

# **USER GUIDE**

## **AUTOMATED COMMERCIAL ENVIRONMENT (ACE)**

### **REPORTS FOR THE TRADE**



## **U.S. Customs and Border Protection**

### **OFFICE OF INTERNATIONAL TRADE**

**VERSION 1.1  
JUNE 2015**

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## Getting Started

This Chapter covers the following Sections:

- Introduction to Reports for the Trade User Guide
- How to Use This Guide
- Getting Started with Reports

Getting Started

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## Introduction to Reports for the Trade User Guide – Version 1.1

### Introduction

This User Guide (UG) is an update from the October 2013 Version 1.0 document. This current UG Version 1.1 document has been updated to include information on the new Automated Export System (AES) Reports that are available for the Trade community. Currently, there are 3 new export reports for Trade. **Appendix B.4: Automated Export System (AES) Reports** provides a description of each export report.

### Purpose

This User Guide (UG) describes the Automated Commercial Environment (ACE) process for generating reports in the ACE portal.

### Target Audience

This user guide is intended for use by authorized trade ACE users with a need for generating reports.

### Organization

This guide is divided into four chapters, containing one or more sections each, which are then divided into topics. Each section covers a set of related functions or tasks. Each topic presents information about a specific function or task.

### Guide Layout

This guide includes these Chapters:

- Chapter 1: Running a Standard Report
- Chapter 2: Running a Modified Report
- Chapter 3: Creating a Customized Report
- Chapter 4: Sharing Reports

## How to Use This Guide

### Presentation Conventions

This guide employs consistent visual cues and standard text formats to help locate and interpret information easily. The following text conventions are used:

### Text Conventions

|                        |                                                                                                                                                                                                                            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bold Title Case</b> | Used for data fields, menu items, button names, and option names.                                                                                                                                                          |
| <i>Italics</i>         | Indicates entries the user is to type, used for both verbatim entries and placeholder entries. An example of a placeholder entry is password where the user is to type their individual password, not the word “password”. |

### Graphic Conventions

This text uses Notes (including general notes, tips, important notes, cautions, and warnings) to call the user’s attention to information of special importance. The types of notes used and their explanation are shown below, from neutral to most critical.



**CAUTION:** Advises users that failure to take or avoid a specified action could result in loss of data.



**IMPORTANT:** Provides information essential to the completion of a task. Users can disregard information in a note and still complete a task, but they should not disregard an important note.



**NOTE:** Emphasizes or supplements important parts of the main text. A note supplies information that may apply only in special cases.



**TIP:** Helps users apply the techniques and procedures described in the text to their specific needs. A tip suggests alternative methods that may not be obvious and helps users understand the benefits and capabilities of the product.



**WARNING:** Advises users that a failure to take or avoid a specific action could result in physical harm to the user or hardware.

## Getting Started with Reports

### Verifying Java

Java is required to use the reports tool so it is important for first time users to verify setting preferences and that Java 7.0.17 is installed on the computer. Internet Explorer is recommended to access any ACE reports or to utilize the ACE Portal. To verify Java, follow the instructions in Table 1.

**Table 1: Verifying Java**

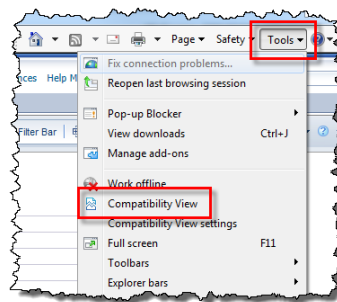
| Step | Action                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Launch Internet Explorer                                                                                                                                                                                                                                               |
| 2.   | Select <b>Tools</b> .                                                                                                                                                                                                                                                  |
| 3.   | Select <b>Sun Java Console</b> .                                                                                                                                                                                                                                       |
| 4.   | Verify Java Plug-in Version                                                                                                                                                                                                                                            |
|      |  <p><b>NOTE:</b> If a pop up window appears asking if you want to upgrade to the latest version of Java, CBP recommends you <b>NOT</b> upgrade to a version higher than Java 1.7</p> |

### Launching ACE Reports

To be able to access the ACE Reports application, you must have a current ACE Portal User ID and password. Table 2 describes how to launch ACE reports.



**IMPORTANT:** For users using Microsoft Internet Explorer 10, **Compatibility View** settings should be disabled to ensure ACE Reports will display correctly. Select the **Tools** menu and ensure **Compatibility View** is not checked (see Figure 1).



**Figure 1: Compatibility View Settings**

**Table 2: Access ACE Reports**

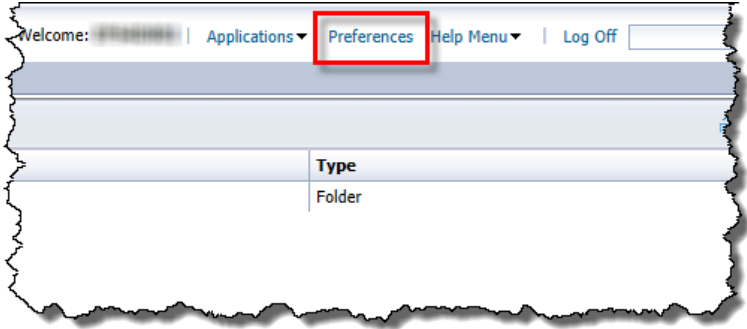
| Step | Action                                                                                                                                                                                                                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Access the ACE Portal and log in with your User ID and password.                                                                                                                                                                                   |
| 2.   | From the main menu, select the <b>Accounts</b> tab.                                                                                                                                                                                                |
| 3.   | From the <b>Select Task</b> list, select <b>Reports</b> .                                                                                                                                                                                          |
|      |  <b>NOTE:</b> ACE defaults to <b>Broker View</b> . If you want a report for importers, sureties or carriers, ensure you change the view before launching reports. |
| 4.   | Select the  button.                                                                                                                                              |



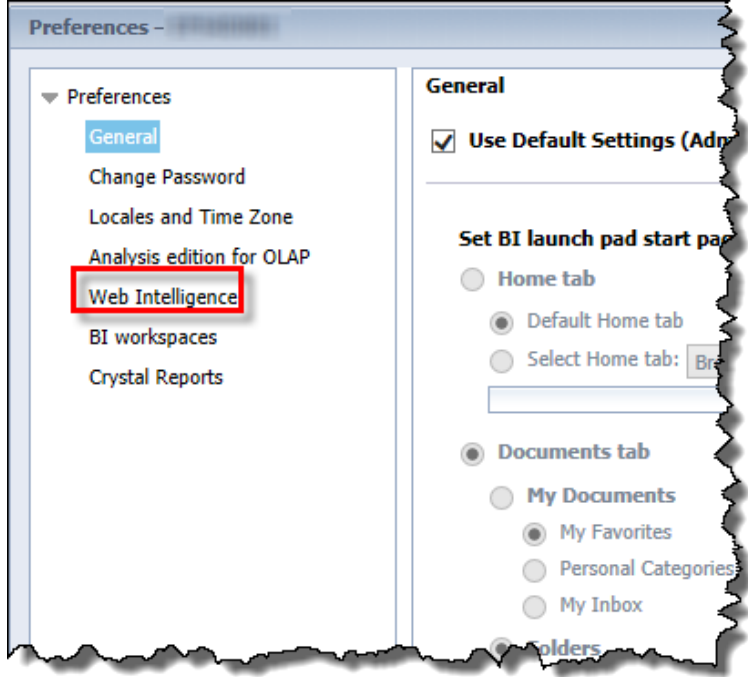
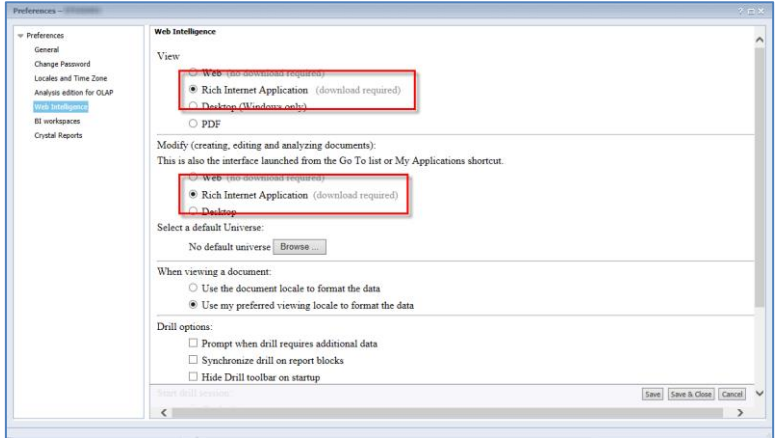
**IMPORTANT:** For best results, it is recommended that you set your report preferences to view and modify reports using the **Rich Internet Application**. The **Rich Internet Application** provides the fullest range of features and makes the Reports tool easier to use. Users running Microsoft® Internet Explorer 10 **must** ensure the preferences are set at **Rich Internet Application** for ACE Reports to function properly.

### Set Report Viewing and Modifying Preferences

**Table 3: Set Report Viewing and Modifying Preferences**

| Step | Action                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>Select the <b>Preferences</b> link at the top of the ACE Reports window.</p>  |

## Set Report Viewing and Modifying Preferences

| Step | Action                                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.   | <p>When the <b>Preferences</b> dialog box displays, select the <b>Web Intelligence</b> option.</p>  <p> <b>NOTE: Setting Preferences</b> is covered in more detail under Table 5: Setting Preferences.</p> |
| 3.   | <p>Ensure that <b>Rich Internet Application (download required)</b> is selected in both the <b>View</b> and <b>Modify</b> preferences.</p>                                                                                                                                                   |

## Set Report Viewing and Modifying Preferences

| Step | Action                                                                                                                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>Select the <b>Save &amp; Close</b> button.</p> <div>  <p>If the <b>Preferences</b> dialog box does not close, use your web browser's <b>Refresh</b> icon to reload the ACE Reports tool.</p> </div> |

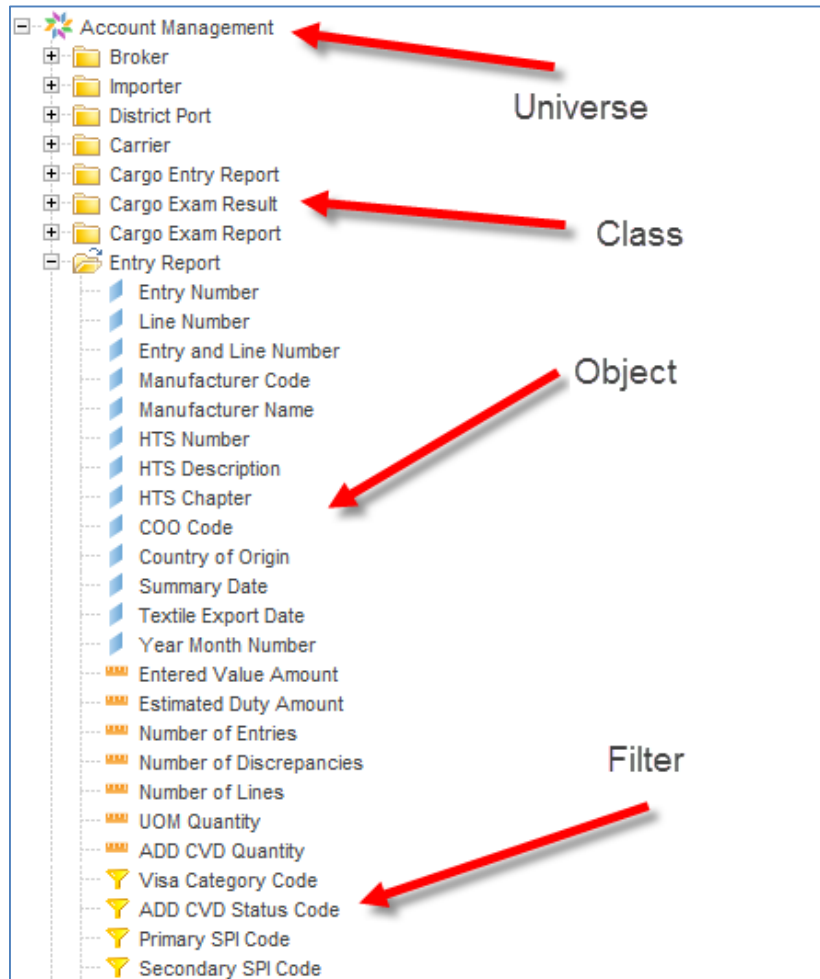
## Terminology

There may be unfamiliar terms and acronyms used within the ACE Secure Data Portal. Table 4 lists five frequently used terms when running reports.

**Table 4: ACE Reports Data Structure Terms**

| Term            | Definition                                                                                                                                                                                                                                              |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Universe</b> | The top level of the data hierarchy. It is a collection of loosely related data objects, representing all the data available in one query.                                                                                                              |
| <b>Class</b>    | The second level of the data hierarchy. It is a specific grouping of closely related data elements, represented as a folder within a universe.                                                                                                          |
| <b>Object</b>   | The lowest level in the hierarchy. They are the individual data elements or pre-programmed filters available in ACE Reports. Objects are added to report queries and, subsequently, to the reports themselves.                                          |
| <b>Query</b>    | A request to the ACE Data Warehouse for a specific set of data. The data request is limited by the data elements requested and the filters applied.                                                                                                     |
| <b>Filter</b>   | A method for limiting the data that appears in the report. There are two ways to filter data. Firstly, data can be filtered through the query, before it gets to the report. Secondly, data can be filtered in the report, after it has been retrieved. |

Figure 2 provides an example of the ACE Reports Data Structure.

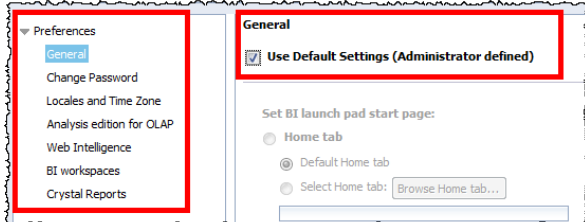
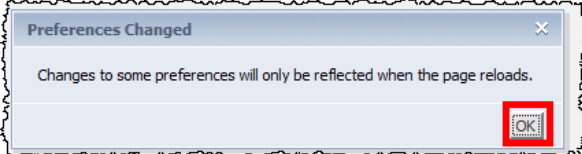


**Figure 2: ACE Reports Data Structure**

## Software Set-up Requirements

ACE will provide a set of system defaults for reports but the user will have the ability to change the defaults and set their own preferences. Table 5 describes how to set user preferences.

**Table 5: Setting Preferences**

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | When you select the <b>Reports</b> hyperlink and select <b>Launch Tool</b> , the <b>Documents</b> tab will display.                                                                                                                                                                                                                                                                                                              |
| 2.   | <p>Select <b>Preferences</b> from the main menu.</p>                                                                                                                                                                                                                                                                                           |
| 3.   | <p>The <b>Preferences</b> screen will display with options to:</p> <ul style="list-style-type: none"> <li>• Accept or change the default settings</li> <li>• Change Password</li> <li>• Locales and Time Zone</li> <li>• Analysis edition for OLAP</li> <li>• Web Intelligence</li> <li>• BI Workspace</li> <li>• Crystal Reports</li> </ul>  |
| 4.   | Once you have set up all your preferences, select the <b>Save and Close</b> button.                                                                                                                                                                                                                                                                                                                                              |
| 5.   | <p>A pop-up box will appear notifying that the changes will be reflected when the page reloads. Select <b>OK</b>.</p>                                                                                                                                                                                                                        |

## Home Tab

The **Home** tab displays a workload view, showing recently opened and recently scheduled reports, as well as your ACE Reports inbox.

There are five panels in the **Home** tab. **My Recently Viewed Documents** displays the ten most recently viewed reports. **My Recently Run Documents** displays the ten most recent scheduled report instances. The **# Unread Messages in My Inbox** panel displays the ten most recent unread items in your **Inbox**. The **# Unread Alerts** panel is not used in ACE Reports. The **My Applications** panel contains a link to the **Web Intelligence** application.

The **Documents** tab is the default start page, but the **Home** tab can be made the start page by setting preferences.

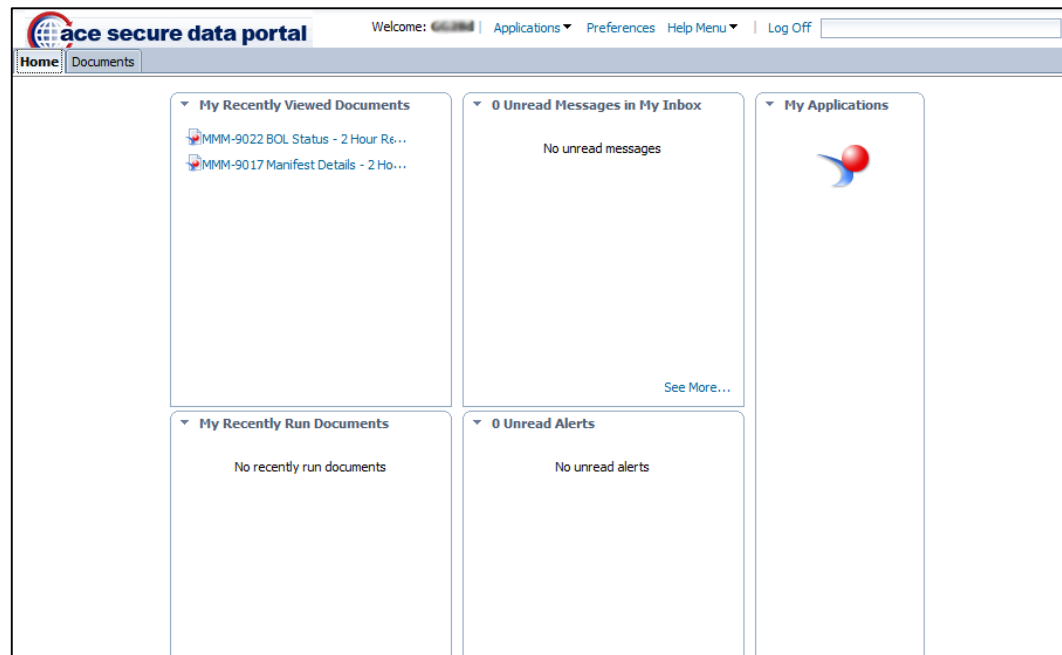


Figure 3: The Home Tab

## Export Options

ACE Reports allows users to export reports to Microsoft® Excel format (.xlsx) allowing for better analysis of report data using the latest spreadsheet technology, as well as the ability to export much larger reports than is possible in earlier versions of Excel.

## Simplified Standard View

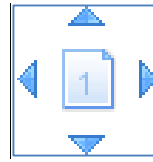
The standard report view is view only, however it is easy to switch from the standard (**Reading**) view to the *ad hoc* (**Design**) view without re-running the report.

## New Filtering Options

Reports can be filtered dynamically by **Input Controls** which allow you to quickly select a value on which to filter.

## Page Navigation

There is a control on the report page which will take you to the top, bottom, left, and right edges of the report.



**Figure 4: Scroll Icons**

## Preview Pane

In *ad hoc* reporting, when you edit the query, you can preview your data before running the report, to ensure that your filters are correct and your result objects are what you need.

## Sorting

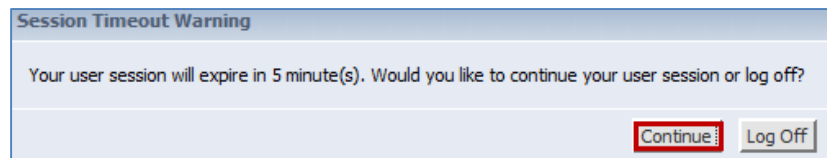
In addition to sorting multiple columns by selecting each individually, there is a **Manage Sorts** dialog box that will allow you to modify the order of each sort, change the sequence of sorts, and add and remove sorts.

## Search

There are now two options: the left-hand side panel and next to the **Log Off** hyperlink.

## Session Timeout Warning

ACE will display a five minute timeout warning based on inactivity and will provide a countdown by each minute until timing out. Figure 5 displays the timeout warning message.



**Figure 5: Timeout Warning Message**

## Reports Tab

The report tab, shown in Figure 6, displays a report that has been run. You can run multiple reports in ACE Reports, so you may have more than one report tab, each displaying the name of the report being run.

The screenshot shows the SAP Business Objects report interface. The title bar indicates 'SAP Business Objects' and 'Welcome: [username]'. The main window displays the 'MMM-6021 BOL Details' report. The left pane contains a 'Document Summary' section with details about the report, including its type, author, creation date, locale, and keywords. The main pane displays a table of report data with columns: BOL Number, Master Bill Indicator, House Bill Indicator, Submission Method Code, BOL Status Code, BOL Type Code, BOL Create Date, and Manifest Carrier Code. The table lists various BOL numbers and their corresponding indicators and codes.

| BOL Number        | Master Bill Indicator | House Bill Indicator | Submission Method Code | BOL Status Code | BOL Type Code | BOL Create Date | Manifest Carrier Code |
|-------------------|-----------------------|----------------------|------------------------|-----------------|---------------|-----------------|-----------------------|
| BQQQQQ81GK000082  | No                    | No                   | E                      | OP              | 02            | 2012-02-03      | QQQQ                  |
| AAAH120030000002  | No                    | Yes                  | E                      | OP              | 14            | 2012-01-10      | AAAH                  |
| AAAH120030000003  | No                    | Yes                  | E                      | FC              | 14            | 2012-01-10      | AAAH                  |
| AAAU1108000000300 | No                    | Yes                  | E                      | FC              | 14            | 2012-06-08      | AAAU                  |
| AAAU1108000000301 | No                    | Yes                  | E                      | FC              | 14            | 2012-06-08      | AAAU                  |
| AAAU1200300000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-01-10      | AAAU                  |
| AAAU1204400000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-02-27      | AAAU                  |
| AAAU1204500000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-02-27      | AAAU                  |
| AAAU1204600000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-02-27      | AAAU                  |
| AAAU1204700000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-02-28      | AAAU                  |
| AAAU1206200000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-03-08      | AAAU                  |
| AAAU1206300000001 | No                    | Yes                  | E                      | FC              | 14            | 2012-03-08      | AAAU                  |
| AAAU1206300000003 | No                    | Yes                  | E                      | FC              | 14            | 2012-03-08      | AAAU                  |
| AAAU1206300000005 | No                    | Yes                  | E                      | FC              | 14            | 2012-03-08      | AAAU                  |
| AAAU1206300000007 | No                    | Yes                  | E                      | FC              | 14            | 2012-03-08      | AAAU                  |

Figure 6: Report tab

There are two parts to the report tab. On the left of the screen is the **Left Pane**, which contains information about the report. On the right is the report itself.

## Running Reports

A description for each report appears as a tip when you hover over the report name. **Schedule**, **History** and **Properties** will display if you right-click on top of the report name.

## Saving Reports

An icon displays to save reports and the user has the ability to create a new folder in **Favorites** to save the reports inside the reporting tool.

