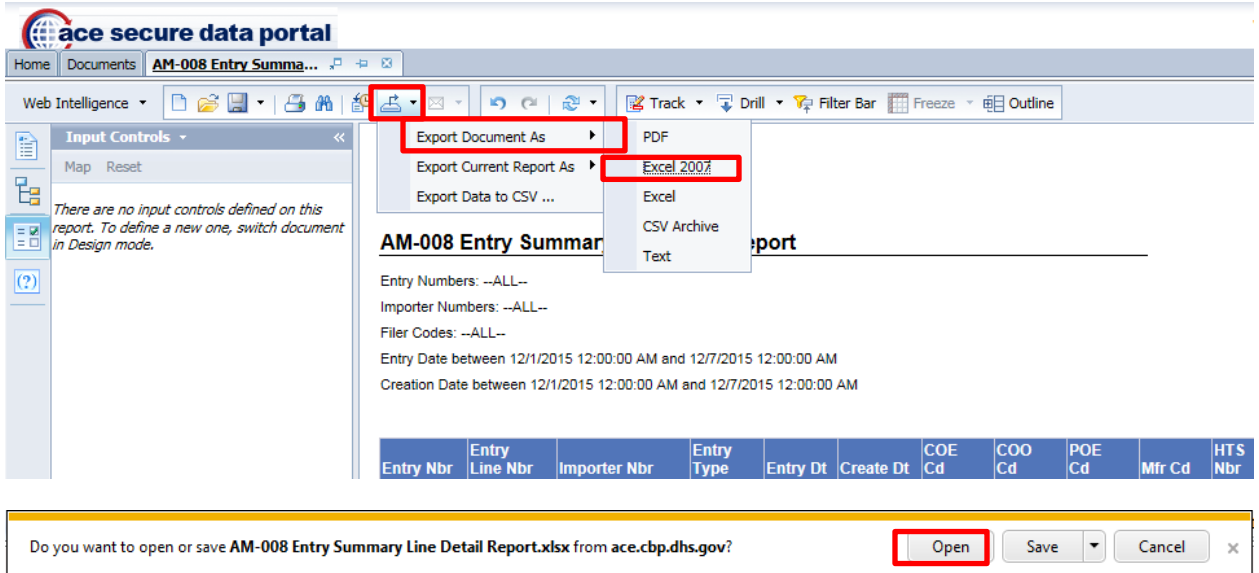
6. A new tab will appear on the top.
  - a. Click on the Entry Summary tab in the 2<sup>nd</sup> row.
  - b. Click on the Report titled AM-008



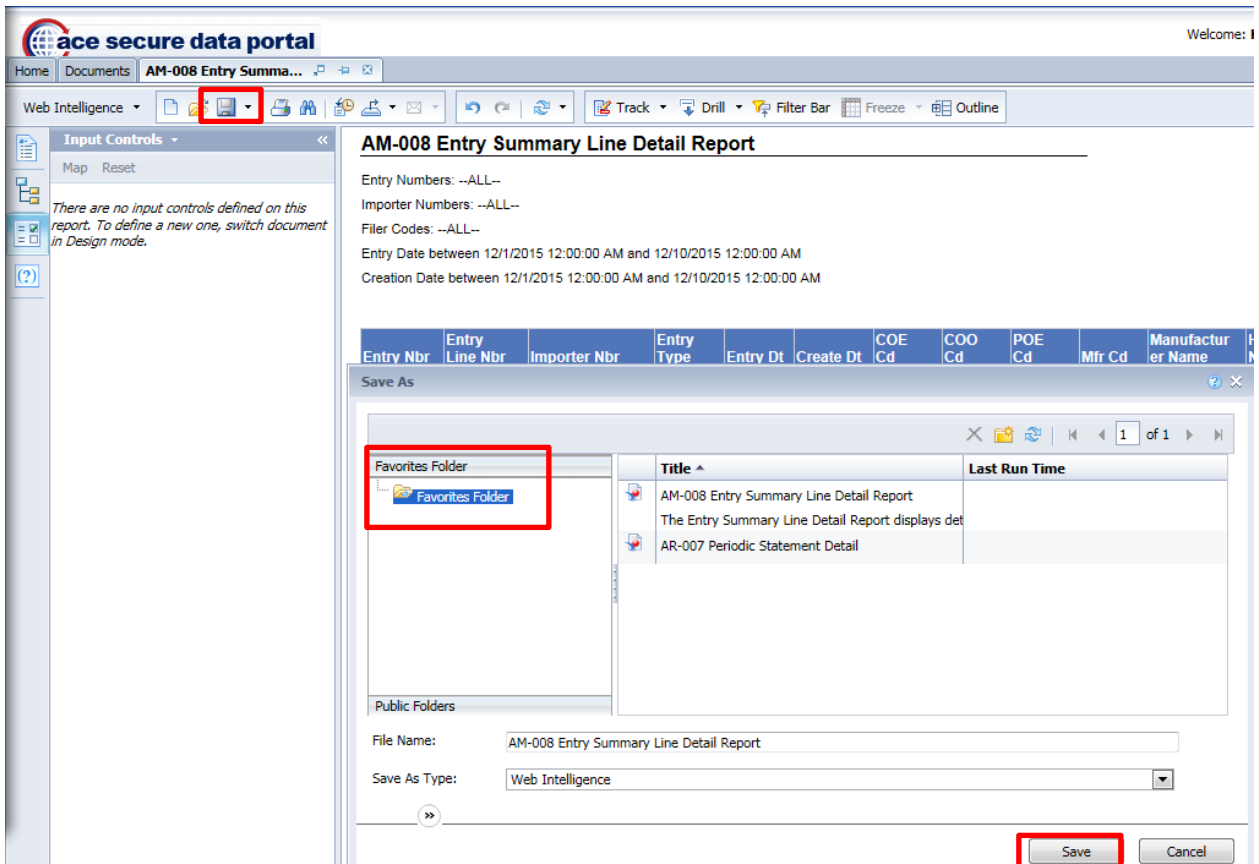
7. The below screen will pop-up and you will need to populate the Entry Report Creation Date Begin and End (Time Frame can be whatever you choose). It is also suggested to change the Entry Report Entry Date Begin and End to the same dates you used for the Creation Date otherwise you will get very old information. You may want to also include entries no entry date (change option to Yes). Click OK.



8. The system will Retrieve the Data (may take a few minutes) and the information will appear on the screen.
  - a. For easy viewing you can export the report to excel. Click on the export icon highlighted below, hover over Export Document As, click on Excel 2007.
  - b. You will get an option to Open or Save the file, choose 1.



9. It is suggested to also save the report to your Favorites Folder in this module so it is easy to find the next time you need to run it.



10. The next time you log in to the BI Launch Pad click on the Documents tab, click on My Documents then click on My Favorites. Your saved documents will appear on the right.

The screenshot displays the Oracle Secure Data Portal interface. At the top, the logo reads "Oracle secure data portal". Below the logo is a navigation bar with "Home" and "Documents" tabs. The "Documents" tab is selected and highlighted with a red box. Below the navigation bar is a menu with options: "View", "New", "Organize", "Send", "More Actions", and "Details".

The main content area is divided into two sections. On the left, under the heading "My Documents", there is a "My Favorites" folder icon highlighted with a red box. Below it are icons for "Inbox", "My Alerts", and "Subscribed Alerts".

On the right, there is a table with a "Title" column. The table contains two entries:

Title ^
AM-008 Entry Summary Line Detail Report
AR-007 Periodic Statement Detail