## Printing a Report

An icon displays to print a report. The user will also have the option to export the report into a .pdf file.

## Exporting a Report

The export option is a stand-alone icon with the **Data to Comma Shared Value (CSV)** option.

## Modifying a Report

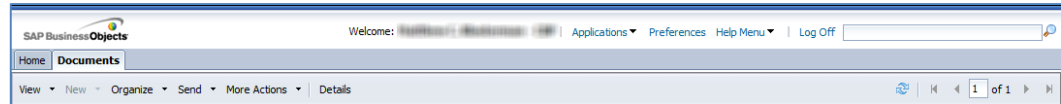
Reports will default to **Reading** mode when you run a report. To modify an existing report, change to **Design** mode. A new **Data Preview** panel allows the user to see the elements on the report plus new added elements before running the report.

## Scheduling Reports

The **Schedule** option is accessed by right-clicking over the report name or selecting the **More Actions** drop-down menu.

## Header Panel

At the top of the screen, called the **Header panel** (shown in Figure 7), is a series of menus and tabs allowing you to navigate and access information in the Reports tool. Table 6 lists the menus and commands in the **Header** panel in the **Documents** tab.

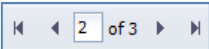


**Figure 7: Header Panel**

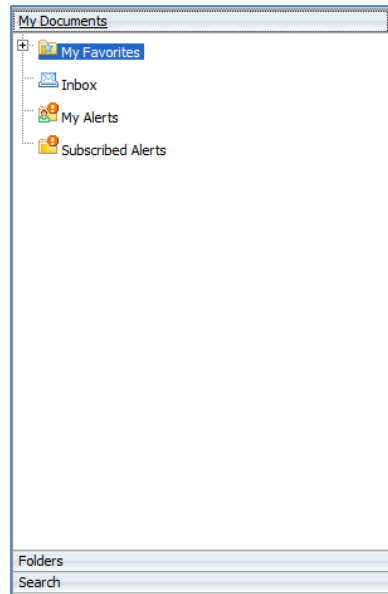
**Table 6: Header Panel Commands**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applications</b>                                                                 | Starts the internal <b>Web Intelligence</b> application. Allows you to create a new report.                                                                                                                                                      |
| <b>Preferences</b>                                                                  | Accesses the <b>Preferences</b> dialog box, which is covered in table 1: <b>Setting Preferences</b> .                                                                                                                                            |
| <b>Help Menu</b>                                                                    | Provides two options: <ul style="list-style-type: none"> <li>• <b>Help</b> displays the SAP Business Objects online help feature.</li> <li>• <b>About</b> displays software version information.</li> </ul>                                      |
| <b>Log Off</b>                                                                      | Logs you out of the ACE Reports tool.                                                                                                                                                                                                            |
|  | Search box for reports.                                                                                                                                                                                                                          |
| <b>View</b>                                                                         | Provides two options: <ul style="list-style-type: none"> <li>• <b>View</b>, available only when a report is selected, runs the selected report.</li> <li>• <b>Properties</b> display information about the selected report or folder.</li> </ul> |

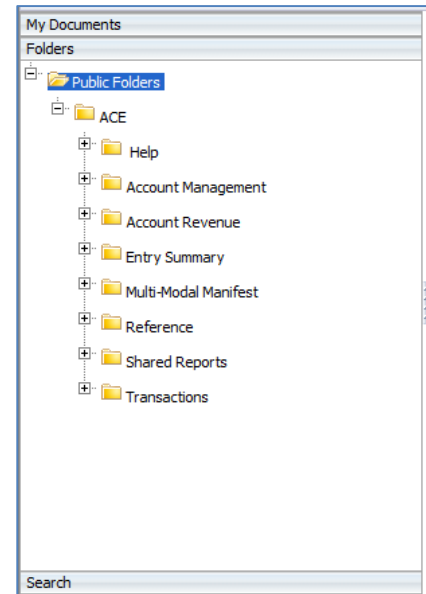
| Icon/Menu       | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New</b>      | <p>Only available in the <b>My Favorites</b> folder. Provides two options:</p> <ul style="list-style-type: none"> <li>• <b>Local Document</b> allows you to upload documents from your computer to the Reports tool. This function is disabled in ACE Reports.</li> <li>• <b>Folder</b> allows you to create a subfolder within the selected folder.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Organize</b> | <p>This menu is only active when a report or folder is selected. Provides up to six options depending on what is selected:</p> <ul style="list-style-type: none"> <li>• <b>Create Shortcut in My Favorites</b> places a link to the selected report in your <b>My Favorites</b> folder.</li> <li>• <b>Cut</b>, available only in the <b>My Favorites</b> folder, deletes the selected report or folder and places it in the ACE Reports clipboard. If a folder is cut, its contents are cut as well.</li> <li>• <b>Copy</b> places a copy of the selected report or folder on the ACE Reports clipboard. The original item is left in place. If a folder is copied, its contents are copied as well.</li> <li>• <b>Copy Shortcut</b>, places a link to the selected report on the ACE Reports clipboard</li> <li>• <b>Paste</b>, available only in the <b>My Favorites</b> folder, places the ACE Reports clipboard contents into the selected folder.</li> <li>• <b>Delete</b>, available only in the <b>My Favorites</b> folder, removes the selected report or folder. If a folder is deleted, its contents are deleted as well.</li> </ul> |
| <b>Send</b>     | <p>The only option in this menu, <b>BI Inbox</b> is disabled in ACE Reports.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More Actions</b>                                                                 | <p>Only active when a report is selected. Provides five options:</p> <ul style="list-style-type: none"> <li>• <b>Modify</b>, available only in the <b>My Favorites</b> folder, opens the report in the <i>ad hoc</i> mode to modify the report.</li> <li>• <b>Schedule</b> allows you to run the report on a schedule, either once at a later time, or on a recurring basis.</li> <li>• <b>History</b>, only active when a previously scheduled report is selected, allows you to view previous scheduled instances of the report.</li> <li>• <b>Categories</b> is disabled in the ACE Reports tool.</li> <li>• <b>Document Link</b> provides a hyperlink to the selected report. You can copy the link and paste it elsewhere.</li> </ul> |
| <b>Details</b>                                                                      | <p>Displays a pane with information about the report. Displays the <b>Owner</b> of the report, a brief <b>Description</b>, the type of document (Web Intelligence or PDF), the number of times the report has been scheduled successfully (as <b>Instances</b>), and the date of the last scheduled instance (as <b>Last Run</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | Refresh icon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | <p>Goes through a list of multiple pages. By default, the lists in ACE Reports can show up to 100 items per page. Single arrows go one page at a time. Arrows with lines go to the beginning and end of the list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

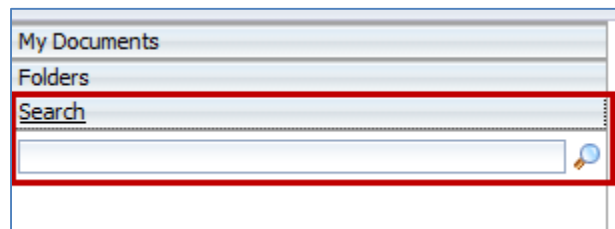
On the left side of the screen is the **Navigation** pane, shown in Figure 8, Figure 9, and Figure 10. The **Navigation** pane allows you to look for reports either by viewing the contents of the different folders or by searching for a report.



**Figure 8: My Documents Navigation**



**Figure 9: Folders Navigation**



**Figure 10: Search Navigation**

The **My Documents** panel displays your personal folders. The **My Favorites** folder contains reports you have saved in the ACE Reports tool. The **Inbox** folder contains reports that you have scheduled, and reports that have been sent to you by other users.

The **Folders** panel displays the **Public Folders** and contains all the standard reports that were developed for ACE. You may select folders to view any of the reports in ACE. The folder structure works similarly to Windows Explorer.

The **Search** panel allows you to search for reports by the title or partial title of the report

The report list, shown in Figure 11, displays the contents of the selected folder or the results of a search. This is where you will select reports to view or modify.

|                                                                                   | Title ^                               | Type             | Last Run | Instances |
|-----------------------------------------------------------------------------------|---------------------------------------|------------------|----------|-----------|
|  | Workflows                             | Folder           |          |           |
|  | AM-068 Entry Summary Report           | Web Intelligence |          | 2         |
|  | AM-087 Filer Summary Report           | Web Intelligence |          | 0         |
|  | AM-100 Courtesy Notice of Liquidation | Web Intelligence |          | 0         |

**Figure 11: Report List**

## Icons and Menus

There are a number of icons and menus available when working with reports. There are icons on the report tab, the left panel, and the toolbar. The following figures and tables will detail each of the individual toolbars and all the commands available on them.



**TIP:** To see what a particular icon does, you can hover the mouse pointer over the icon to see a tooltip.

**Table 7: Report Tab Icons**

| Icon                                                                                                                                                                       | Purpose                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | The <b>Open in a new window</b> icon opens a new browser window showing a maximized view of the report. If the report is set to refresh automatically when it is opened (which is true for all the reports in the <b>Public Folders</b> ) you will be prompted for data in the new window. |
| <br> | <b>Pin this tab</b> allows you to have a particular report open immediately the next time you open ACE Reports. <b>Unpin this tab</b> turns that feature off. If the report is set to refresh on open, you will be prompted for data when you open ACE Reports.                            |
|                                                                                         | <b>Close this tab</b> exits the report being viewed. Any changes made will be lost if the report has not been saved.                                                                                                                                                                       |

## Reading mode

The standard view of a report is **Reading mode**. The **Reading mode** has some options for viewing report data, and very limited ability to manipulate data. The icons and menus available in the **Reading mode** are shown in the following tables.

If you are in **Design mode**, you can switch to **Reading mode** by selecting the **Reading** button on the toolbar.

## Main Toolbar

The main toolbar contains all the available commands in **Reading mode**.



Figure 12: Reading mode Toolbar

## Web Intelligence Menu

First on the toolbar is the **Web Intelligence** menu. The **Web Intelligence** menu contains several options for viewing your report.

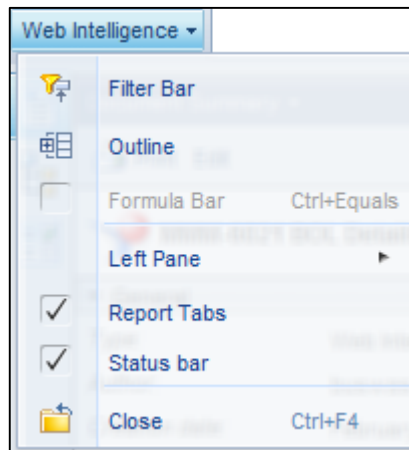


Figure 13: Web Intelligence Menu

Table 8: Web Intelligence Menu Options

| Option             | Purpose                                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Filter Bar</b>  | The <b>Filter Bar</b> is not used in ACE Reports.                                                                                                 |
| <b>Outline</b>     | Turns on the “Outline” feature. When the “Outline” feature is activated, reports that are divided into sections can be shown as a summary report. |
| <b>Formula Bar</b> | The <b>Formula Bar</b> option is disabled in <b>Reading view</b> .                                                                                |

| Option             | Purpose                                                                                                                                                                                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Left Pane</b>   | <p>Sub-menu that provides two options:</p> <ul style="list-style-type: none"> <li>• <b>Normal</b> displays the full <b>Left Pane</b></li> <li>• <b>Minimized</b> displays only the <b>Left Pane</b> icons.</li> </ul> <p>For more information on the <b>Left Pane</b>, see Table 35: Left Pane Icons and Menus.</p> |
| <b>Report Tabs</b> | Toggles the display of the report tabs on the bottom of the window.                                                                                                                                                                                                                                                 |
| <b>Status Bar</b>  | Toggles the display of the status bar at the bottom of the window.                                                                                                                                                                                                                                                  |
| <b>Close</b>       | Closes the current report.                                                                                                                                                                                                                                                                                          |

## Toolbar

The main toolbar is divided into four main groups of icons: file icons, edit icons, interaction icons, and viewing tools.

The following figures and tables cover the toolbar icons and menus.

The first group of icons generally concern file operations.



**Figure 14: First Group of Toolbar Icons**

**Table 9: Icons and Menus in the First Group on the Toolbar**

| Icon/Menu                                                                           | Purpose                                                                                  |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  | Creates a new report. If an existing report is open, you will be prompted to save first. |
|  | Opens an existing report.                                                                |

| Icon/Menu                                                                         | Purpose                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Provides two options: <ul style="list-style-type: none"> <li><b>Save</b> saves the report without renaming it or changing its location. This is only available in the <b>My Favorites</b> folder.</li> <li><b>Save As</b> allows you to save the current report to a new name or location. <b>Save As</b> also allows you to export the report.</li> </ul> |
|  | Exports the report to PDF format for printing.                                                                                                                                                                                                                                                                                                             |
|  | Searches for any text on the current report.                                                                                                                                                                                                                                                                                                               |
|  | Displays the history of scheduled instances of this report.                                                                                                                                                                                                                                                                                                |

## Second Icon Group

The second group of icons generally concern edit operations.



**Figure 15: Second Group of Toolbar Icons**

**Table 10: Icons and Menus in the Second Group on the Toolbar**

| Icon/Menu                                                                           | Purpose                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|  | <b>Cut</b> deletes the selected element and places it on the clipboard.                                 |
|  | <b>Copy</b> places a copy of the selected element on the clipboard, leaving the selected item in place. |

| Icon/Menu                                                                         | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Paste</b> provides two options:</p> <ul style="list-style-type: none"> <li>• <b>Paste</b> places the clipboard contents at the selected location.</li> <li>• <b>Paste Special...</b> provides options to paste <b>All</b> components of the clipboard data (the data, the structure, and the formatting), the <b>Data and Structure</b> without formatting, the <b>Structure and formatting</b> without the data, or the <b>Structure Only</b> without the data or formatting.</li> </ul> |
|  | <p><b>Undo</b> reverses the last action. <b>Redo</b> reverses the last <b>Undo</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <p><b>Delete</b> removes the selected element from the report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | <p>Provides at least two options:</p> <ul style="list-style-type: none"> <li>• <b>Refresh Query #</b> refreshes only one query in the report, if there are multiple queries.</li> <li>• <b>Refresh All</b> refreshes all report data. If there is only one query in the report (which is normal) then these selections have the same effect.</li> </ul> <p>Reports with multiple queries are not covered in this user guide.</p>                                                                |

## Third Icon Group

The third group of icons generally concern interactivity operations.



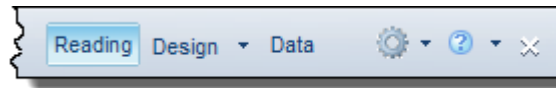
**Figure 16: Third Group of Toolbar Buttons**

**Table 11: Buttons and Menus in the Third Group on the Toolbar**

| Button/Menu       | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Track</b>      | <p>A drop-down menu that contains three options:</p> <ul style="list-style-type: none"> <li>• <b>Track</b> allows you to turn on the <b>Track Changes</b> feature. To turn on <b>Track Changes</b>, you can also select the <b>Track</b> button rather than the drop-down arrow.</li> <li>• <b>Show Changes</b> toggles the change display on or off.</li> <li>• <b>Display Options</b> allows you to set up how you want changes to display.</li> </ul> |
| <b>Drill</b>      | <p>Toggles the drill mode on or off. Drill mode switches between detailed and summary data in a report.</p> <p>Drill mode is not covered in this User Guide.</p>                                                                                                                                                                                                                                                                                         |
| <b>Filter Bar</b> | The <b>Filter Bar</b> is not used in ACE Reports.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Outline</b>    | Turns on the “Outline” feature. When the “Outline” feature is activated, reports that are divided into sections can be shown as a summary report.                                                                                                                                                                                                                                                                                                        |

## Viewing Options

The last group of options on the toolbar contains some options for viewing the report.



**Figure 17: Last Group of Toolbar Buttons and Menus**

**Table 12: Buttons and Menus in the Last Group on the Toolbar**

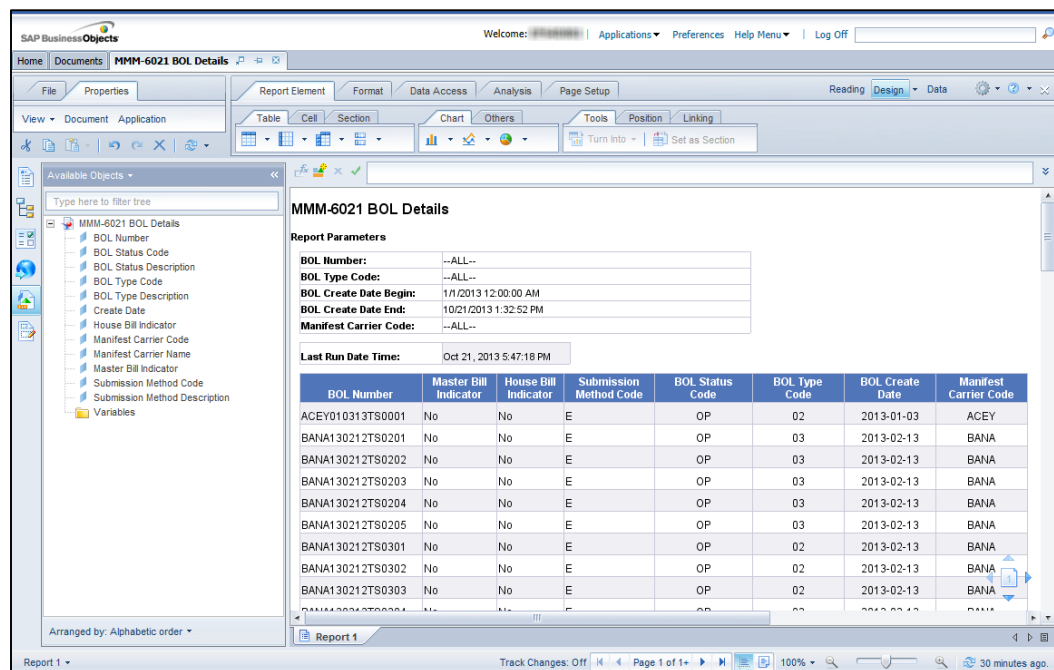
| Button/Menu                                                                         | Purpose                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reading</b>                                                                      | Switches to the <b>Reading mode</b> , the default mode when you run a report.                                                                                                                                                                                                                                                                                                 |
| <b>Design</b>                                                                       | Switches to the <b>Design view</b> , where you can edit the report. The drop-down arrow displays two options: <ul style="list-style-type: none"> <li>• <b>With Data</b> displays the full report in <b>Design view</b>.</li> <li>• <b>Structure Only</b> displays an empty copy of the report showing the data objects that provide information to each column.</li> </ul>    |
| <b>Data</b>                                                                         | Displays the query or queries that generate the data in the report.                                                                                                                                                                                                                                                                                                           |
|  | The <b>Tools</b> icon provides two options: <ul style="list-style-type: none"> <li>• <b>Manage BI Services</b> is not used in ACE Reports.</li> <li>• <b>Options...</b> opens the <b>Web Intelligence Options</b> dialog box which allows you to select the unit of measure (Centimeters or Inches) and whether to display and snap to a design grid.</li> </ul>              |
|  | The <b>Help</b> icon provides three options: <ul style="list-style-type: none"> <li>• <b>Help Contents</b> opens the SAP webpage and provides online help on the Web Intelligence application.</li> <li>• <b>Tutorials</b> do not function.</li> <li>• <b>About...</b> shows version and intellectual property information about the Web Intelligence application.</li> </ul> |

| Button/Menu                                                                       | Purpose                                 |
|-----------------------------------------------------------------------------------|-----------------------------------------|
|  | <b>Close</b> closes the current report. |

## Design view

**Design view** allows you to modify the design of the report and manipulate the data, including organizing, sorting, and filtering. The bulk of the procedures in this user guide will be done in the **Design view**.

To access **Design view**, select the **Design** button on the right side of the toolbar.



**Figure 18: The Report Tab Showing Design view**

## File Toolbar

The **File** toolbar contains options for managing the document file.



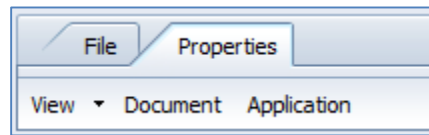
**Figure 19: File Toolbar**

**Table 13: Toolbar Icons and Menus**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Creates a new report. If an existing report is open, you will be prompted to save it first.                                                                                                                                                                                                           |
|    | Opens an existing report.                                                                                                                                                                                                                                                                             |
|    | Provides two options: <ul style="list-style-type: none"> <li><b>Save</b> saves the report without renaming it or changing its location. This is only available in the <b>My Favorites</b> folder.</li> <li><b>Save As</b> allows you to save the current report to a new name or location.</li> </ul> |
|  | Exports the report to PDF format for printing.                                                                                                                                                                                                                                                        |
|  | Searches for any text on the current report.                                                                                                                                                                                                                                                          |
|  | Displays the history of scheduled instances of this report.                                                                                                                                                                                                                                           |

## Properties Toolbar

The **Properties** toolbar contains options for displaying information and modifying the interface.



**Figure 20: Properties Toolbar**

**Table 14: Toolbar Icons and Menus**

| Icon/Menu          | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>View</b>        | <p>This menu provides four options:</p> <ul style="list-style-type: none"> <li>• <b>Filter Bar</b> activates a bar that allows you to filter for information in the report.</li> <li>• <b>Outline</b> turns on the “Outline” feature. When the “Outline” feature is activated, reports that are divided into sections can be shown as a summary report rather than every, individual, record.</li> <li>• <b>Left Pane</b> provides a submenu with three choices: <b>Normal</b>, displays the full <b>Left Pane</b>; <b>Minimized</b>, hides the main portion of the <b>Left Pane</b>, but leaves the navigation buttons active; <b>Off</b> hides the <b>Left Pane</b> completely. The <b>Left Pane</b> is described later in this topic.</li> <li>• <b>Report Tabs</b> toggles the page tabs at the bottom of the screen on and off. Report tabs allow you to switch from one report to another in a document with multiple reports.</li> <li>• <b>Status Bar</b> toggles the status bar at the bottom of the screen on and off. The status bar is described in Table 37.</li> </ul> |
| <b>Document</b>    | <p>Displays the <b>Document Summary</b> dialog box, which allows you to change the description, the keywords, and several advanced report options which are not covered in this User Guide.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Application</b> | <p>Opens the <b>Web Intelligence Options</b> dialog box which allows you to select the unit of measure (Centimeters or Inches).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Main Toolbar

The main toolbar contains icons for editing the report.



Figure 21: Main Toolbar

Table 15: Toolbar Icons and Menus

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>Cut</b> deletes the selected element and places it on the clipboard.                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Copy</b> places a copy of the selected element on the clipboard, leaving the selected item in place.                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Paste</b> provides two options: <ul style="list-style-type: none"> <li><b>Paste</b> places the clipboard contents at the selected location.</li> <li><b>Paste Special...</b> provides options to paste <b>All</b> components of the clipboard data (The data, the structure, and the formatting), the <b>Data and Structure</b> without formatting, the <b>Structure and formatting</b> without the data, or the <b>Structure Only</b> without the data or formatting.</li> </ul> |
|  | <b>Undo</b> reverses the last action. <b>Redo</b> reverses the last <b>Undo</b> .                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | <b>Delete</b> removes the selected element from the report.                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | Refresh icon that provides at least two options: <ul style="list-style-type: none"> <li><b>Refresh Query #</b> refreshes only one query in the report, if there are multiple queries.</li> <li><b>Refresh All</b> refreshes all report data. If there is only one query in the report (which is normal) then these selections have the same effect.</li> </ul> Reports with multiple queries are not covered in this user guide.                                                     |

## Tab Bar

The tab bar includes the primary toolbar tabs and some other tools for managing the report.

**Table 16: Tab Bar Icons and Menus**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Element, Format, Data Access, Analysis, Page Setup</b>                    | Select each of the individual toolbars, described on the following tables.                                                                                                                                                                                                                                                                                       |
| <b>Reading</b>                                                                      | Switch to a read-only view.                                                                                                                                                                                                                                                                                                                                      |
| <b>Design</b>                                                                       | Switches from <b>Reading</b> mode to <b>Design</b> mode. Provides options to see either the data or the structure.                                                                                                                                                                                                                                               |
|    | The <b>Tools</b> icon provides two options: <ul style="list-style-type: none"> <li>• <b>Manage BI Services</b> is not used in ACE Reports.</li> <li>• <b>Options...</b> opens the <b>Web Intelligence Options</b> dialog box which allows you to select the unit of measure (Centimeters or Inches) and whether to display and snap to a design grid.</li> </ul> |
|  | Opens the online help tool.                                                                                                                                                                                                                                                                                                                                      |
|  | Closes the current report when in modify mode.                                                                                                                                                                                                                                                                                                                   |

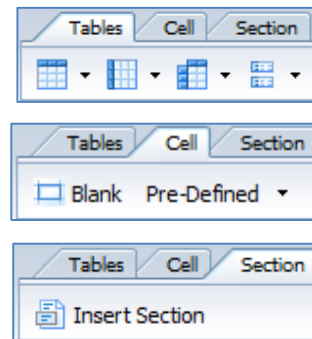
## Report Element Tab

The **Report Element** tab contains tools for adding, removing, and modifying different pieces of the report.



**Figure 22: Report Element Tab.**

The **Report Element** tab consists of 10 sub-tabs in four groups. The first group contains controls for modifying a **Table**, **Cell**, and **Section**.



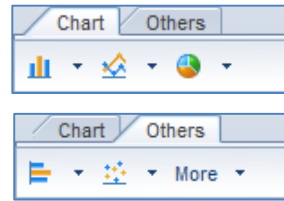
**Figure 23: First Group, Report Element Tab**

**Table 17: First Group of Icons and Menus under Report Element**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Define Vertical Table</b> – in the <b>Tables</b> sub-tab – inserts a new table in the report. The new table will be arranged in columns. The <b>Insert Report Element</b> dialog box will appear to allow you to select the columns you wish to display. |
|  | <b>Define Horizontal Table</b> – in the <b>Tables</b> sub-tab – inserts a new table in the report. The new table will be arranged in rows. The <b>Insert Report Element</b> dialog box will appear to allow you to select the rows you wish to display.     |

| Icon/Menu                                                                         | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Define Cross Table</b> – in the <b>Tables</b> sub-tab – inserts a new table in the report. The new table will be set up as a crosstab, with each row and each column corresponding to one element in a particular field and the data being a sum (default) of instances where the row and column are in the same record. A cross table could be used to get the total value of goods entered by each filer at each port. The <b>Insert Report Element</b> dialog box will appear to allow you to select the columns, rows, and data you wish to display. |
|  | <b>Define Form</b> – in the <b>Tables</b> sub-tab – inserts a new table in the report. The new table will be arranged as separate entries for each record. The <b>Insert Report Element</b> dialog box will appear to allow you to select the data elements you wish to display.                                                                                                                                                                                                                                                                            |
| <b>Blank</b>                                                                      | From the <b>Cell</b> sub-tab, inserts a blank single cell into the report. The formula bar can be used to edit the information in blank cells                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Pre-Defined</b>                                                                | Drop-down menu on the <b>Cell</b> sub-tab that allows you to insert certain standard data values.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Insert Section</b>                                                             | From the <b>Section</b> sub-tab, allows you to break a table into sections based on one report element. For example, you can show entries broken out by port.                                                                                                                                                                                                                                                                                                                                                                                               |

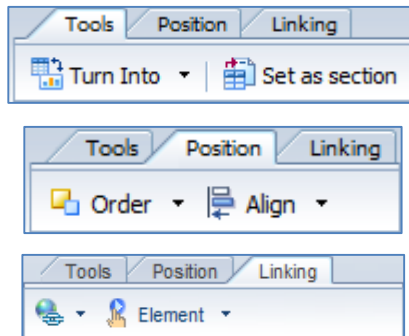
The second group contains **Chart** options.



**Figure 24: Second Group of Report Element Tabs**

The **Chart** sub-tab contains menus to create variants of Column, Line, and Pie charts. The **Others** sub-tab contains menus to create variants of Bar and Point charts. The **More** menu on the **Other** sub-tab contains options for **Box Plot**, **Radar Chart**, **Tree Map**, **Heat Map**, and **Tag Cloud** charts in addition to an **All Charts...** option that allows you to select a chart type and its input data.

The third group contains **Tools**, **Position**, and **Linking** sub-tabs.



**Figure 25: Third Group Report Element Tab**

**Table 18: Third Group of Icons and Menus under Report Element**

| Icon/Menu             | Purpose                                                                                                                                                                                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Turn Into</b>      | On the <b>Tools</b> sub-tab, this menu allows you to change the selected table into a table of another alignment or a chart. The <b>More Transformations</b> option opens the <b>Turn Into</b> dialog box, from which you can select any table or chart layout to display. |
| <b>Set as Section</b> | On the <b>Tools</b> sub-tab, this button converts the selected column into a section header.                                                                                                                                                                               |

| Icon/Menu                                                                         | Purpose                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Order</b>                                                                      | On the <b>Position</b> sub-tab, allows you to move the selected object in front of or behind an object on which it is stacked. The four options are <b>Bring to Front</b> , <b>Send to Back</b> , <b>Bring Forward</b> , and <b>Send Backward</b> .                                                                                          |
| <b>Align</b>                                                                      | On the <b>Position</b> sub-tab, allows you to align two or more selected objects on their <b>Left</b> and <b>Right</b> edges, their <b>Top</b> and <b>Bottom</b> edges, or the horizontal <b>Center</b> and vertical <b>Middle</b> . The <b>Relative Position</b> option opens the <b>Format Table</b> dialog box on the <b>Layout</b> page. |
|  | <b>Linking</b> , on the <b>Linking</b> sub-tab, allows you to add and modify hyperlinks in your report.                                                                                                                                                                                                                                      |
| <b>Element</b>                                                                    | On the <b>Linking</b> sub-tab, links a column in one table to a filter in another table using an input control.                                                                                                                                                                                                                              |

The fourth and final group contains tools for modifying the **Table Layout** and **Behaviors**. Note that this group and each of its sub-tabs are only available when an appropriate element – a cell or a table – is selected

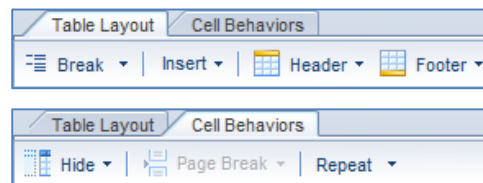


Figure 26: Fourth Group Report Element Tab

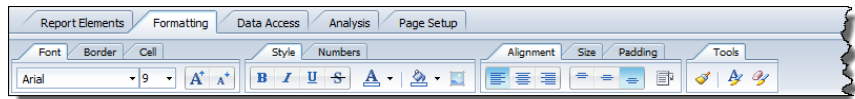
Table 19: Fourth Group of Icons and Menus under Report Element

| Icon/Menu    | Purpose                                                                                                                                                                                     |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Break</b> | On the <b>Table Layout</b> sub-tab, splits the table according to the selected column. Breaks can be removed individually or all at once, and they can be managed in the <b>Break</b> menu. |

| Icon/Menu                | Purpose                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Insert</b>            | <p>On the <b>Table Layout</b> sub-tab, adds a row above or below the selected row or a column to the left or right of the selected column.</p> <div>  <p><b>NOTE:</b> You cannot insert a row within the data portion of a table. Only at Headers and Footers.</p> </div> |
| <b>Header and Footer</b> | Toggles the table and break headers and footers on and off.                                                                                                                                                                                                                                                                                                |
| <b>Hide</b>              | On the <b>Behaviors</b> sub-tab, hides the selected cell or column. Cells can be “unhidden” by right-clicking the background of the report and selecting <b>Show all hidden content</b> .                                                                                                                                                                  |
| <b>Page Break</b>        | On the <b>Cell Behaviors</b> sub-tab, adds a manual page break at the selected cell. Only active for cells that are not part of a table.                                                                                                                                                                                                                   |
| <b>Repeat</b>            | On the <b>Behaviors</b> sub-tab, repeats the selected element on every page.                                                                                                                                                                                                                                                                               |

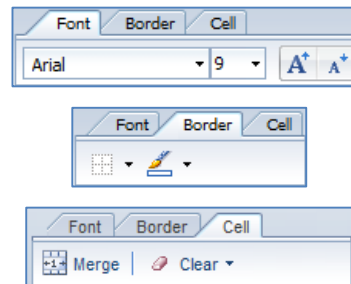
## Format Tab

The **Format** tab contains tools for changing the appearance of the data, cells, and tables in a report.



**Figure 27: Format Tab.**

The **Format tab** consists of 9 sub-tabs in four groups. The first group contains controls for modifying the appearance of the **Font**, **Border**, and **Cell**.

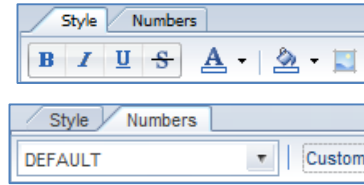


**Figure 28: First Group Format Tab**

**Table 20: First Group of Icons and Menus under Format**

| Icon/Menu    | Purpose                                                                                                          |
|--------------|------------------------------------------------------------------------------------------------------------------|
|              | <b>Font Name</b> , on the <b>Font</b> sub-tab, selects a typeface.                                               |
|              | <b>Font Size</b> , on the <b>Font</b> , sub-tab, selects the size of text.                                       |
|              | <b>Grow Font</b> and <b>Shrink Font</b> , on the <b>Font</b> , sub-tab, increases or decreases the size of text. |
|              | <b>Borders</b> , on the <b>Border</b> sub-tab, change the weight of borders around a selected cell.              |
|              | <b>Border Color</b> , on the <b>Border</b> sub-tab, changes the color of a cell's border.                        |
| <b>Merge</b> | On the <b>Cell</b> sub-tab, combines two or more selected, adjacent cells into one.                              |
| <b>Clear</b> | On the <b>Cell</b> sub-tab, removes formatting, content, or both from a cell.                                    |

The second group contains controls for modifying the **Style** of text and the format of **Numbers**.

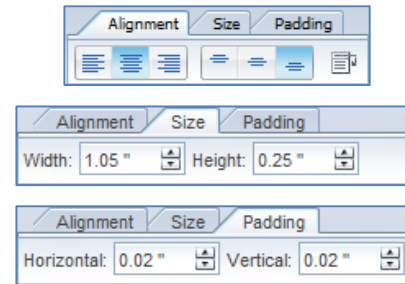


**Figure 29: Second Group Format Tab**

**Table 21: Second Group of Icons and Menus under Format**

| Icon/Menu                                                                           | Purpose                                                                                                                                          |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|    | The text style icons on the <b>Style</b> sub-tab apply <b>Bold</b> , <i>Italic</i> , <u>Underline</u> , and <del>Strikethrough</del> formatting. |
|    | <b>Text Color</b> , on the <b>Style</b> sub-tab, changes the color of the selected text.                                                         |
|  | <b>Background Color</b> , on the <b>Style</b> sub-tab, changes the fill color of the selected element.                                           |
|  | <b>Background Image</b> , on the <b>Style</b> sub-tab, adds an image to the background of the selected element.                                  |
|  | The number format drop-down list on the <b>Numbers</b> sub-tab provides several formatting options for numbers.                                  |
| <b>Custom</b>                                                                       | Allows you to customize the formatting of numeric data.                                                                                          |

The third group contains controls for modifying the **Alignment** of text in a cell, the **Size** of cells, and the **Padding**, or margins, within cells.



**Figure 30: Third Group Format Tab**

**Table 22: Third Group of Icons and Menus under Formatting**

| Icon/Menu                                                                           | Purpose                                                                                                                                        |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|    | The horizontal alignment icons in the <b>Alignment</b> sub-tab align the selected text to the <b>Left</b> , <b>Center</b> , and <b>Right</b> . |
|   | The vertical alignment icons in the <b>Alignment</b> sub-tab align the selected text to the <b>Top</b> , <b>Middle</b> , and <b>Bottom</b> .   |
|  | <b>Wrap</b> , in the <b>Alignment</b> sub-tab, wraps text within a cell.                                                                       |
| <b>Width and Height</b>                                                             | In the <b>Size</b> sub-tab, change the size of the selected cell, row, or column.                                                              |
| <b>Horizontal and Vertical</b>                                                      | In the <b>Padding</b> sub-tab, change the margins inside the cell.                                                                             |



**TIP:** The default setting for measurements in ACE Reports is centimeters. You can change it to inches by selecting the **Properties** tab, and then selecting, **Application**. The dialog box will allow you to select your preferred measurement units.

The **Tools** sub-tab contains a series of formatting options.



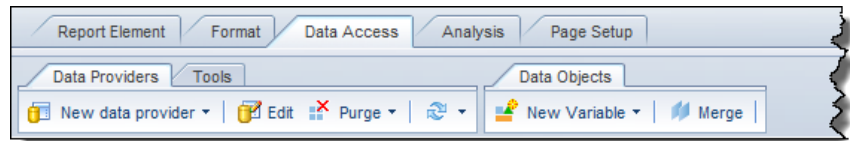
**Figure 31: Formatting Tab, Tools sub-tab**

**Table 23: Icons and Menus in the Tools sub-tab**

| Icon/Menu                                                                         | Purpose                                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|  | The <b>Format Painter</b> copies formatting in one cell and pastes it in another.           |
|  | <b>Formatting</b> opens a <b>Format</b> dialog box specific to the selected report element. |
|  | <b>Clear Format</b> deletes all formatting in the cell and reverts to the default formats.  |

## Data Access Tab

The **Data Access** tab contains tools for accessing and modifying the query for the report.



**Figure 32: Data Access Tab.**

The **Data Access** tab consists of two sub-tabs. The first of the sub-tabs is the **Data Providers** sub-tab, which contains tools to access, modify, and refresh the query that feeds data to the report.



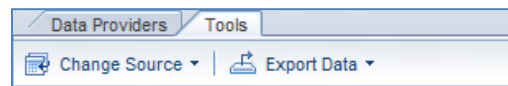
**Figure 33: Data Access Tab, Data Providers Sub-Tab**

**Table 24: Icons and Menus in the Data Providers sub-tab**

| Icon/Menu   | Purpose                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------|
| <b>Edit</b> | Opens the <b>Query Panel</b> dialog box so that you can modify the existing query for the report. |

| Icon/Menu                                                                         | Purpose                                                                                                             |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Purge</b>                                                                      | Clears all data in the report. If there are multiple queries, they can be cleared individually.                     |
|  | <b>Refresh</b> refreshes all data in the report. If there are multiple queries, they can be refreshed individually. |

The second sub-tab is **Tools**, which provides options for retrieving and exporting data.

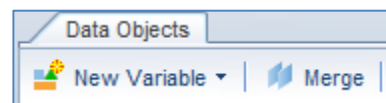


**Figure 34: Data Access Tab, Tools Sub-Tab**

**Table 25: Icons and Menus in the Tools Sub-Tab**

| Icon/Menu            | Purpose                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Source</b> | Allows you to select a new input source for your report's query. You can use this to change the universe that inputs data into your report. |
| <b>Export Data</b>   | Exports the data in the current report to a Comma Separated Values (CSV) file.                                                              |

The third sub-tab is **Data Objects**, which provides you with advanced tools for working with your data objects.



**Figure 35: Data Access Tab, Tools Sub-Tab**

**Table 26: Icons and Menus in the Data Objects Sub-Tab**

| Icon/Menu           | Purpose                                      |
|---------------------|----------------------------------------------|
| <b>New Variable</b> | Opens the <b>Create Variable</b> dialog box. |

| Icon/Menu    | Purpose                                                                                                                                               |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Merge</b> | Links two dimension objects in incompatible queries allowing them to display information from both. The ACE Reports data does not support Dimensions. |

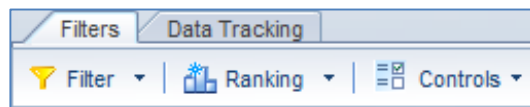
## Analysis Tab

The **Analysis** tab contains tools for viewing, tracking, and manipulating data in a report.



**Figure 36: Analysis Tab.**

The **Analysis** tab consists of six sub-tabs. The first of the sub-tabs is **Filters**, which contains options to filter data in the report.

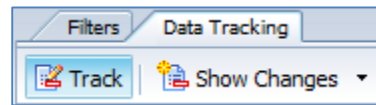


**Figure 37: Analysis Tab, Filters Sub-Tab**

**Table 27: Icons and Menus in the Filters Sub-Tab**

| Icon/Menu       | Purpose                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------|
| <b>Filter</b>   | Opens the <b>Report Filter</b> dialog box to edit filters.                                |
| <b>Ranking</b>  | Creates a “Top 10”-style filter for the Report, showing the top or bottom several values. |
| <b>Controls</b> | Creates input controls for filters.                                                       |

The second sub-tab is **Data Tracking**, which contains options to view changes in data from one report refresh to the next.

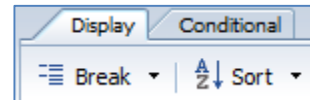


**Figure 38: Analysis Tab, Data Tracking Sub-Tab**

**Table 28: Icons and Menus in the Data Tracking Sub-Tab**

| Icon/Menu           | Purpose                                                                               |
|---------------------|---------------------------------------------------------------------------------------|
| <b>Track</b>        | Turns on the data tracking feature.                                                   |
| <b>Show Changes</b> | Toggles the visible changes on or off, and opens the <b>Data Tracking</b> dialog box. |

The third sub-tab is **Display**, which contains tools to sort and group data in the report.

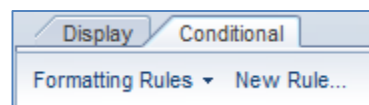


**Figure 39: Analysis Tab, Display Sub-Tab**

**Table 29: Icons and Menus in the Display Sub-Tab**

| Icon/Menu    | Purpose                                                                                            |
|--------------|----------------------------------------------------------------------------------------------------|
| <b>Break</b> | Splits the table according to the selected column. Breaks can be managed in the <b>Break</b> menu. |
| <b>Sort</b>  | Orders the data in ascending or descending order.                                                  |

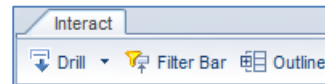
Fourth is the **Conditional** sub-tab, used for conditional formatting.



**Figure 40: Conditional Sub-tab**

The conditional formatting tools can be found under the **Conditional** sub-tab under the **Analysis** tab. Conditional formats work like filters in that they use specific criteria to determine which cells are highlighted and which are not.

The fifth sub-tab is **Interact**, which allows you to add certain interactive elements to the report.

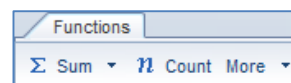


**Figure 41: Analysis Tab, Interact Sub-Tab**

**Table 30: Icons and Menus in the Interact Sub-Tab**

| Icon/Menu         | Purpose                                                                                                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Drill</b>      | Toggles the drill mode on or off. Drill mode switches between detailed and summary data in a report.<br><br>Drill mode is not covered in this User Guide.                               |
| <b>Filter Bar</b> | Activates a bar that allows you to filter for information in the report.                                                                                                                |
| <b>Outline</b>    | Turns on the “Outline” feature. When the “Outline” feature is activated, reports that are divided into sections can be shown as a summary report rather than every, individual, record. |

The sixth and last sub-tab is **Functions**, which provides several aggregation functions – that is, calculations that total at the end of a report.



**Figure 42: Analysis Tab, Functions Sub-Tab**

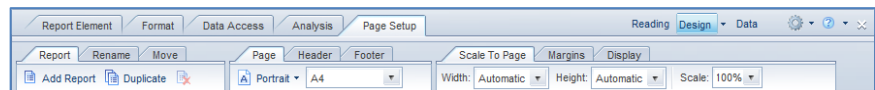
**Table 31: Aggregate Functions Available in the Functions Sub-Tab**

| Icon/Menu  | Purpose                                                                              |
|------------|--------------------------------------------------------------------------------------|
| <b>Sum</b> | Gives the total value of all data in a measure column. Found in the <b>Sum</b> menu. |

| Icon/Menu                  | Purpose                                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Default Aggregation</b> | Used to total values in a hierarchy without double-counting. ACE Reports data does not use a hierarchical structure, so the <b>Default Aggregation</b> option will give the sum total. Found in the <b>Sum</b> menu. |
| <b>Count</b>               | Displays the total number of unique values in a dimension or the total number of values, including duplicates, in a measure.                                                                                         |
| <b>Average</b>             | Takes the arithmetic mean of all values in a measure. Found in the <b>More</b> menu.                                                                                                                                 |
| <b>Min</b>                 | Displays the lowest value in the column for a measure, and the first alphabetically in a dimension. Found in the <b>More</b> menu.                                                                                   |
| <b>Max</b>                 | Displays the highest value in the column for a measure, and the last alphabetically in a dimension. Found in the <b>More</b> menu.                                                                                   |
| <b>Percentage</b>          | Inserts a column after the selected measure displaying the percentage each value contributes to the total. Found in the <b>More</b> menu.                                                                            |

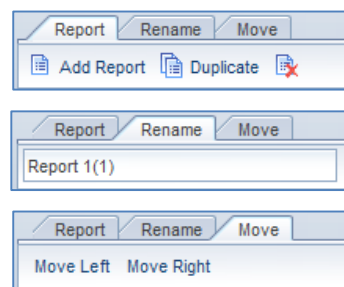
## Page Setup Tab

The **Page Setup** tab contains print setup options for the report.



**Figure 43: Page Setup Tab.**

The **Page Setup** tab consists of nine sub-tabs in three groups. The first group contains controls for managing the **Report** tabs.

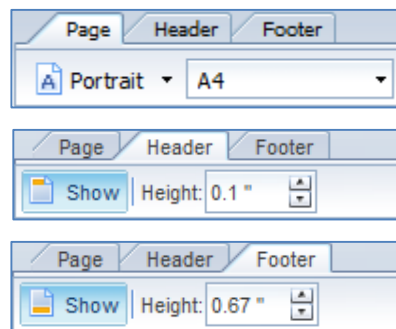


**Figure 44: First Group Page Setup Tab**

**Table 32: First Group of Icons and Menus on the Page Setup Tab**

| Icon/Menu                                                                         | Purpose                                                                                                       |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Add Report</b>                                                                 | On the <b>Report</b> sub-tab, inserts a blank report tab to the document.                                     |
| <b>Duplicate</b>                                                                  | On the <b>Report</b> sub-tab, inserts a new tab into the document with a copy of the current report.          |
|  | <b>Delete Report</b> , on the <b>Report</b> sub-tab, removes a report tab.                                    |
| <b>Rename</b>                                                                     | The <b>Rename</b> sub-tab includes a text box that allows you to change the name of the selected reports tab. |
| <b>Move Left and Move Right</b>                                                   | On the <b>Move</b> sub-tab, repositions the selected report tab one tab to the left or right respectively.    |

The second group contains controls for managing the **Page** arrangement, and the report's **Header** and **Footer**.



**Figure 45: Second Group Page Setup Tab**

**Table 33: Second Group of Icons and Menus on the Page Setup Tab**

| Icon/Menu                                                                           | Purpose                                                                                                                          |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|  | Orientation, on the <b>Page</b> sub-tab, selects either <b>Portrait</b> (vertical) or <b>Landscape</b> (horizontal) page layout. |

| Icon/Menu                                                                         | Purpose                                                                                                  |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|  | Page size, on the <b>Page</b> sub-tab, provides a list of page size options.                             |
| <b>Show</b>                                                                       | On the <b>Header</b> and <b>Footer</b> sub-tabs toggles the header and footer, respectively, on and off. |
| <b>Height</b>                                                                     | On the <b>Header</b> and <b>Footer</b> sub-tabs, sets the height of the page headers and footers.        |

The third, and final, group contains controls for managing the **Scale** of the report, the page **Margins**, and setting **Display** options.

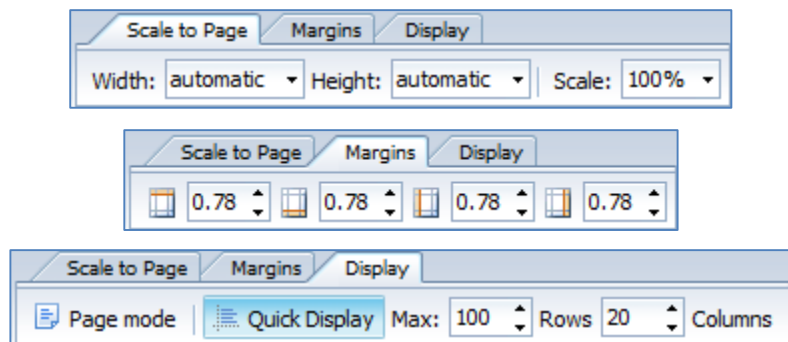


Figure 46: Third Group Page Setup Tab

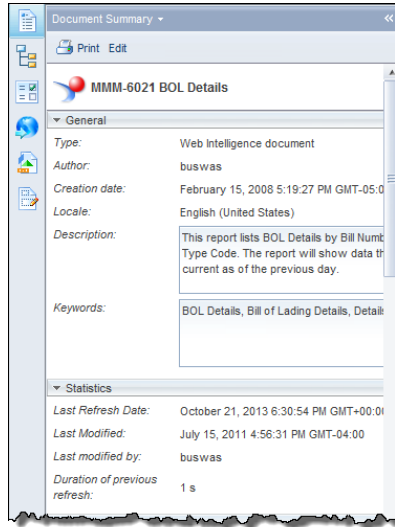
Table 34: Third Group of Icons and Menus on the Page Setup Tab

| Icon/Menu     | Purpose                                                                                                                                                                                                 |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Width</b>  | On the <b>Scale to Page</b> sub-tab, sets the maximum number of pages in width a report will display. <b>automatic</b> will use the <b>Scale</b> option to determine the width display and print size.  |
| <b>Height</b> | On the <b>Scale to Page</b> sub-tab, sets the maximum number of pages in height a report will display. <b>automatic</b> will use the <b>Scale</b> option to determine the width display and print size. |
| <b>Scale</b>  | On the <b>Scale to Page</b> sub-tab, zooms the printed report in or out. Scale values can be between 10% and 400%.                                                                                      |

| Icon/Menu            | Purpose                                                                                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Margins</b>       | The <b>Margins</b> sub-tab allows you to set the margins on the top, bottom, left side, and right side of the page, respectively.                                      |
| <b>Page</b>          | On the <b>Display</b> sub-tab, shows a WYSIWYG view of the report formatted for printing, showing how the report will be paginated.                                    |
| <b>Quick Display</b> | On the <b>Display</b> sub-tab, formats the report to show more than can be displayed on one page. <b>Quick Display</b> mode is best used for viewing a report on line. |
| <b>Max</b>           | On the <b>Display</b> sub-tab, determines how many <b>Rows</b> and <b>Columns</b> are shown on one page in the <b>Quick Display</b> mode.                              |

## Left Pane

The **Left Pane** contains several pieces of information related to the current report. There are six views to the **Left Pane** that allow you to see information about the document, navigate the report, review the prompts, add objects, and create filters.



**Figure 47: The Left Pane showing the Document Summary**

**Table 35: Left Pane Icons and Menus**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | The drop-down list at the top of the <b>Left Pane</b> contains the four views available to it. Each of those views corresponds to an icon on the toolbar on the left side of the <b>Left Pane</b> . |
|  | Minimizes the <b>Left Pane</b> in the same way as the <b>Minimize</b> option in the <b>Web Intelligence</b> menu shown in Table 14.                                                                 |
|  | <b>Document Summary</b> displays properties, statistics, options and information about the current document.                                                                                        |
|  | <b>Navigation Map</b> lists all the reports (tabs) in a document. If you select a report name, you will see that report.                                                                            |

| Icon/Menu                                                                         | Purpose                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Input Controls</b> allow you to quickly filter information in a report. Input controls can be created and edited in <i>ad hoc</i> reporting, and can be viewed and used in standard reports. |
|  | <b>Web Service Publisher</b> is not used in ACE Reports.                                                                                                                                        |
|  | <b>Available Objects</b> lists the data objects available to be added to the report. If you add new objects to the query, you can choose them here to add them to the report.                   |
|  | <b>Document Structure and Filters</b> displays a hierarchical list of all the objects in the report, including tables, sections, data objects, and query and report filters.                    |
| <b>Print</b>                                                                      | Appears on the <b>Document Summary</b> . Opens the <b>Document Summary</b> information in a separate window in a printer-friendly format.                                                       |
| <b>Advanced</b>                                                                   | Appears on the <b>User Prompt Input</b> . Provides the <b>Prompts</b> dialog box from which you can refresh the report.                                                                         |
| <b>Run</b>                                                                        | Appears on the <b>User Prompt Input</b> . When you have filled in all the prompts in the <b>User Prompt Input</b> you can use this button to refresh the report data.                           |

## Formula Bar

The **Formula Bar** shows the contents of the selected object. If the object is plain text, the **Formula Bar** will show the text in the object. If the object is a data object, a link, or a calculation, the **Formula Bar** will display that information. The formula bar can be used to edit the contents of an object.

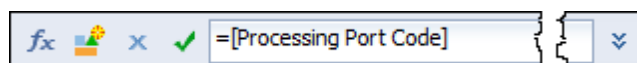


Figure 48: The Formula Bar

**Table 36: Formula Bar Icons**

| Icon                                                                              | Purpose                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Edit the Formula</b> opens the <b>Formula Editor</b> dialog box and allows you to modify the formula.                                                                                                                                                                                     |
|  | <b>Create Variable</b> allows you to enter a formula to create a variable object. The difference between a variable and a formula is that the variable is an object in the report that can be used elsewhere in the report, whereas a formula is tied only to the table in which it resides. |
|  | <b>Cancel</b> cancels any edits you make in the <b>Formula Bar</b> and reverts to the previous formula.                                                                                                                                                                                      |
|  | <b>OK</b> validates the formula in the <b>Formula Bar</b> .                                                                                                                                                                                                                                  |
|  | <b>Expand</b> expands the formula bar so that you can see the full formula if it does not fit on one line.                                                                                                                                                                                   |

## Tabs

Some reports in the ACE Reports tool are better defined as “documents” that contain a series of “reports” displayed as tabs, similarly to Microsoft® Excel. If you are working on a document with multiple reports, you can switch between reports by selecting the corresponding tabs.

**Figure 49: Report Tabs with the Third Tab Selected**

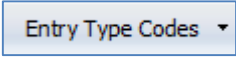
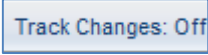
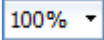
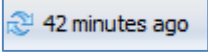
Additionally, you can select the  button on the right to see a list of all the reports in a document. You can hide and display the report tabs with the **Report Tabs** option on the **Web Intelligence** menu.

## Status Bar

The **Status Bar** at the bottom of the screen provides some viewing options. As with the **Report** tabs, you can hide and display the **Status Bar** via the **Status Bar** item on the **Web Intelligence** menu.

**Figure 50: Status Bar**

**Table 37: Status Bar Icons and Menus**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | This menu provides a list of the reports (tabs) in the current document. You can select an item on this menu to view that tab. The menu displays the current tab name.                                                                                                                                                                                                                                                    |
|    | Activates the <b>Data Tracking</b> dialog box which allows you to set change tracking options.                                                                                                                                                                                                                                                                                                                            |
|    | Moves through the pages in a multiple page report.                                                                                                                                                                                                                                                                                                                                                                        |
|    | <p>Toggles between <b>Quick Display</b> mode and <b>Page</b> mode.</p> <ul style="list-style-type: none"> <li>• <b>Quick Display</b> mode formats the report to show more than can be shown on one page. <b>Quick Display</b> mode is best used for viewing a report on line.</li> <li>• <b>Page</b> mode shows a WYSIWYG view of the report formatted for printing, showing how the report will be paginated.</li> </ul> |
|  | Changes the zoom level of the view. Using the drop-down list, you can change the level from 10% to 200%, or viewing the page width or the whole page.                                                                                                                                                                                                                                                                     |
|  | Allows fine control of the zoom level. You can either select the magnifying glass buttons on either side to zoom out or in, respectively, or you can drag the slider to the desired zoom level.                                                                                                                                                                                                                           |
|  | Refreshes the report, displaying the <b>Prompts</b> dialog box if applicable. The time shown is the time since the last refresh.                                                                                                                                                                                                                                                                                          |

## Workspace

The workspace is where the report is displayed. Depending upon the size of the report you may see vertical or horizontal scroll bars.

**MMM-6021 BOL Details**

**Report Parameters**

|                               |                        |
|-------------------------------|------------------------|
| <b>BOL Number:</b>            | --ALL--                |
| <b>BOL Type Code:</b>         | --ALL--                |
| <b>BOL Create Date Begin:</b> | 1/1/2013 12:00:00 AM   |
| <b>BOL Create Date End:</b>   | 12/31/2013 12:00:00 AM |
| <b>Manifest Carrier Code:</b> | --ALL--                |

**Last Run Date Time:** Oct 21, 2013 7:26:18 PM

| BOL Number       | Master Bill Indicator | House Bill Indicator | Submission Method Code | BOL Status Code | BOL Type Code | BOL Create Date | Manifest Carrier Code | Released Quantity |
|------------------|-----------------------|----------------------|------------------------|-----------------|---------------|-----------------|-----------------------|-------------------|
| ACEY010313TS0001 | No                    | No                   | E                      | OP              | 02            | 2013-01-03      | ACEY                  | 0                 |
| BANA130212TS0201 | No                    | No                   | E                      | OP              | 03            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0202 | No                    | No                   | E                      | OP              | 03            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0203 | No                    | No                   | E                      | OP              | 03            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0204 | No                    | No                   | E                      | OP              | 03            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0205 | No                    | No                   | E                      | OP              | 03            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0301 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0302 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0303 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0304 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0305 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |
| BANA130212TS0401 | No                    | No                   | E                      | FC              | 02            | 2013-02-13      | BANA                  | 100               |
| BANA130212TS0402 | No                    | No                   | E                      | OP              | 02            | 2013-02-13      | BANA                  | 0                 |

**Figure 51: Workspace**

On the lower right corner of the workspace is a group of navigation buttons as seen in Figure 52. Each of these buttons will scroll your view to the top, bottom, far left, or far right ends of the report you are viewing.



**Figure 52: Scroll Icons**

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## Chapter 1: Running a Standard Report

This Chapter contains the following Sections:

- Section 1 Standard Reports

# Chapter 1

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## ***Section 1.1: Standard Reports***

### **Description**

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

This section covers the following topics:

Topic 1: Duplicating, Sorting, Filtering, and Exporting a Standard Report

Topic 2: Creating and Removing Charts and Graphs

Topic 3: Scheduling Reports

Topic 4: Printing a Report or Chart

Topic 5: Troubleshooting Tips

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## Topic 1.1.1: Duplicating, Sorting, Filtering, and Exporting a Report

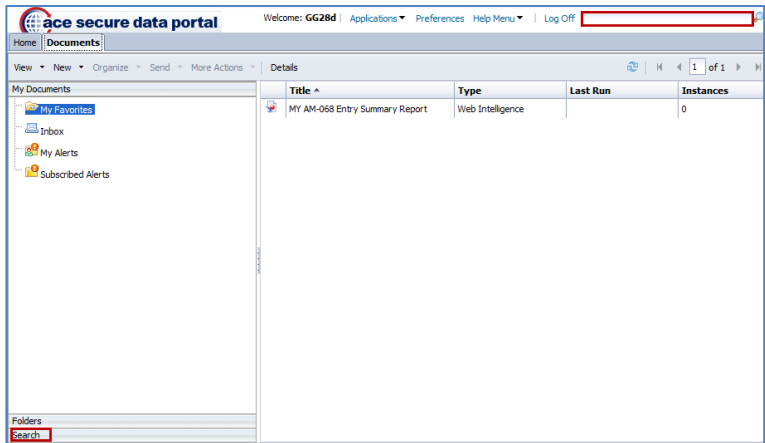
### Introduction

This topic covers how to run a report and how to address any prompts that may be required. It will also discuss some of the options to reports such as sorting, filtering, and exporting and some important points concerning the data presented by reports.

Before running a standard report, it may be helpful to search for the specific report you would like to run. Table 38 shows how to search for a report.

**Table 38: Search for a Report**

### Search for a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>From the <b>Documents</b> tab, either:</p> <ul style="list-style-type: none"> <li>a) Select the text box next to the <b>Log Off</b> hyperlink</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b) Select the <b>Search</b> bar on the lower left-hand side of the screen.</li> </ul>                                                                                     |
| 2.   | <p>Type in the name of the report you would like to view.</p> <div style="display: flex; align-items: center;">  <p><b>TIP:</b> If you want a specific report, use single quotes at the beginning and at the end in the text box. For example, 'AM-068'. Not using the quotation marks will result in every report beginning with AM to display.</p> </div> |

## ACE Data Warehouse

ACE Reports data is stored in the ACE Reports Data Warehouse. The Data Warehouse is a collection of information that is compiled from a number of external sources, including ACS and ACE. This is done so that if something goes wrong with ACE Reports, it will not affect the processing of cargo and entries in ACE. It also allows the reports to include data from other systems.

As the systems are independent, ACE Reports data are not displayed in real-time. Most ACE Reports data is refreshed nightly, after midnight, Eastern Time. Periodic Monthly Statement data are refreshed hourly, and is the closest ACE comes to real-time, live data. The Trade Reporting, Multi-Modal Manifest (MMM) Reports – sea and rail manifest and bill of lading folders are refreshed every two hours. Compliance data is refreshed monthly.

Table 39 breaks down the refresh intervals.

**Table 39: Data Refresh Intervals**

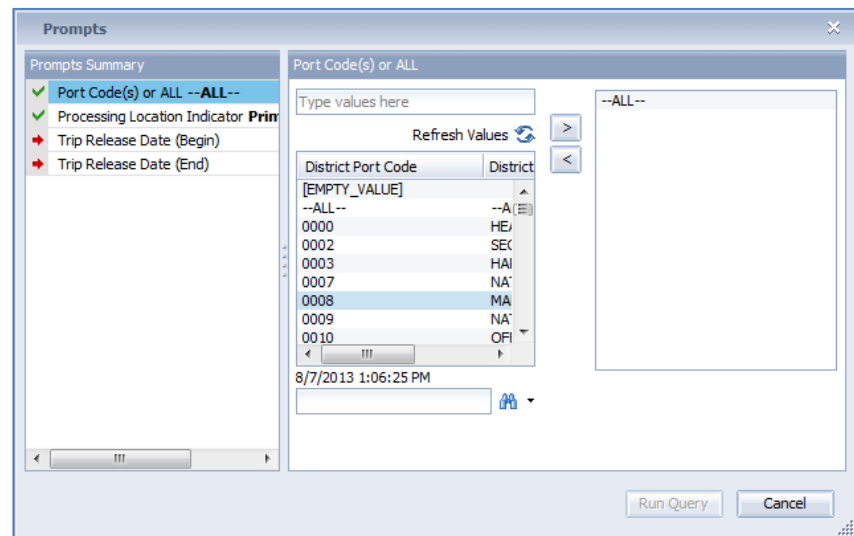
| Report category             | Refresh interval                                            |
|-----------------------------|-------------------------------------------------------------|
| Periodic Statement reports  | Every 1 hour                                                |
| Trade Reporting MMM reports | Every 2 hours                                               |
| Compliance reports          | The 29 <sup>th</sup> of every month for the preceding month |
| All other reports           | Nightly                                                     |



**IMPORTANT:** ACE Reports are limited in the amount of data that they can return. The exact limit varies from report to report, but the largest standard ACE Reports can only display approximately 250,000 lines of data. If you run a report that returns more than 250,000 lines, you may need to run several smaller reports spanning shorter time frames. Further, historical ACE data are retained for a maximum of five years before disposal in accordance with National Archives Records Management regulations.

## Report Prompts

Most ACE Reports prompt users to review and input standard filters. Each report has its own set of prompts/filters. The **ACE Reports Dictionary**, available in the **Help** folder in the **Navigation** panel, contains all prompt information for ACE reports. When you run a report you will first see a **Prompts** dialog box appear. A typical example is shown in Figure 53.



**Figure 53: Prompts Dialog Box**

The **Prompts Summary** pane lists all the available prompts for the report which you wish to run. The panel on the right shows the settings for an individual prompt. The right panel varies according to the prompt that is selected.

Prompts requiring user input are indicated by red arrow icons (➔) and prompts containing valid values – either because of user entry or by default – are indicated by green check mark icons (✓). Many prompts that require user input are date ranges.

There are several potential options you may have when you fill out prompts.

- Dates can be typed manually, or selected with a calendar control (📅).
- Most values can be selected from a list, as seen in Figure 53. To use an item from a list, select it and select the > button. To remove a value from a list of prompts, select the < button. You may also type in the box that says, *Type values here and select >*.
- In many cases, the default value for a prompt may be --ALL--. If you want to filter for specific values, you must remove --ALL-- before running the query.

You should review all default values to ensure that the report includes all required information, and only the information you need. While it is not required, it is often useful to replace one or more of the --ALL-- values before running the query.



**IMPORTANT:** It is important to review the prompts and ensure data are filtered appropriately. Changing an --ALL-- default to a specific value refines the search and increases the speed at which data results are gathered.

Reports with insufficiently specific criteria will attempt to download more data than the report can handle. If this happens, a warning icon (⚠️) will appear in the lower, right corner of the ACE Reports interface. Moving your mouse over the icon will display a tooltip indicating that **Partial Results** have been returned. If you see the **Partial Results** warning, you should re-run the report and make your prompted criteria more specific (*e.g.*, a shorter date range, a single importer, a single port.) Figure 54 shows an example of a report with partial results and Figure 55 shows a close-up of the icon and the tooltip.

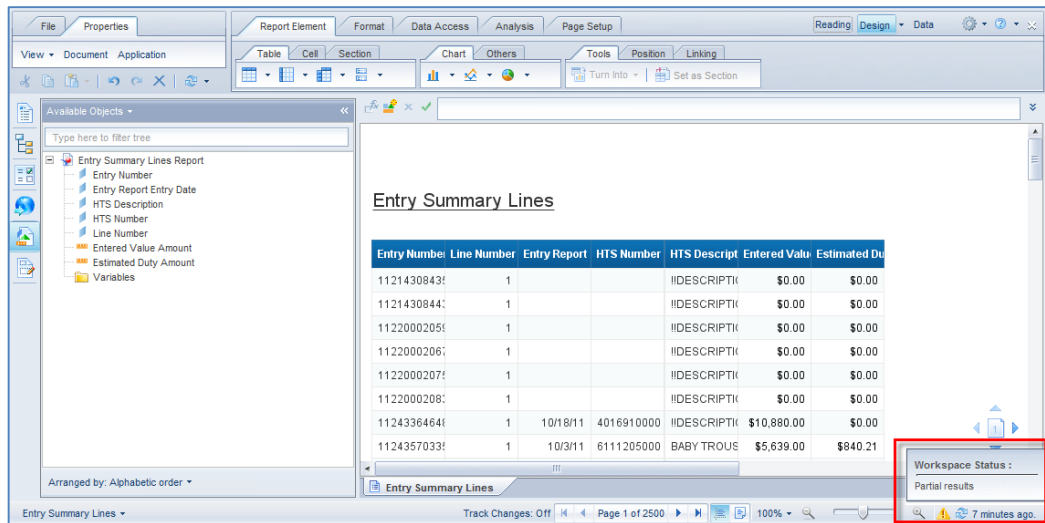


Figure 54: Report with Partial Results

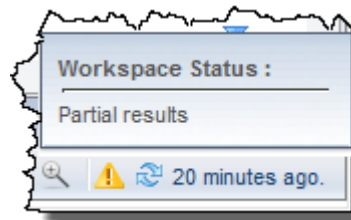
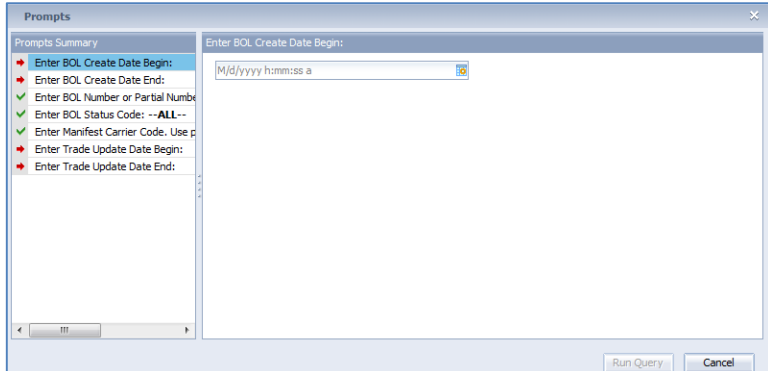


Figure 55: Partial Results Warning Icon and Tool Tip.

Table 40: Run a Standard Report

## Run a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                      |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Locate the report you wish to run.                                                                                                                                                                                                                                                                                                          |
| 2.   | <p>Double-select the title of the desired report.</p> <p> <b>NOTE:</b> When you double-select the report name, a <b>Prompts</b> dialog box will display.</p> <p></p> |

## Run a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Fill in all required prompts (represented by the  icon in the <b>Prompts Summary</b> pane) and any optional prompts you wish to use.</p> <ol style="list-style-type: none"> <li>If you are filling out a date, either type the date or select a date from the calendar control.</li> <li>If you are filling out a constant that has an <b>--ALL--</b> option as a default setting, select the <b>--ALL--</b> and remove it, then select the value(s) you want and add them.</li> </ol> |
| 4.   | <p>Select the <b>Run Query</b> button. After a few seconds, the report is displayed.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |

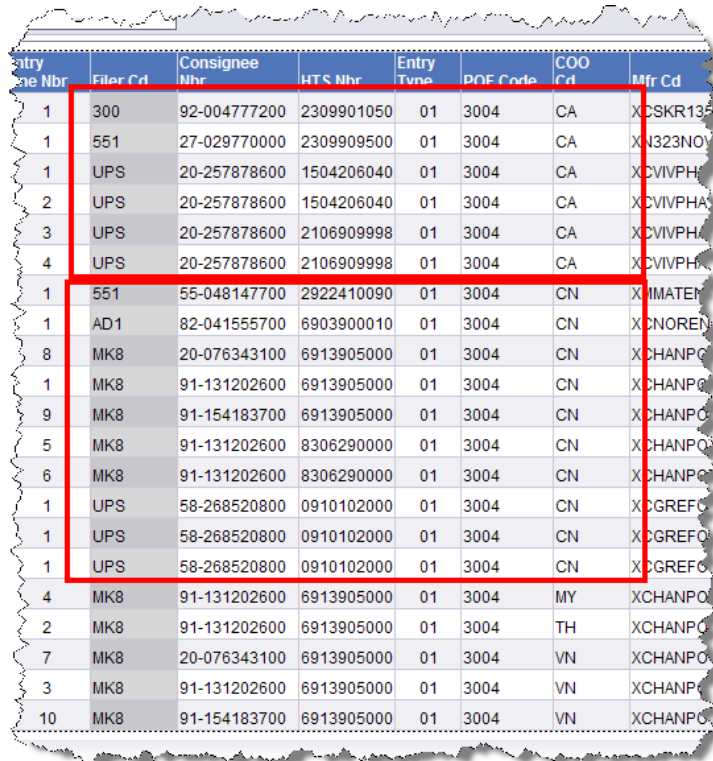
## Sort Data

The **Sort** function can be used to display report data in a particular order. Columns can be sorted in ascending or descending order.

You can sort by a single column or by multiple columns. When performing a multiple column sort, begin by sorting the most general category (State, for example), then continue by sorting a more specific category (City). Any subsequent sorts performed would be by increasingly specific information (i.e., street, address, name of person at that address, etc.). ACE Reports allows you to sort by as many columns as are in the table, although in most cases the data will cause additional sorts to become meaningless before all the columns are sorted.

Sort options are available from the **Design** mode.

Figure 56 shows an example of a report that has been sorted by two columns: First by COO Cd (Country of Origin Code), then by Filer Cd (Filer Code). Note that within each group of COO Codes, the Filer Codes are sorted in ascending order.



| Entry Nbr | Entry Type | Consignee Nbr | HTS Nbr    | Entry Type | POE Code | COO Cd | Mfr Cd   |
|-----------|------------|---------------|------------|------------|----------|--------|----------|
| 1         | 300        | 92-004777200  | 2309901050 | 01         | 3004     | CA     | XCSKR135 |
| 1         | 551        | 27-029770000  | 2309909500 | 01         | 3004     | CA     | XN323NOV |
| 1         | UPS        | 20-257878600  | 1504206040 | 01         | 3004     | CA     | XCVIVPH  |
| 2         | UPS        | 20-257878600  | 1504206040 | 01         | 3004     | CA     | XCVIVPHA |
| 3         | UPS        | 20-257878600  | 2106909998 | 01         | 3004     | CA     | XCVIVPHA |
| 4         | UPS        | 20-257878600  | 2106909998 | 01         | 3004     | CA     | XCVIVPHA |
| 1         | 551        | 55-048147700  | 2922410090 | 01         | 3004     | CN     | XIMATEN  |
| 1         | AD1        | 82-041555700  | 6903900010 | 01         | 3004     | CN     | XCNOREN  |
| 8         | MK8        | 20-076343100  | 6913905000 | 01         | 3004     | CN     | XCHANPO  |
| 1         | MK8        | 91-131202600  | 6913905000 | 01         | 3004     | CN     | XCHANPO  |
| 9         | MK8        | 91-154183700  | 6913905000 | 01         | 3004     | CN     | XCHANPO  |
| 5         | MK8        | 91-131202600  | 8306290000 | 01         | 3004     | CN     | XCHANPO  |
| 6         | MK8        | 91-131202600  | 8306290000 | 01         | 3004     | CN     | XCHANPO  |
| 1         | UPS        | 58-268520800  | 0910102000 | 01         | 3004     | CN     | XCGREFC  |
| 1         | UPS        | 58-268520800  | 0910102000 | 01         | 3004     | CN     | XCGREFC  |
| 1         | UPS        | 58-268520800  | 0910102000 | 01         | 3004     | CN     | XCGREFC  |
| 4         | MK8        | 91-131202600  | 6913905000 | 01         | 3004     | MY     | XCHANPO  |
| 2         | MK8        | 91-131202600  | 6913905000 | 01         | 3004     | TH     | XCHANPO  |
| 7         | MK8        | 20-076343100  | 6913905000 | 01         | 3004     | VN     | XCHANPO  |
| 3         | MK8        | 91-131202600  | 6913905000 | 01         | 3004     | VN     | XCHANPO  |
| 10        | MK8        | 91-154183700  | 6913905000 | 01         | 3004     | VN     | XCHANPO  |

**Figure 56: A Report Sorted by Two Columns**

Sorts must be performed in the **Modify** or **Design** mode of the report. Simple sorts can be performed by selecting a column then using the **Sort** button on the **Display** sub-tab on the **Analysis** tab.

**Table 41: Sort Data in a Column**

#### Sort Data in a Column

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | From <b>Design</b> mode, select the column you wish to sort.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.   | <p>Select the <b>Analysis</b> tab, then the <b>Display</b> sub-tab, if necessary, then the drop-down arrow next to <b>Sort</b>.</p> <div>  <b>NOTE:</b> You can select the <b>Sort</b> button to quickly sort the column in ascending order. </div> <div>  <b>NOTE:</b> You can also right-click column and choose <b>Sort</b>. </div> |

## Sort Data in a Column

| Step | Action                                                                           |
|------|----------------------------------------------------------------------------------|
| 3.   | Select the direction of the sort, either <b>Ascending</b> or <b>Descending</b> . |
| 4.   | Repeat this procedure for any additional sorts.                                  |

After you have sorted data, you may need to remove a sort. You can remove sorts either individually or for the entire table.

**Table 42: Remove Sorts**

## Remove Sorts

| Step | Action                                                                                                                                                                                                                                                                                                    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | From <b>Design</b> mode, select the column you wish to sort.                                                                                                                                                                                                                                              |
| 2.   | Select the <b>Analysis</b> tab, then the <b>Display</b> sub-tab, if necessary, then the drop-down arrow next to <b>Sort</b> .<br><br> <b>NOTE:</b> You can also right-click the selected column and choose <b>Sort</b> . |
| 3.   | Do one of the following: <ul style="list-style-type: none"> <li>a. If you are removing the sort from only the selected column, select <b>None</b>.</li> <li>b. If you are removing the sorts for the entire table, select <b>Remove All Sorts</b>.</li> </ul>                                             |

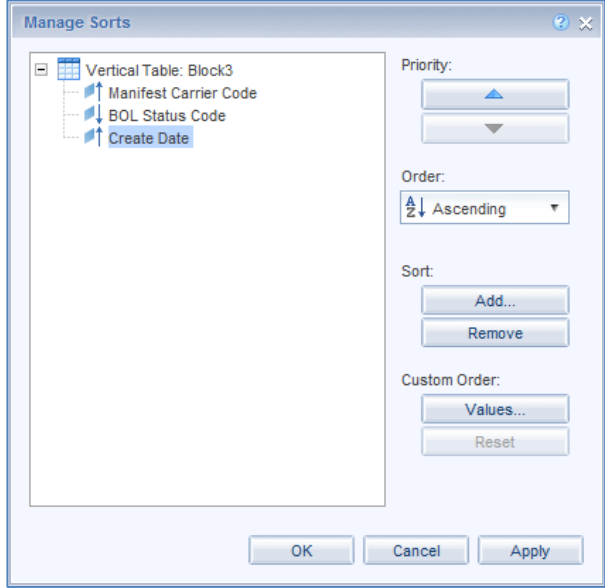
You can also manage your sorts to modify the priority and order of a sort. You can also add and delete sorts, as well as defining a custom sort order.

**Table 43: Manage Sorts**

## Manage Sorts

| Step | Action                                                                                                                                                                                                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select any column in the report.                                                                                                                                                                                                                                                                            |
| 2.   | Select the <b>Analysis</b> tab, then the <b>Display</b> sub-tab, if necessary, then the drop-down arrow next to <b>Sort</b> .<br><br> <b>NOTE:</b> You can also right-click the selected column and choose <b>Sort</b> . |

## Manage Sorts

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Select <b>Manage Sorts</b>. The <b>Manage Sorts</b> dialog box will appear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.   | <p>Perform the necessary actions:</p> <ul style="list-style-type: none"> <li>• Use the arrows under <b>Priority</b> to move the selected column up or down in the priority list. Higher priority columns are sorted first.</li> <li>• Use the <b>Order</b> drop-down list to change the sort of the selected column between <b>Ascending</b> and <b>Descending</b>.</li> <li>• Select <b>Add...</b> to add another sorted column.</li> <li>• Select <b>Remove</b> to remove a sorted column.</li> <li>• Select <b>Values...</b> to set a custom sort order for a column. This can be used to sort status codes by priority rather than alphabetically, for example.</li> <li>• Select <b>Reset</b> to reset a custom sort to its original order.</li> </ul> |
| 5.   | <p>When finished, select <b>OK</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Filter Data

### Introduction

Once you receive data for a report, you may want to view a subset of that data. To achieve this, you will filter the report. This topic will cover how to filter data.

Filters are applied to the data in all reports before the report is run. These can result from the prompts in a standard report or the filters you set up in modified and created reports. It is also possible to do a “temporary” filter on the data after the report is run to see a specific subset of your data.

**Table 44: Quick Filter**

### Quick Filter

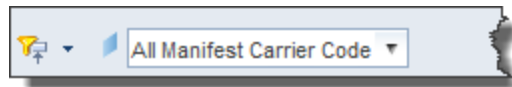
| Step | Action                                                                                                                                                                                                                                                                                                    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | From <b>Design</b> mode, highlight the column you want to filter by clicking below the column header. This will highlight the entire column.<br><br> <b>NOTE:</b> Click inside the column and not on the column header. |
| 2.   | Right-select on the column and elect the  <b>Filter</b> option.                                                                                                                                                      |
| 3.   | Select <b>Add Filter</b> .                                                                                                                                                                                                                                                                                |
| 4.   | You have 2 options:<br>a) Select the <b>In List</b> drop-down arrow to select the filtering options. For example, the “ <i>greater than or equal to</i> ” option.<br>b) 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 <b>OK</b> . Only values greater than or equal to the value you entered will now appear in the highlighted column of the report.                                                                                                                                                                    |

## Filter Bar

Filters can be applied both in the **Reading** and **Design** views; however the process and effectiveness vary between the two views.

In the **Reading mode**, you can use the **Filter Bar**. The **Filter Bar** allows you to filter individual columns for a single piece of data. For example, if you want to quickly see the entries filed by a single filer while viewing a report in the **Reading mode**, you can use the **Filter Bar**.

To use the **Filter Bar**, select the **Filter Bar** button on the toolbar. When the **Filter Bar** appears, select the filter icon on the left end of the bar (  ). This will display a menu from which you can select any dimension object in the report. Once a dimension is selected, you can select the drop-down list to select a single value.



**Figure 57 The Filter Bar**

**Table 45: Use the Filter Bar**

### Use the Filter Bar

| Step | Action                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the <b>Filter Bar</b> button on the toolbar. The <b>Filter Bar</b> will be displayed.<br> <b>NOTE:</b> In the <b>Design</b> view, the <b>Filter Bar</b> button is on the <b>Interact</b> sub-tab under the <b>Analysis</b> tab. |
| 2.   | Select the  icon.                                                                                                                                                                                                                      |
| 3.   | Select the object you want to filter.                                                                                                                                                                                                                                                                                     |
| 4.   | Select the object's drop-down list and select the value you want to see. The table will be filtered to show the selected value for the column.                                                                                                                                                                            |
| 5.   | Repeat steps 2 and 3 to filter additional objects.                                                                                                                                                                                                                                                                        |
| 6.   | To remove the filter from an object, select the drop-down list again, and select <b>All &lt;object name&gt;</b> .                                                                                                                                                                                                         |

## Exporting a Report

### Introduction

Exporting and saving makes ACE reporting much faster than starting from the beginning each time. Reports can be exported as Microsoft® Excel or Portable Document Format (PDF) files.

Reports exported to Excel can be saved in Excel 2003 format (.xls) or Excel 2007/2010 format (.xlsx). Once the report is exported to Excel, the report can be saved to your shared drive or hard drive just like any other document. Once saved, you may further customize the report, or send the report as an email attachment, etc.

Reports exported in PDF format are static and cannot be edited; however, they are formatted for printing. They can also be saved locally for record-keeping purposes.

Additionally, you can export the report as an unformatted text file.

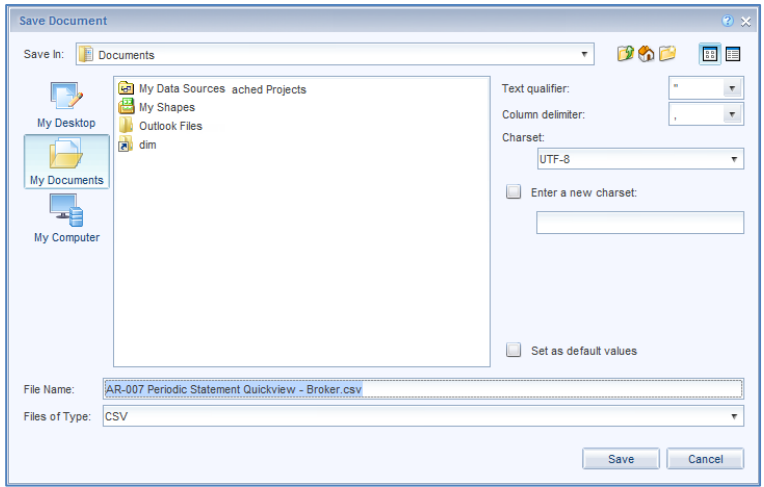
**Table 46: Report Export Options**

| Option            | Definition                                                                                                                                                                                                                                                                                       |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PDF</b>        | Opens in Adobe® Acrobat or Acrobat Reader. Static, printable document that can be used to present a report to management. Export options include selecting only the current report tab, and only exporting a selected page range of the report. Saved as a .pdf file.                            |
| <b>Excel 2007</b> | Saves in the newest Microsoft® Excel format. Allows a maximum of 1,048,576 rows of data per report tab, including titles and filter information. Editable in Excel 2007, 2010, and 2013. Export options include prioritizing format or data processing in the saved file. Saved as a .xlsx file. |
| <b>Excel</b>      | Saves in the legacy Microsoft® Excel format. Allows a maximum of 65,536 rows of data per report tab. Editable in Excel 97 and any later version (2000, XP, 2003, 2007, 2010, 2013). Export options include prioritizing format or data processing in the saved file. Saved as a .xls file.       |
| <b>Text</b>       | Saves as a plain text file. Includes the title, filters, and any other text information in addition to the data. Saved as a .txt file.                                                                                                                                                           |

Exporting a report to Excel includes formatting information and displayed information that are not part of the data being exported. If you wish to manipulate the data in Microsoft® Access, you can export the data in the report to Comma Separated Values (CSV) text format. CSV format does not have the row limits imposed by Excel, and only includes the data, without any formatting. Further, if you need to send a large exported report to someone who has Excel 2003, CSV is the most logical option.

**Table 47: Export Report Data to CSV Format**

**Export Report Data to CSV format**

| Step | Action                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>From <b>Design view</b>, select:</p> <ul style="list-style-type: none"> <li>a) The <b>Data Access</b> tab.</li> <li>b) The <b>Tools</b> sub-tab.</li> <li>c) The <b>Export Data</b> button.</li> </ul> <p>The <b>Save Document</b> dialog box will appear.</p>  |
| 2.   | <p>Select a location. Enter a <i>&lt;file name&gt;</i> in the <b>File Name</b> text box if you do not want the default report name.</p>                                                                                                                                                                                                               |

## Export Report Data to CSV format

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Select a <b>Text qualifier</b> and <b>Column delimiter</b> as necessary:</p> <ul style="list-style-type: none"> <li>• <b>Text Qualifiers</b> indicate text in a text field. This can be important if your text has commas or semicolons in it. A text qualifier eliminates confusion when a character normally used as a delimiter is in a text field.</li> <li>• <b>Column delimiter</b> specifies whether the columns will be separated by commas, semicolons, or tabs.</li> </ul> |
| 4.   | <p>Select <b>Save</b>. The document will be saved with the option to access later.</p> <div>  <p><b>NOTE:</b> It is recommended to leave the <b>Charset</b> settings at their defaults.</p> </div>                                                                                                                                                                                                     |

## Topic 1.1.2: Creating and Removing Charts

### Introduction

This topic will introduce the different charts and graphs available in ACE to get a graphical representation of the data created in a report.

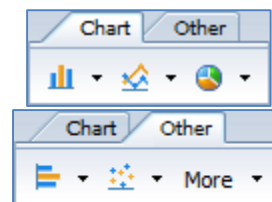
### Chart Types

Table 48 lists the various types of charts that exist in ACE Reports. There are also multiple options within these chart types. Chart selection will vary depending on the data you are charting.

**Table 48: Chart Types**

| Term                 | Definition                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Column Charts</b> | Column charts display data in vertical columns. Column charts are useful if you want to compare similar groups of data. Variants of column charts include column, stacked, 100% stacked, column and line, dual axis, dual axis column and line, and 3D                                                                                                                      |
| <b>Line Charts</b>   | 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. Variants of line charts include line, dual axis line, and area.                                                                                                                                      |
| <b>Pie Charts</b>    | <p>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.</p> <p>You can only include one object in a pie chart. If you have several measures in your report, you should choose another chart type. Variants of pie charts include pie, variable slice depth, and donut.</p> |
| <b>Bar Charts</b>    | Bar charts display data in horizontal bars, as opposed to the vertical columns in a column chart. Otherwise, the two types are similar. Variants of bar charts include bar, stacked bar, and 100% stacked bar.                                                                                                                                                              |
| <b>Point Charts</b>  | Point charts are used to compare two or more data elements, such as area and population. Variants of point charts include scatter, bubble, polar scatter, and polar bubble.                                                                                                                                                                                                 |

| Term                | Definition                                                                                                                                                                                                                                                                |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Box Charts</b>   | Box charts display a distribution of five numbers: The minimum, first quartile (lowest 25% of a series), median (middle value), third quartile (highest 25%), and maximum.                                                                                                |
| <b>Radar Charts</b> | 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>Tree Maps</b>    | Tree maps display the values of two data points as colored boxes. The relative size and color of the boxes each indicate values.                                                                                                                                          |
| <b>Heat Maps</b>    | Similar to tree maps, heat maps display data values as colored boxes. The boxes in a heat map are all the same size, and the color indicates the value.                                                                                                                   |
| <b>Tag Clouds</b>   | Tag clouds show data as words of different text sizes. The size of the text indicates the value of the data point.                                                                                                                                                        |

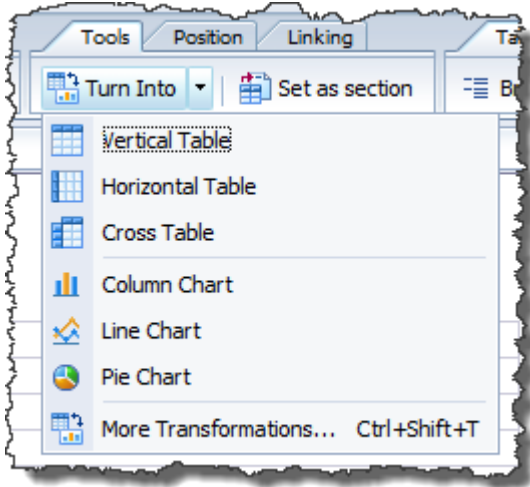


**Figure 58: Chart Menu**

The **Chart sub-tab** contains menus to create variants of Column, Line, and Pie charts. The **Other** sub-tab contains menus to create variants of Bar and Point charts. The **More** menu on the **Other** sub-tab contains options for Box Plot, Radar Chart, Tree Map, Heat Map, and Tag Cloud charts in addition to an All Charts option that allows you to select a chart type and its input data.

**Table 49: Add a Chart to a Standard Report**

**Add Chart to Standard Report**

| Step | Action                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Run the desired report.                                                                                                                                                                                                   |
| 2.   | In <b>Design</b> mode, select inside the columns you do not want to be included in the chart and right-click your mouse.                                                                                                  |
| 3.   | Select <b>Delete</b> . The column will now be removed from the report.                                                                                                                                                    |
| 4.   | Highlight the columns you wish to be in the report.<br> <b>NOTE:</b> Hold the <CTRL> key down and select each column.                    |
| 5.   | Select the <b>Turn Into</b> drop-down menu and select the desired chart.<br>                                                           |
| 6.   | The chart will display at the bottom of the page.                                                                                                                                                                         |
| 7.   | You can also add additional objects to the chart by dragging any object in the <b>Available Objects</b> panel and dropping them inside the chart.                                                                         |
| 8.   | If you prefer a different chart, move the cursor inside the current chart: <ul style="list-style-type: none"> <li>a. Right-click your mouse.</li> <li>b. Select <b>Turn Into</b> and select a different chart.</li> </ul> |

**Table 50: Remove a Chart from a Standard Report**

**Remove a Chart from a Standard Report**

| Step | Action                                                                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | In <b>Design</b> mode, select inside the chart to highlight.<br> <b>NOTE:</b> Selecting inside the data in the chart will give you options to change the chart but not delete. |
| 2.   | Right-click the chart and select <b>Delete</b> . The chart is now removed from the report.                                                                                                                                                                      |
| 3.   | If necessary, select each filter title and select the <b>Delete</b> key on your keyboard to remove from the report.                                                                                                                                             |

### Topic 1.1.3: Scheduling Reports

#### Introduction

This topic covers how to schedule reports.

ACE Reports uses a scheduling feature to run reports behind the scenes, which allows you to do other things while waiting for the data. The **Schedule** tool can be used to run a report once or on a recurring basis. Running a report once is useful for running large reports that may take a long time to run. Recurring reports are useful for those reports where you need essentially the same data on a regularly scheduled basis – say a monthly statistics report.

You can schedule any report, either in your **My Favorites** folder or the **Public Folders**, although, because of the prompts used on the public reports, scheduling them on a recurring basis may not be effective.

When you schedule a report you will find a **Schedule** option on either the **More Actions** menu in the **Documents** tab, or in the right-click (shortcut) menu. When you select **Schedule**, you will get the **Schedule** dialog box. The **Schedule** dialog box has several settings listed on the left side of the box.

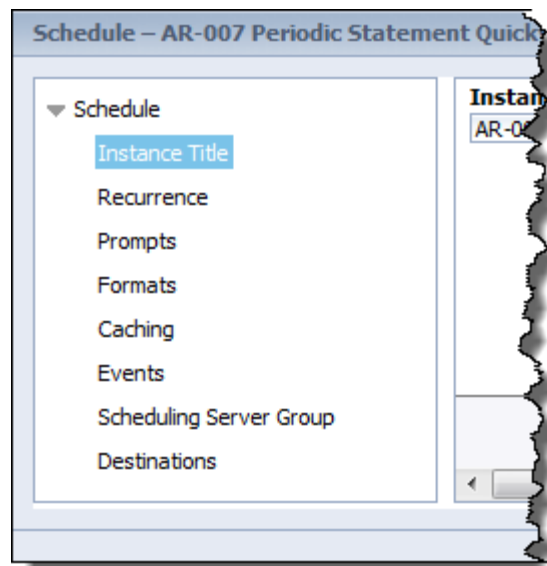


Figure 59: Schedule Dialog Box

**Table 51: Report Schedule Options**

| Option                         | Use                                                                                                                                                                                                                                                                                                      |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instance Title</b>          | Enter a title for the scheduled report. This will appear in the <b>History</b> list for that report.                                                                                                                                                                                                     |
| <b>Recurrence</b>              | Sets how often the report will be run. Reports can be set to run once or on a repetitive schedule. Additionally, except for the <b>Now</b> option, a start and end date and time can be set to determine how long a recurring report will be run. See Table 52 for more information.                     |
| <b>Prompts</b>                 | If the report has user prompts, they can be completed here.                                                                                                                                                                                                                                              |
| <b>Formats</b>                 | Choose whether to run the report as a <b>Web Intelligence</b> , <b>Microsoft Excel</b> , <b>Adobe Acrobat</b> , or <b>Comma Separated Values (CSV)</b> document. Web Intelligence is the format used for a report to be viewed in the ACE Reports application. The others are intended to be downloaded. |
| <b>Caching</b>                 | Caching is not used by ACE Reports.                                                                                                                                                                                                                                                                      |
| <b>Events</b>                  | Events are not used by ACE Reports.                                                                                                                                                                                                                                                                      |
| <b>Scheduling Server Group</b> | These options are disabled.                                                                                                                                                                                                                                                                              |
| <b>Destinations</b>            | Selects the destination for the scheduled report. Currently the <b>Default Enterprise Location</b> setting is the only one enabled.                                                                                                                                                                      |

## Recurrence

The most important part of scheduling a report is the **Recurrence** setting. The **Recurrence** indicates how frequently and for how long a report will be run. There are two general possibilities: once, and recurring. A report scheduled once can be run either immediately or at a later time. Scheduled reports run in the background, so you do not need to be in the ACE Reports tool, or even logged in to your computer, to run a scheduled report. When the report is finished, it will be made available to you in your selected destination, and in the report **History**.

A report scheduled on a recurring basis can be scheduled to run anywhere from hourly to monthly. A more detailed list of options is show in Table 52. For every option except **Now**, you can enter a **Start Date/Time** and **End Date/Time**. Recurring reports will start running on or after the **Start Date/Time** and stop running on or before the **End Date/Time**, depending on the scheduling options chosen.



**IMPORTANT:** When scheduling a report to run on a recurring basis, the prompts used in each instance do not change. In other words, if you schedule a monthly entry summary report with prompted entry dates between 8/1/2013 and 8/31/2013, each time the report is run it will display information in August of 2013. To counter this, it is recommended that any reports intended to be run on a regularly recurring schedule be modified to use date objects (variable dates) for the date filters.

**Table 52: Report Schedule Recurrence Options**

| Option        | Use                                                                                                                                                                             |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Now</b>    | Schedules the report to run once, immediately.                                                                                                                                  |
| <b>Once</b>   | Schedules the report to run once at the specified time.                                                                                                                         |
| <b>Hourly</b> | Schedules the report to run several times throughout the day.<br><br>Set the <b>(Hour(N))</b> and <b>Minute(X)</b> to run the report every <i>N</i> hours and <i>X</i> minutes. |
| <b>Daily</b>  | Runs the report once each day.<br><br>Set the <b>Days (N) =</b> text box to run the report every <i>N</i> days (Every day, every 2 days, every 14 days, every 45 days, etc.)    |
| <b>Weekly</b> | Runs the report on the same day(s) every week.<br><br>Select one or more days each week (Sunday through Saturday). The report will run every week on the selected day(s).       |

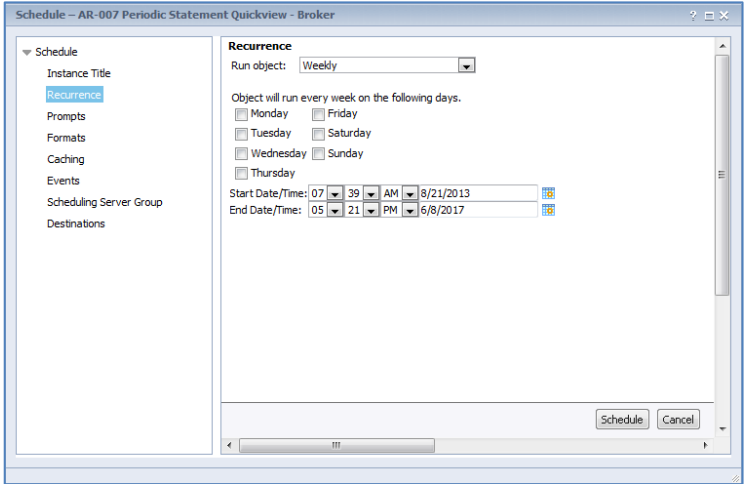
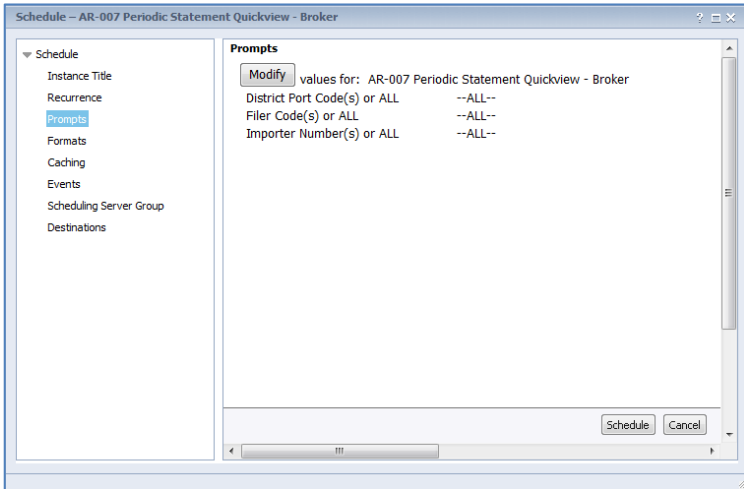
| Option                                | Use                                                                                                                                                                                                         |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Monthly</b>                        | The report will run once each month on the date used for the <b>Start Time</b> .<br><br>Select the interval in the <b>Month (N)</b> = drop-down list to run the report once each <i>N</i> months (1 to 12). |
| <b>Nth Day of Month</b>               | Runs the report every month on the specified date.<br><br>Select the day of the month in the <b>Day (N)</b> = drop-down list.                                                                               |
| <b>First Monday of the Month</b>      | Runs the report on the first Monday of every month.                                                                                                                                                         |
| <b>Last day of the month</b>          | Runs the report on the last day of every month.                                                                                                                                                             |
| <b>X Day of Nth Week of the Month</b> | Runs the report every month on the same relative day (e.g.: The third Tuesday rather than the 16 <sup>th</sup> of the month).<br><br>Select the <b>Week(N)</b> and the <b>Day (X)</b> .                     |
| <b>Calendar</b>                       | Not used in ACE Reports.                                                                                                                                                                                    |

**Table 53: Schedule a Report**

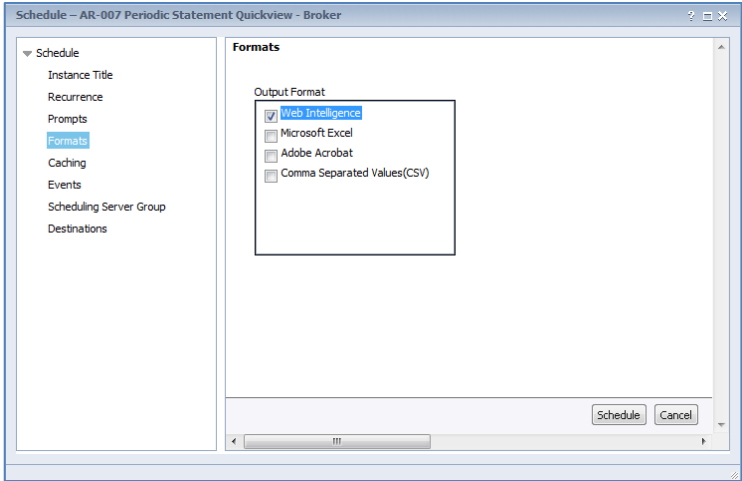
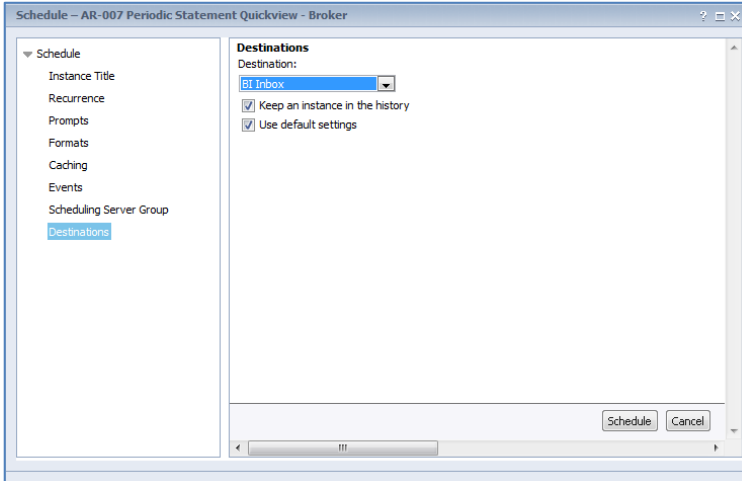
## Schedule a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                            |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | If necessary, select the <b>Documents</b> tab and locate the report you wish to schedule.                                                                                                                                                                                                                                                                         |
| 2.   | <p>Right-click the report and select <b>Schedule</b>. The <b>Schedule</b> dialog box will appear, displaying the <b>Instance Title</b>.</p> <div>  <p><b>NOTE:</b> You can also select the report, select the <b>More Actions</b> menu, and select <b>Schedule</b>.</p> </div> |

## Schedule a Report

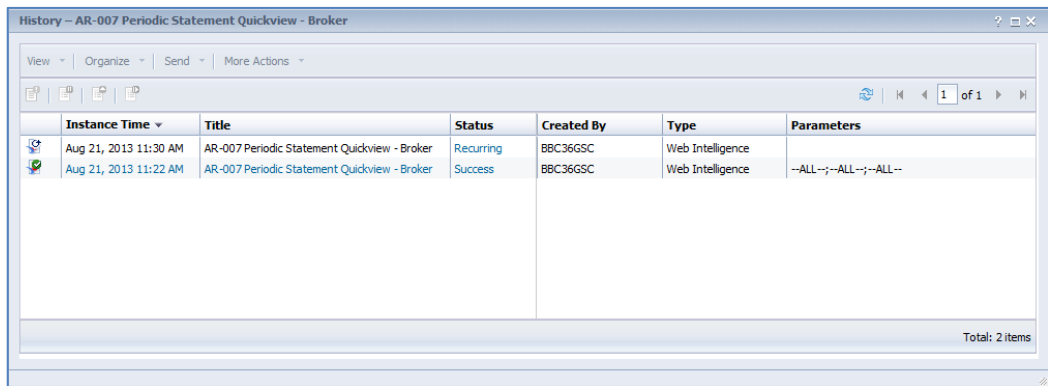
| Step | Action                                                                                                                                                                                            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>If necessary, modify the text in the <b>Instance Title</b> text box, and select <b>Recurrence</b>.</p>       |
| 4.   | Select the <b>Run Object</b> drop-down list and select a recurrence interval.                                                                                                                     |
| 5.   | Set the recurrence options as necessary.                                                                                                                                                          |
| 6.   | <p>If necessary, enter the <b>Start Date/Time</b> and <b>End Date/Time</b>. Then, select <b>Prompts</b>.</p>  |
| 7.   | Select the <b>Modify</b> button. The <b>Prompts</b> dialog box will appear                                                                                                                        |
| 8.   | Set the prompts as necessary.                                                                                                                                                                     |
| 9.   | Select <b>Apply</b> .                                                                                                                                                                             |

## Schedule a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.  | <p>Select</p> <ol style="list-style-type: none"> <li><b>Formats.</b></li> <li>Select a format from the <b>Output Format</b> list.</li> </ol>                                                                                                                                                                 |
| 11.  | <p>Select <b>Destinations</b>.</p> <div style="display: flex; align-items: center;">  <p><b>NOTE: Caching, Events, and Scheduling Server Group are disabled in ACE Reports.</b></p> </div>  |
| 12.  | Select <b>Default Enterprise Location</b> from the <b>Destination</b> drop-down list.                                                                                                                                                                                                                                                                                                          |
| 13.  | Select <b>Schedule</b> . The report will be scheduled automatically and the <b>History</b> dialog box will be displayed.                                                                                                                                                                                                                                                                       |

## History

To view a scheduled report, you can access the report's **History**. The **History** dialog box is automatically displayed when you schedule a report. Additionally, you can access the **History** through either the right-click menu or the **More Actions** menu.



| Instance Time         | Title                                        | Status    | Created By | Type             | Parameters              |
|-----------------------|----------------------------------------------|-----------|------------|------------------|-------------------------|
| Aug 21, 2013 11:30 AM | AR-007 Periodic Statement Quickview - Broker | Recurring | BBC36GSC   | Web Intelligence |                         |
| Aug 21, 2013 11:22 AM | AR-007 Periodic Statement Quickview - Broker | Success   | BBC36GSC   | Web Intelligence | --ALL--;--ALL--;--ALL-- |

Total: 2 items

**Figure 60: History Dialog Box**

The **History** shows all instances of a scheduled report, including successful instances, failed instances, and recurring schedule settings. To view an instance, select the title of the instance. Only those instances that have a status of '**Success**' can be viewed.

## Topic 1.1.4: Printing a Report or Chart

### Introduction

This topic covers how to set page setup options and print a report.

Before you print a report, it is usually a good idea to check and modify the page setup options as needed. The page setup options are located on the **Page Setup** tab in the toolbar. For printing reports, the most important options are on the **Page**, **Header**, **Footer**, **Scale To Page**, and **Margins** sub-tabs.

### Page Options

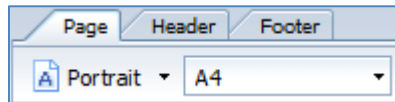


Figure 61: Page Sub-Tab

On the **Page** sub-tab, the two menus will set the orientation and page size. The orientation options are either **Portrait** (vertical) or **Landscape** (horizontal). The page size defaults to **A4**, and provides a number of paper size options. The most common options in the US are **Letter** (8 ½" x 11") and **Legal** (8 ½" x 14"). Most of the other sizes are European or Asian standards.

### Headers and Footers

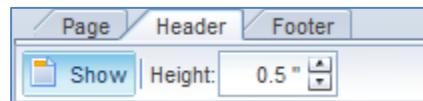


Figure 62: Header Sub-Tab

The **Header** and **Footer** sub-tabs provide areas that appear at the top and bottom of each page respectively. The **Show** button turns them on and off, and the **Height** option changes the height of the header and footer areas.

### Scale

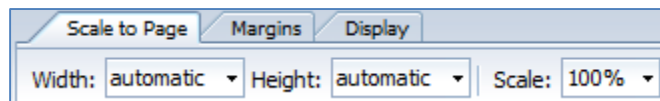
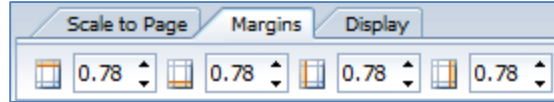


Figure 63: Scale to Page Sub-Tab

Reports can be scaled to print on fewer pages, or changed to print larger text. The **Width** and **Height** options indicate the maximum number of pages in each direction that will print, with the report scaled to 100% or less. In other words, if the **Height** is set to 3 pages, ACE Reports will shrink the text enough so that the report will fit on three pages in height. If there is not enough data on the report to extend to three pages, the report will not make the text larger to fill the third page.

The **Scale** option allows you to shrink or grow the report text to a set amount. You can increase the size up to 400%, or four times normal size; or down to 10% of normal size. Scaling a report to be larger can make it easier to read, especially for presentations.

## Margins



**Figure 64: Margins Sub-Tab**

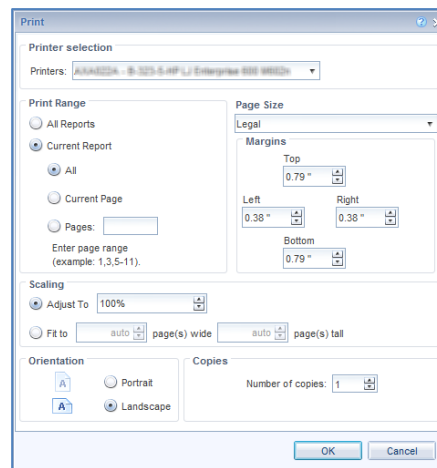
The **Margins** sub-tab shows the size of the page margins on each edge.

## Previewing a Report

When you finish with the page setup, you should preview the report to see how it will print. You can use the **Page** icon (  ) to display the report in **Page** mode. That will show you how the report will look when printed.

## Printing a Report

Once you have set the page setup options and previewed the report in **Page** mode, you are ready to print the report. To print the report select the **Print** icon (  ). This will open the **Print** dialog box.



**Figure 65: Print Dialog Box**

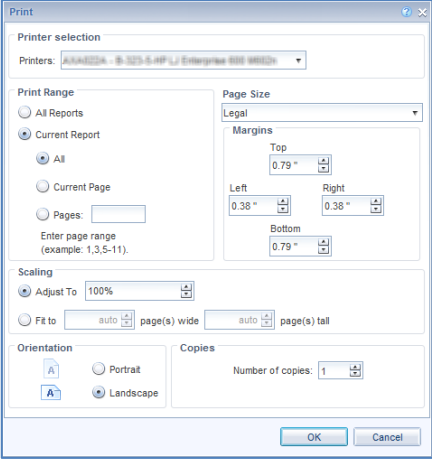
**Table 54: Print Dialog Box Options**

| Option                   | Definition                                                                     |
|--------------------------|--------------------------------------------------------------------------------|
| <b>Printer selection</b> | Select the <b>Printers</b> drop-down list to select a printer on your network. |

| Option             | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Print Range</b> | <p>Specifies what part of the report will print. The options are:</p> <ul style="list-style-type: none"> <li>• <b>All Reports</b> – All tabs in the current document if there are multiple tabs</li> <li>• <b>Current Report</b> – You can print <b>All</b> of the currently visible report, only the <b>Current Page</b> or a specified range of <b>Pages</b>.</li> </ul>                                                                                            |
| <b>Page Size</b>   | <p>Selects the page size (Letter, Legal, or any of the other sizes available). This is also available on the <b>Page Setup</b> tab.</p>                                                                                                                                                                                                                                                                                                                               |
| <b>Margins</b>     | <p>Sets the margin sizes. This is also available on the <b>Page Setup</b> tab.</p>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Scaling</b>     | <p>Adjusts the size of the report to print larger or smaller.</p> <ul style="list-style-type: none"> <li>• <b>Adjust To</b> zooms the printed report in or out. Zoom values can be between 10% and 400%.</li> <li>• <b>Fit To</b> sets the maximum number of pages in width and height a report will display. <b>Fit To</b> may reduce the zoom level of a report, but will never increase it.</li> </ul> <p>This is also available on the <b>Page Setup</b> tab.</p> |
| <b>Orientation</b> | <p>Sets either <b>Portrait</b> or <b>Landscape</b> arrangement. This is also available on the <b>Page Setup</b> tab.</p>                                                                                                                                                                                                                                                                                                                                              |
| <b>Copies</b>      | <p>Sets the number of copies to be printed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |

**Table 55: Print a Report**

**Print a Report**

| Step | Action                                                                                                                                                                                                                                                   |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | In <b>Design view</b> , complete any necessary <b>Page Setup</b> actions.                                                                                                                                                                                |
| 2.   | <p>Select the <b>Print</b> icon (). This will open the <b>Print</b> dialog box.</p>  |
| 3.   | Set the desired print options. See table 54 for specific settings.                                                                                                                                                                                       |
| 4.   | Select <b>OK</b> to print the report.                                                                                                                                                                                                                    |

**Table 56: Print a Chart**

**Print a Chart**

| Step | Action                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Once the chart has been placed in the report, highlight the chart and select the  icon, located under the <b>File</b> tab. |
| 2.   | The <b>Print Dialog</b> box displays. Make any necessary adjustments based on the chart selected.                                                                                                               |
| 3.   | Select <b>OK</b> .                                                                                                                                                                                              |

## Topic 1.1.5: Troubleshooting

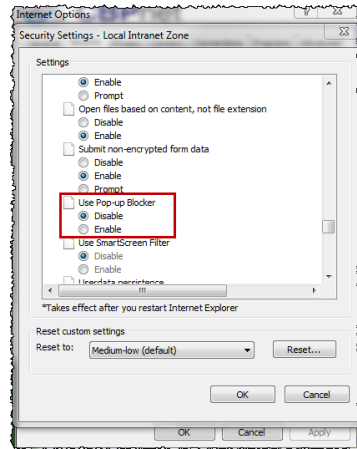
### Introduction

This topic covers troubleshooting if you are not able to launch reports from the ACE Portal.

Two issues that can cause the inability to launch ACE reports from the portal are the internet pop-up blocker and disabled downloads internet browser settings. The following procedures will allow you to verify pop-up blockers have been disabled and the ability to download or export a report from the ACE Portal has been set to enable.

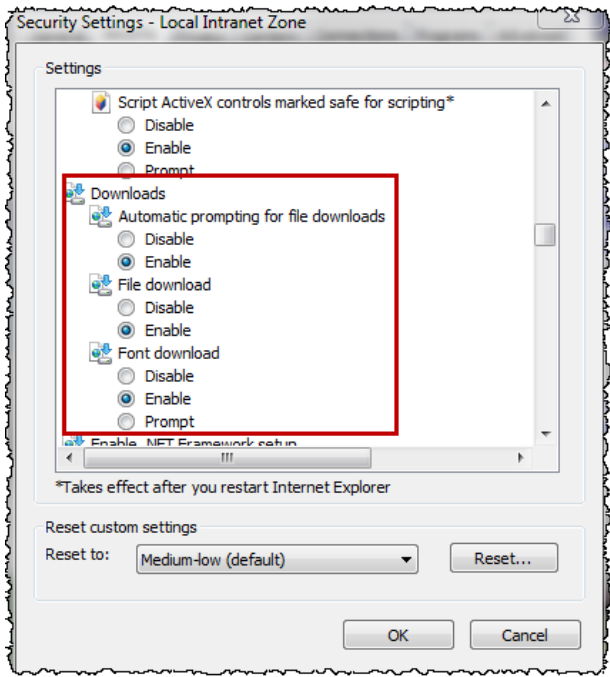
**Table 57: Disable Internet Pop-up Blocker**

### Disable Pop-up Blocker

| Step | Action                                                                                              |
|------|-----------------------------------------------------------------------------------------------------|
| 1.   | Open your internet browser.                                                                         |
| 2.   | Selects <b>Tools</b> from the main menu.                                                            |
| 3.   | Select <b>Internet Options</b> .                                                                    |
| 4.   | Select the <b>Security</b> tab.                                                                     |
| 5.   | Select the <b>Custom Level</b> Button.                                                              |
| 6.   | Scroll down until you find <b>Use Pop-up Blocker</b> and ensure it has been set to <b>Disable</b> . |
|      |                 |
| 7.   | Select <b>OK</b> if you changed the default to <b>Disable</b> .                                     |

**Table 58: Enable Downloads**

**Enable Downloads**

| Step | Action                                                                                                                                                                                              |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Open your internet browser.                                                                                                                                                                         |
| 2.   | Selects <b>Tools</b> from the main menu.                                                                                                                                                            |
| 3.   | Select <b>Internet Options</b> .                                                                                                                                                                    |
| 4.   | Select the <b>Security</b> tab.                                                                                                                                                                     |
| 5.   | Select the <b>Custom Level</b> Button.                                                                                                                                                              |
| 6.   | <p>Scroll down until you find <b>Downloads</b> and ensure all three options have been set to <b>Enable</b>.</p>  |
| 7.   | Select <b>OK</b> after you have changed the defaults to <b>Enable</b> .                                                                                                                             |

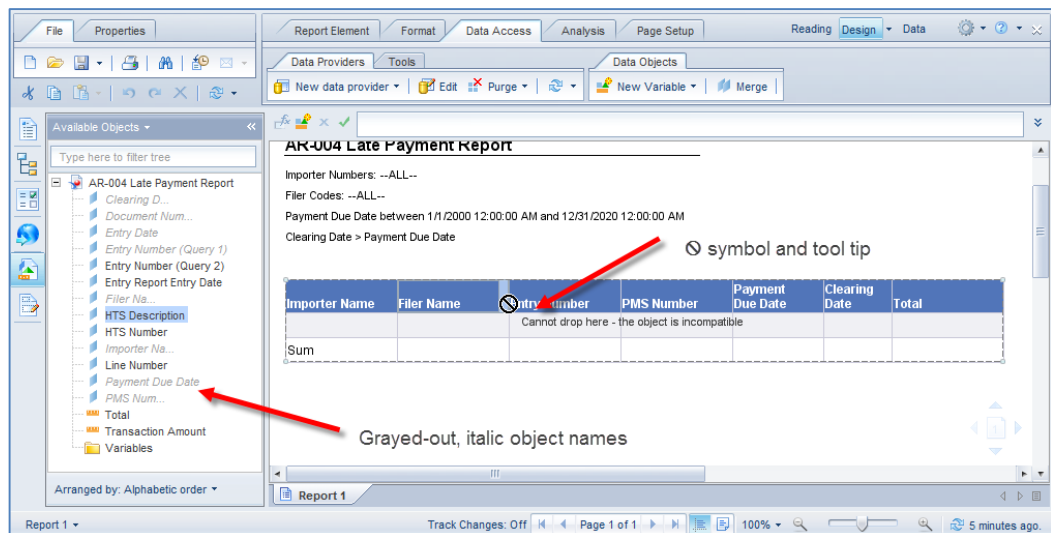
## Incompatible Objects

Sometimes it is not possible to use certain combinations of Data Objects. If a report is run with incompatible objects, the report is returned with separate blocks or tables of data. The user is not able to combine the data by dragging and dropping objects.

Objects from one universe are always incompatible with objects from other universes. In addition, objects from one class may be incompatible with objects from another class even within the same universe. For best results, make sure you use objects from the same class wherever possible.

Incompatible objects can be identified in the report view in the following ways:

- When an object is selected in the **Data** panel, the names of incompatible objects are grayed out and italicized.
- If you attempt to add the object to a table with incompatible objects already in it, the mouse pointer will become a “No symbol” (⊘).
- Also, when the ⊘ mouse pointer appears, a tooltip advising that the object is incompatible with the table will also appear.



**Figure 66: Attempting to Add an Incompatible Object.**

## Running a Report with No Returned Data

Sometimes running a report may result in no data being generated. This can be caused by either not having a narrow window in terms of a date range or a more common reason may be running a report geared towards one trade user without changing the user view in the **Task Selector List**.

After logging in and selecting the **Accounts** tab from the main menu in the ACE Portal, ACE defaults to the user role of **Broker**. Before running a report, ensure you have changed the default to the proper view by selecting the drop-down menu and selecting the **Go** button.



Figure 67: Task Selector Panel

### Report Not Available in the Shared Reports Folder

There may be instances when you have created a shared report and placed it in the **Shared Reports** folder only to not have it available to other users in your company.

Always ensure you have drilled down to the **ACE ID folder** so it can be shared by others in your company.

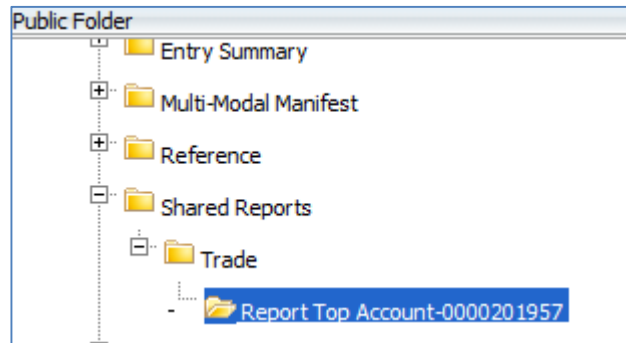


Figure 68: ACE ID Folder

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### My Screen Does Not Display the Entire Reports Application

This may occur if you are using Microsoft Internet Explorer 10 and the **Compatibility View** setting is not disabled.

From the browser top menu, select the **Tools** menu and verify the **Compatibility View option** is not checked.

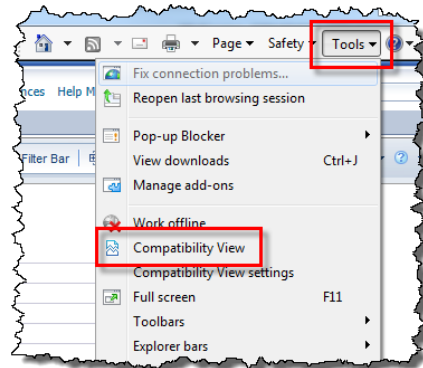


Figure 69: Compatibility View Setting

## Chapter 2: Running a Modified Report

This Chapter contains the following Sections:

- Section 1 Modifying Reports

# Chapter 2

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## ***Section 2.1: Modifying Reports***

### **Description**

When an existing report gives you either most of the data that you need, or gives you more data than you require, you can modify the report to change what data are displayed. In addition, you can modify most reports to remove some or all of the prompts that appear when you run the report.

This section covers the following topics:

Topic 1: Modify an Existing Report

Topic 2: Adding Data Objects, Queries, and Query Filters

Topic 3: Using Wildcards with Query Filters

Topic 4: Data Preview and Running Reports

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## Topic 2.1.1: Modify an Existing Report

### Introduction

This topic will describe how to modify an existing report by accessing the **Data Query Panel** with a navigational review of all the available options. A report can be modified from **Design** mode through the standard report inside folder. Table 59 describes how to modify a report from **Design** mode, which is the preferred method for modifying a report.

**Table 59: Modifying an Existing Report from Design Mode**

### Modify an Existing Report from Design Mode

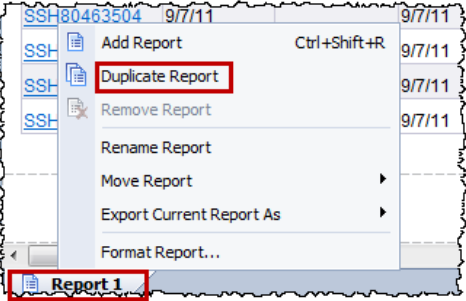
| Step | Action                                                                                      |
|------|---------------------------------------------------------------------------------------------|
| 1.   | From the <b>Documents</b> tab, double-click an existing report in the <b>Folders</b> panel. |
| 2.   | From the <b>Prompts</b> text box, select <b>Cancel</b> .                                    |
| 3.   | Select the <b>Design</b> mode tab.                                                          |
| 4.   | An empty report appears. Select the <b>Data Access</b> tab from the main menu bar.          |
| 5.   | Select <b>Edit</b> .                                                                        |
| 6.   | The <b>Query Panel</b> displays.                                                            |



**TIP:** Before you modify a report, it may be helpful to duplicate the report. That way, in the event you make an error, you can quickly return to a “clean” unedited copy. To duplicate a report, follow the steps in Table 60.

Table 60: Duplicate an Existing Report

Duplicate an Existing Report

| Step | Action                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | In the report tabs, right-click on the Report Name.<br> |
| 2.   | Select <b>Duplicate Report</b> .                                                                                                          |
| 3.   | A duplicate file will be created in a new tab.<br>    |

## Query Panel Overview

The **Query Panel** provides you access to all the objects in that report's universe, and the ability to choose which objects to display and which objects to filter.

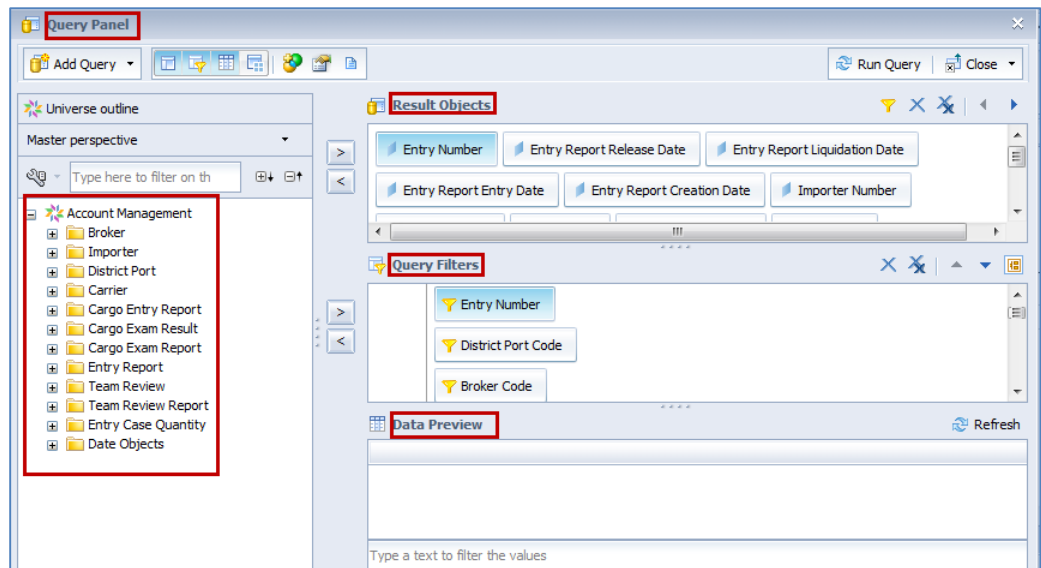


Figure 70: Query Panel

### Navigate the Query Panel

There are four panels in the **Query Panel**: **Data Outline**, **Result Objects**, **Query Filters**, and **Data Preview**.

The **Data Outline** panel includes the listing of the entire universe used in that query. Any objects in that universe can be added to the query, either as result objects or query filters.

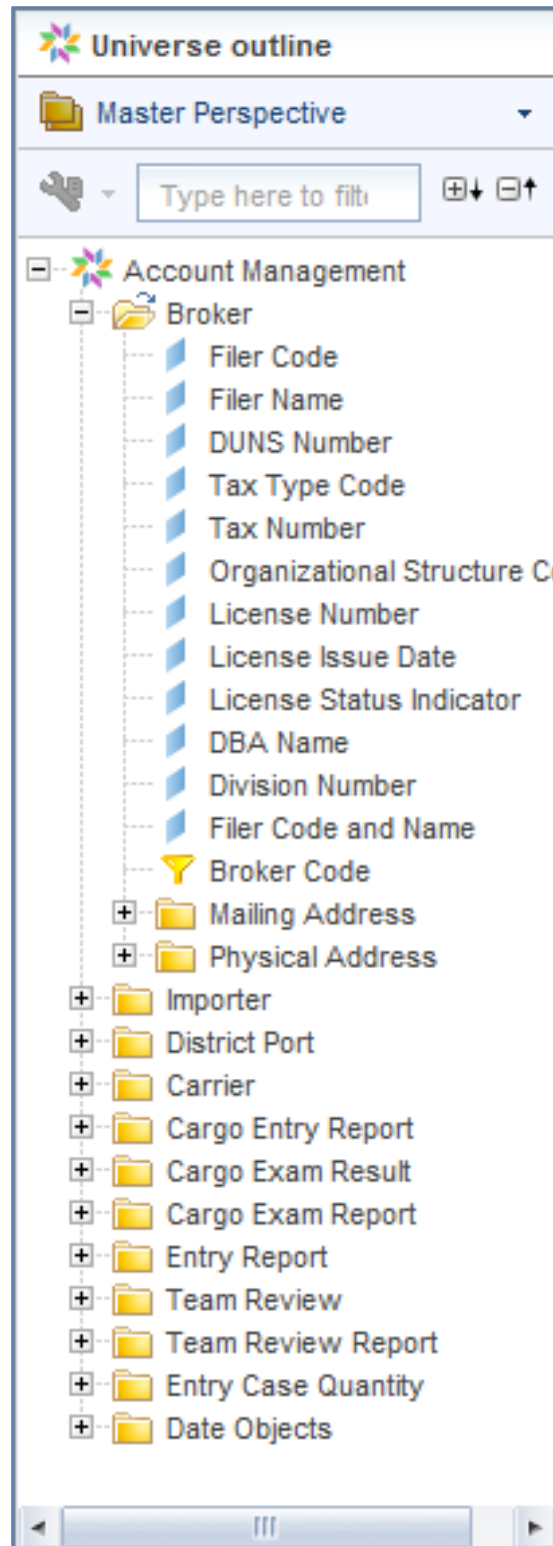
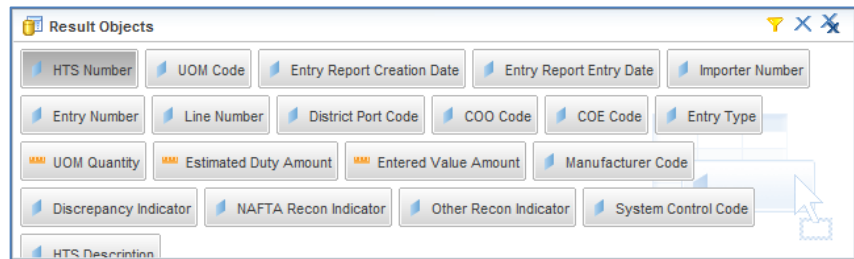


Figure 71: Query Panel - Data Outline

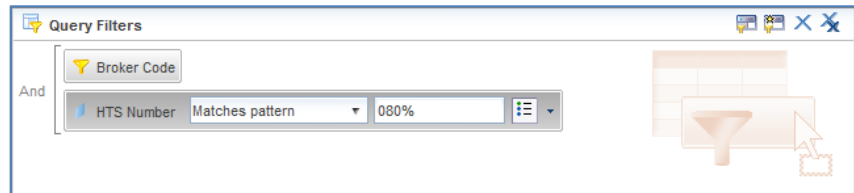
In the **Result Objects** panel, you will place all the data objects you want the report to be able to display.



**Figure 72: Query Panel - Result Objects**

In the **Query Filters** panel, you can add either data or filter objects. Using filter objects inserts a pre-programmed filter into the report. This filter cannot be adjusted. Using a data object allows you to customize your filter.

It is not necessary that objects in the **Query Filters** panel also be in the **Result Objects** panel.



**Figure 73: Query Panel - Query Filters**

The **Data Preview** panel allows you to see the results of your query before returning to the report.

| HTS Number | UOM Code | Entry Report    | Entry Report    | Importer Num... | Entry Number | Line Number | District Port ... | COO |
|------------|----------|-----------------|-----------------|-----------------|--------------|-------------|-------------------|-----|
| 0804400020 | KG       | 2011/04/11 0... | 2011/04/12 0... | 00-715555700    | DB224110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/11 0... | 2011/04/12 0... | 00-715555700    | DB424110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/11 0... | 2011/04/12 0... | 00-715555700    | DB524110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/12 0... | 2011/05/06 0... | 00-715555700    | DB224110113  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/07/22 0... | 2011/07/26 0... | 00-715555700    | DB224110143  | 1           | 1704              | BR  |

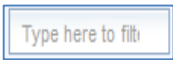
**Figure 74: Query Panel - Data Preview**

## Query Panel Icons

There are also a number of icons and menus available in the **Query Panel**.

**Table 61: Icons and Menus in the Query Panel**

| Icon/Menu                                                                           | Purpose                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add Query</b>                                                                    | Allows you to add a second query to this report. You have three choices: <b>From Universe</b> , <b>From Bex</b> , and <b>From Analysis View</b> . Of these, only <b>From Universe</b> works in ACE Reports.  |
|    | <b>Data Outline Panel</b> toggles the <b>Data Outline</b> panel on and off.                                                                                                                                  |
|    | <b>Query Filters Panel</b> toggles the <b>Query Filters</b> panel on and off.                                                                                                                                |
|    | <b>Data Preview Panel</b> toggles the <b>Data Preview</b> panel on and off.                                                                                                                                  |
|    | <b>Scope of Analysis Panel</b> toggles the <b>Scope of Analysis</b> panel on and off. ACE Reports data does not support using the <b>Scope of Analysis</b> feature.                                          |
|  | <b>Add a combined Query</b> converts the query into a combined, or Union, query. A Union query takes two input tables and stacks them one on top of the other. This User Guide does not cover Union queries. |
|  | <b>Query Properties</b> displays the <b>Query Properties</b> dialog box.                                                                                                                                     |
|  | <b>View script</b> displays the SQL programming for the query. You can use this view to edit the programming as well. SQL is not covered in this User Guide.                                                 |
| <b>Run Query</b>                                                                    | Closes the <b>Query Panel</b> and refreshes the report data. Displays the <b>Prompts</b> if applicable.                                                                                                      |
| <b>Close</b>                                                                        | Provides options to close the <b>Query Panel</b> applying or reverting changes. If changes are applied, the data in the report is cleared, and must be refreshed before seeing the new results.              |

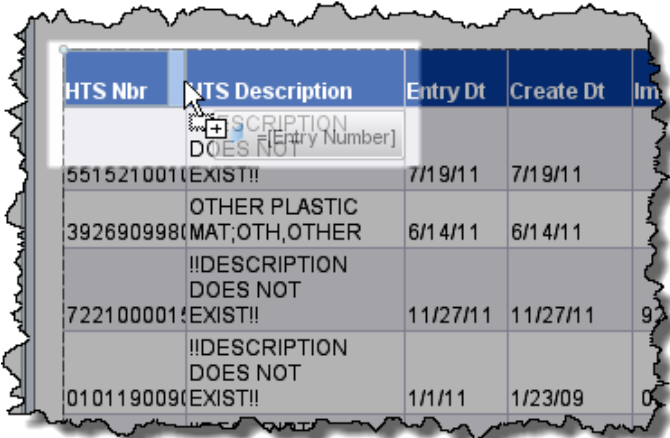
| Icon/Menu                                                                          | Purpose                                                                                                                                                                                |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | The text box in the <b>Data Outline</b> panel filters the objects in the <b>Data Outline</b> panel to show those objects that contain the typed text anywhere in the name.             |
|   | <b>Insert quick filter</b> , in the <b>Result Objects</b> panel, applies an “in list” filter to the selected dimension. It does not work on measures.                                  |
|   | <b>Remove</b> , in the <b>Result Objects</b> and <b>Query Filters</b> panels deletes the selected object from that panel.                                                              |
|   | <b>Remove all</b> , in the <b>Result Objects</b> and <b>Query Filters</b> panels, clears the contents of that panel.                                                                   |
|   | <b>Add a sub query</b> , in the <b>Query Filters</b> , creates an advanced type of filter that queries the data within the main query. Sub queries are not covered in this User Guide. |
|  | <b>Add a database ranking</b> inserts a “Top x” query, which displays only the top or bottom x values in a column.                                                                     |
| <b>Refresh</b>                                                                     | In the <b>Data Preview</b> panel, refreshes the query to show a preview of the data selected.                                                                                          |

## Topic 2.1.2: Adding Data Objects, Queries and Query Filters

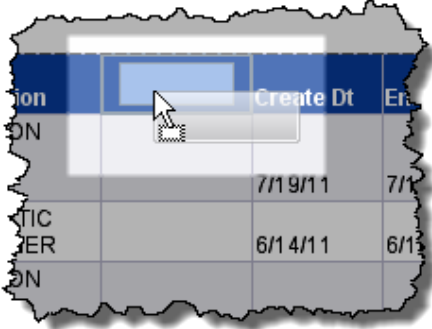
### Introduction

This topic will describe how to add or remove columns, data objects and query filters to a report.

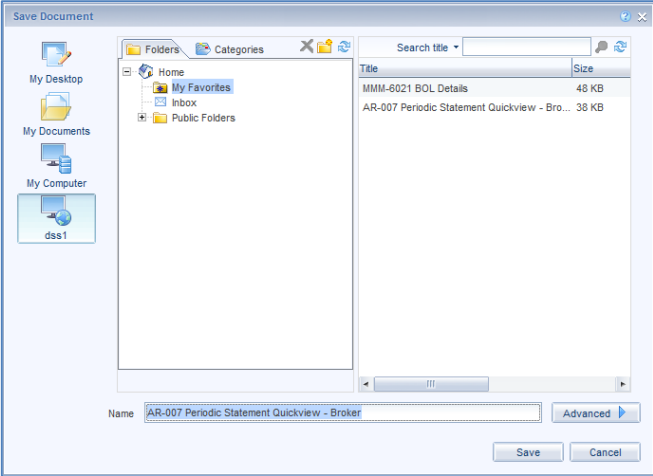
**Table 62: Add and Remove Columns in a Report**

| Add and Remove Columns in a Report | Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | 1.   | From <b>Design</b> mode, select the <b>Available Objects</b> option in the <b>Left Pane</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                    | 2.   | <p>In <b>Available Objects</b>, select the object you wish to add and drag it onto the table, between two existing columns or at the left or right end of the column header row.</p> <p> <b>NOTE:</b> To drag an object onto the table, drag it so there is a grey or blue rectangle highlighting one edge of a cell and drop it here. See the image below for an example.</p>  <p> <b>NOTE:</b> Once the query is refreshed, the data for each element in the <b>Result Objects</b> pane is downloaded. When those objects are added to the report, the data appears immediately.</p> |

### Add and Remove Columns in a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>To remove a column, select the column, and select the <b>Delete</b> icon (.</p> <p> <b>NOTE:</b> You will also find <b>Delete</b> if you right-click the column.</p>                                                                                                                                                                                                                                                                                                                                                             |
| 4.   | <p>To insert a blank column:</p> <ol style="list-style-type: none"> <li>Right click any column in the data portion of the table</li> <li>Select the <b>Insert</b> sub-menu</li> <li>Select either <b>Column to the left</b> or <b>Column to the right</b> as necessary.</li> </ol> <p> <b>NOTE:</b> Inserting a row in the data portion of the table is not recommended.</p> <p> <b>TIP:</b> If you insert a column, you can add data to that column by dragging the desired data object into that column from the Data panel.</p> |
| 5.   | <p>To move a column:</p> <ol style="list-style-type: none"> <li>Insert a blank column at the desired location in the table</li> <li>Select the column to be moved and drag over the blank column. Make sure the rectangle covers the entire blank column's head</li> </ol>                                                                                                                                                                                                                                                                                                                                        |

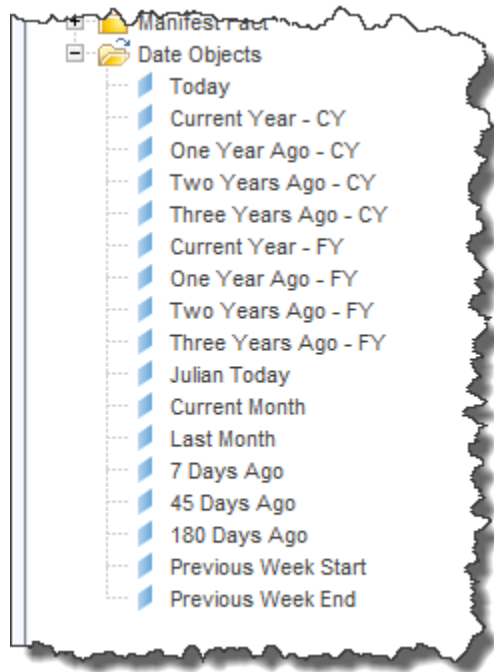
## Add and Remove Columns in a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | <p>When you finish editing the report, save it.</p> <ol style="list-style-type: none"> <li>If you want to overwrite the original file, select the <b>Save</b> icon (  ) on the <b>File</b> tab.</li> <li>If you want to save the report with a new name, select the drop-down arrow on the <b>Save</b> icon and select <b>Save As...</b> The <b>Save Document</b> dialog box will appear.</li> </ol>  |
| 7.   | <p>To access advanced options, select the <b>Advanced</b> button on the lower right side of the dialog box.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Date Objects

In each Universe, there is a special class of objects called **Date Objects**. This class usually includes a number of variable dates that can be used in place of constant or prompted dates to provide information. Some examples include **Today**, **7 Days Ago**, and **Last week start**. These objects use the current system date (**Today**) as the reference point for the others. (**7 Days Ago** is the current system date – 7). They can be used in place of prompted or constant dates, which will allow the report to display a specific timeframe without having the user input new dates each time the report is run. Date objects are critical for the Scheduling features to work correctly.

To use variable dates, you use the **Object in this query** filter feature, and select one of the date objects. For example, you can set the date range to between the date objects **7 Days Ago** and **Today**. The next time the report runs, it will automatically display data for the seven days immediately preceding the date the report is run.



**Figure 75: A Sample of Date Objects**

Once **Result Objects** have been added to a report, you can drag them into the table from the **Data panel**. Objects should be added to the header row either between two existing columns or at the beginning or end of the report. Dragging objects into a report can be tricky, and may take some practice to get it right.

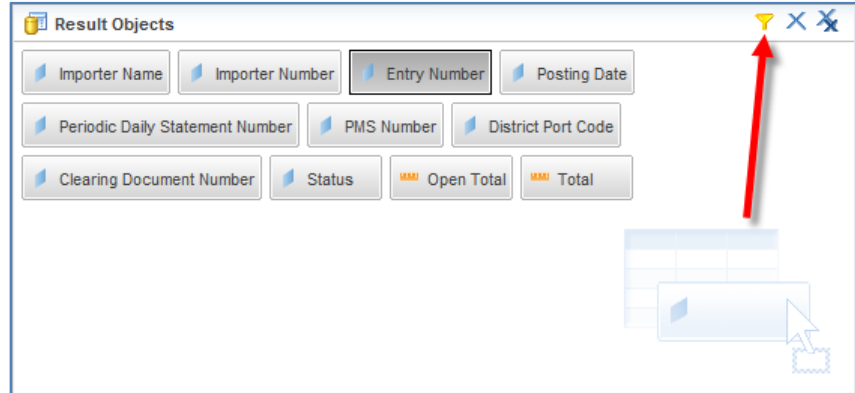


**IMPORTANT:** Ensure that the newly-added objects are placed on the line between the existing columns or on the line at the left or right end of a row.

## Query Filter Options

There are two ways to filter data in a query. The first is to add a pre-defined filter object. The advantage to filter objects is that because they are predefined, they require no additional effort to set. In ACE Reports a majority of the pre-defined filter objects are prompts. This will be covered in Chapter Three.

The second way is to use the **Quick Filter** feature. Using the quick filter feature will add an “in list” filter in which you can select one or more values to be displayed. To use the Quick Filter, you can select an object in the **Result Objects** panel and select the **Add a quick filter** icon (🔔) on the **Result Objects** panel title bar.

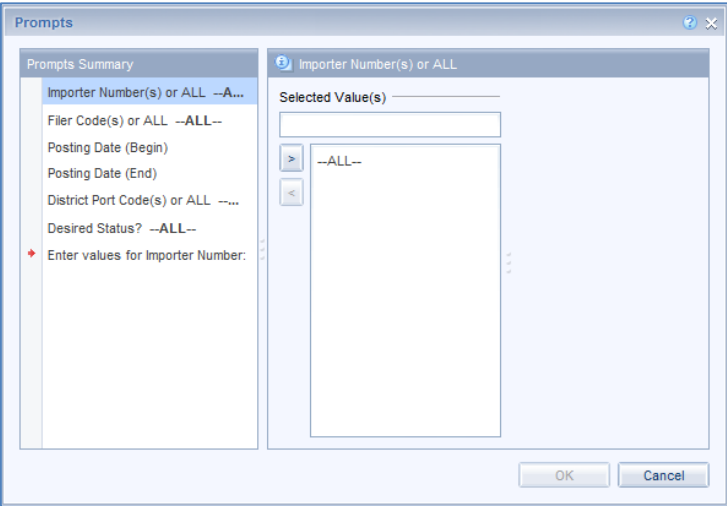
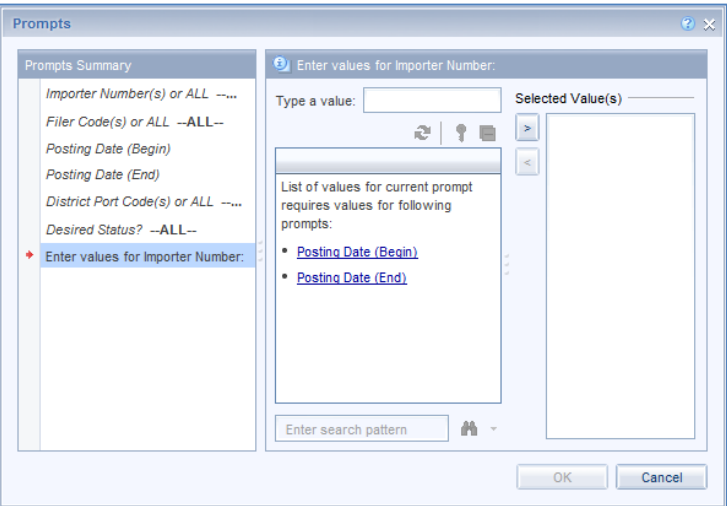


**Figure 76: The Result Objects Panel with the Quick Filter Icon Highlighted**

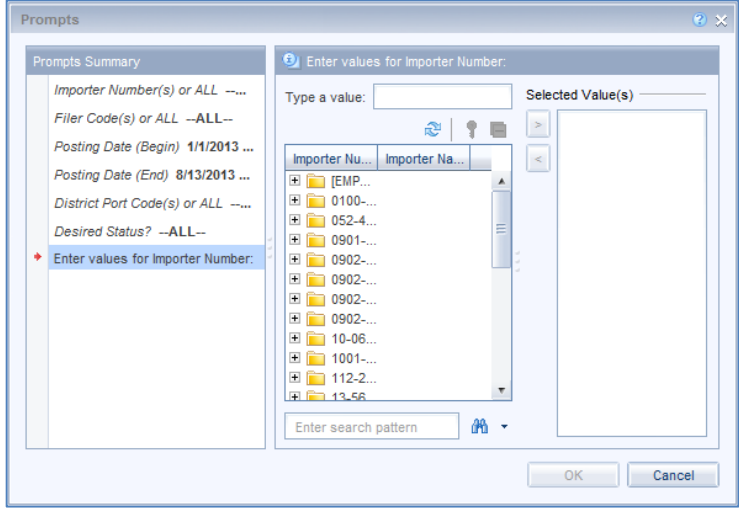
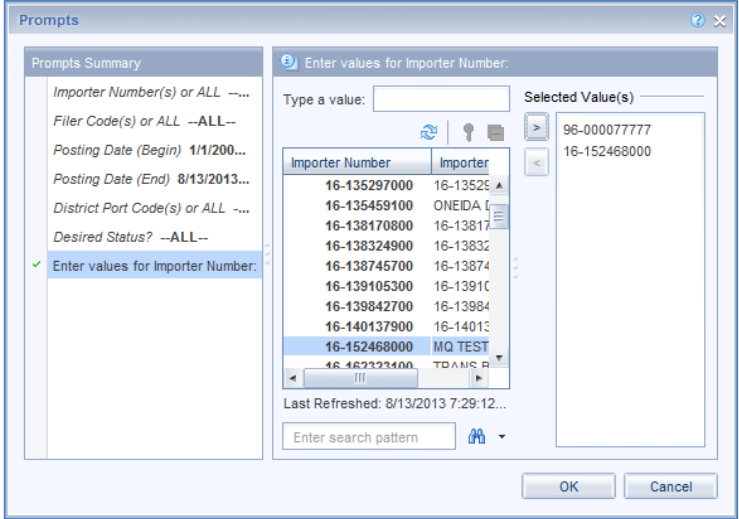
When you add a Quick Filter, you will be prompted for input to choose the values you intend to filter. The Quick Filter feature only works on Dimensions with text values. Dimensions with date or numeric values, and measures cannot use this feature.

**Table 63: Insert a Quick Filter**

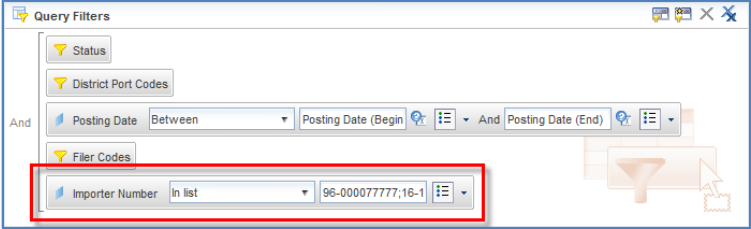
**Insert a Quick Filter**

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>In the <b>Result Objects</b> panel, select the object you wish to filter, and select the <b>Add a quick filter</b> icon (🔑). A <b>Prompts</b> dialog box will be displayed.</p>                                                                                                                                                                                  |
| 2.   | <p>Select the prompt marked with a red arrow. This is the object you are filtering.</p> <div data-bbox="695 1087 792 1186" data-label="Image"> </div> <p><b>NOTE:</b> To see a list of possible values to select, you may need to fill out some other prompts. If so, selecting the value you want to filter will tell you which prompts are still required.</p>  |

## Insert a Quick Filter

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>If necessary, complete the suggested prompts and select the marked prompt, again.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.   | <p>Either:</p> <ol style="list-style-type: none"> <li>Select the desired values from the list</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>Type values in the <b>Type a value</b> text box. Then select the &gt; button.</li> </ol> <p> <b>NOTE:</b> To add multiple typed values, place a semicolon (;), without spaces, between individual values. For example: 0901;1703;2304;3810 gives you a list of these four port codes.</p>  |

Insert a Quick Filter

| Step | Action                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>The quick filter will be added to the bottom of the query filters.</p>  |

If you want more control over the type of filter, or you want to filter something that Quick Filter will not allow, you can drag a data object to the **Query Filters** panel.



Figure 77: A Data Object Being Filtered

### Topic 2.1.3: Use of Wildcards with Query Filters

#### Introduction

If you want to have a query match a portion of the text you enter, you can use the **Matches Pattern** or **Different from Pattern** operators. **Matches Pattern** and **Different from Pattern** allow you to use a wildcard to specify your filter. The wildcard is a percent (%) sign and the wildcard can represent 0 or more characters (e.g., a filter to match a pattern of **%PAPER%** would return HAPPY JAKE'S PAPER COMPANY, JAKE'S PAPER, and PAPER BY JAKE.) Wildcards are useful when you want to see a large group of related data, such as HTS chapters.

**Table 64: Use a Wildcard in Query Criteria**

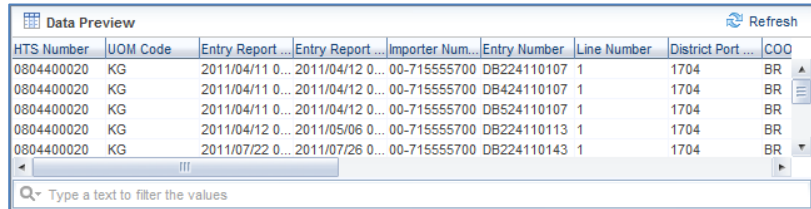
#### Use a Wildcard in Query Criteria

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Add a Dimension data object to the <b>Query Filters</b> panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.   | <p>Select the operator drop-down list and select <b>Matches Pattern</b> or <b>Different from Pattern</b>.</p> <div>  <p><b>NOTE:</b> <b>Matches Pattern</b> includes records with the filtered data. <b>Different from Pattern</b> excludes records with the filtered data.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.   | <p>Type the criteria in the text box. Place the % character as appropriate:</p> <ul style="list-style-type: none"> <li>• After the typed text to filter for data that start with the typed text. (MAN% will find MAN, MANNING, and MANUEL, but not BERMAN, FREEMAN, or MCMANUS.)</li> <li>• Before the typed text to filter for data that end with the typed text. (%MAN will find MAN, BERMAN, and FREEMAN, but not MANNING, MANUEL, or MCMANUS)</li> <li>• Before and after the typed text to filter for data that contain the typed text. (%MAN% will find all names with the letters MAN in that order anywhere in the name.)</li> <li>• Inside the typed text to filter for data that starts with the characters before the % and end with the characters after the %. (MA%N will find MAN, MACKLIN, and MADISON, but not MANNING, FREEMAN, or MCMANUS)</li> </ul> |

## Topic 2.1.4: Using Data Preview and Running Reports

### Introduction

The **Data Preview** panel, an option within the **Query Panel**, allows you to see the results of your query before running the report. This will avoid printing out large unintended reports and allow for a preview to ensure the reports contain the intended data.



| HTS Number | UOM Code | Entry Report ... | Entry Report ... | Importer Num... | Entry Number | Line Number | District Port ... | COQ |
|------------|----------|------------------|------------------|-----------------|--------------|-------------|-------------------|-----|
| 0804400020 | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB224110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB424110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB524110107  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/04/12 0...  | 2011/05/06 0...  | 00-715555700    | DB224110113  | 1           | 1704              | BR  |
| 0804400020 | KG       | 2011/07/22 0...  | 2011/07/26 0...  | 00-715555700    | DB224110143  | 1           | 1704              | BR  |

**Figure 78: Query Panel - Data Preview**

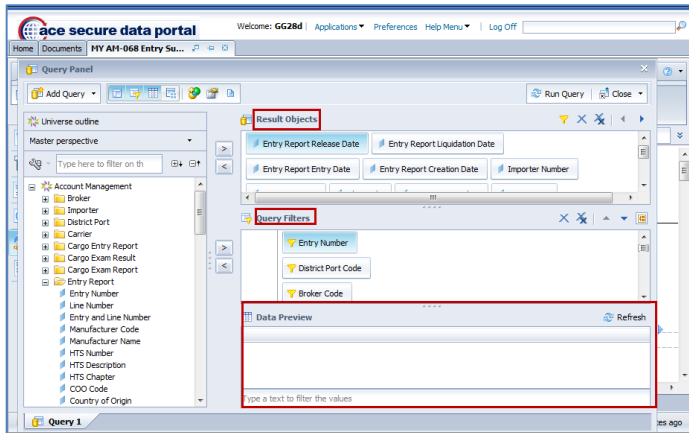


**NOTE:** Data preview is only available when modifying an existing report or creating a new report from scratch.

**Table 65: Data Preview**

### Previewing Data in a Report

| Step | Action                                      |
|------|---------------------------------------------|
| 1.   | Select and run a report you wish to modify. |
| 2.   | Select the <b>Data Access</b> tab.          |
| 3.   | Select the <b>Edit</b> tab.                 |
| 4.   | The <b>Query Panel</b> displays.            |



The screenshot shows the 'ace secure data portal' interface. The 'Query Panel' is open, displaying a 'Universe outline' on the left with a tree view of data sources. The main area shows 'Result Objects' and 'Query Filters'. The 'Data Preview' tab is selected at the bottom, showing a table of results. A red box highlights the 'Data Preview' tab and its associated table.

## Previewing Data in a Report

| Step | Action                          |
|------|---------------------------------|
| 5.   | Complete the necessary updates. |
| 6.   | Select <b>Refresh</b> .         |



**NOTE:** If the initial prompts were not completed, ACE will ask to enter prompts before data displays in the **Data Preview** panel.

The report will display in the **Data Preview** panel.

| Data Preview |          |                  |                  |                 |              |             |                   |     | Refresh |
|--------------|----------|------------------|------------------|-----------------|--------------|-------------|-------------------|-----|---------|
| HTS Number   | UOM Code | Entry Report ... | Entry Report ... | Importer Num... | Entry Number | Line Number | District Port ... | COO |         |
| 0804400020   | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB224110107  | 1           | 1704              | BR  |         |
| 0804400020   | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB424110107  | 1           | 1704              | BR  |         |
| 0804400020   | KG       | 2011/04/11 0...  | 2011/04/12 0...  | 00-715555700    | DB524110107  | 1           | 1704              | BR  |         |
| 0804400020   | KG       | 2011/04/12 0...  | 2011/05/06 0...  | 00-715555700    | DB224110113  | 1           | 1704              | BR  |         |
| 0804400020   | KG       | 2011/07/22 0...  | 2011/07/26 0...  | 00-715555700    | DB224110143  | 1           | 1704              | BR  |         |

Type a text to filter the values

## Chapter 3: Creating a Customized Report

This Chapter contains the following Sections:

- Section 1 Create a New Report

# Chapter 3

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## ***Section 3.1: Create a New Report***

### **Description**

It is possible the reports that come with ACE do not contain the information you want in the arrangement you want. Sometimes it is simpler to create the report from scratch instead of modifying an existing report. Creating a report gives you the flexibility to use any data in the universe you need to – subject to compatibility restrictions – and design the filters to show what you need to see.

This section covers the following topics:

Topic 1: Selecting the Universe

Topic 2: Adding Results Objects and Query Filters

Topic 3: Duplicating, Filtering, and Exporting a  
Customized Report

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### Topic 3.1.1: Selecting the Universe

#### Introduction

Creating a report works very similarly to modifying a report in that you will add object to the report query. In fact, the main difference between the two is how you access them. To modify report you will open an existing report. To create a new report, you will start from scratch. Table 57 provides steps for creating a report.

**Table 66: Create a Report**

#### Create a Report

| Step | Action                                                                                                                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the <b>Applications</b> menu from the main ACE Reports screen.                                                                                                                                                                                                                                                                          |
| 2.   | <p>Select <b>Web Intelligence Application</b>. The <b>Web Intelligence</b> tab will appear.</p> <div data-bbox="695 905 797 1005" data-label="Image"> </div> <p><b>NOTE:</b> You can also go to the <b>Home</b> tab and select the <b>Web Intelligence Application</b> icon:</p> <div data-bbox="816 1003 912 1079" data-label="Image"> </div> |
| 3.   | <p>Select the <b>New</b> icon (  ) from the tool bar. The <b>Create a new Web Intelligence Document</b> dialog box will appear.</p> <div data-bbox="834 1239 1292 1850" data-label="Image"> </div>                                                         |

## Create a Report

| Step | Action                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | Select <b>Universe</b> .                                                                                                                                                                                                                                                                                                         |
| 5.   | <p>Select <b>OK</b>. The <b>Universe</b> dialog box will appear.</p> <div data-bbox="695 394 797 493" data-label="Image"> </div> <p><b>NOTE:</b> The other options in the <b>Create a new Web Intelligence Document</b> dialog box do not work in ACE Reports.</p> <div data-bbox="709 529 1429 1243" data-label="Image"> </div> |
| 6.   | Select the desired universe.                                                                                                                                                                                                                                                                                                     |
| 7.   | Select the <b>Select</b> button. The <b>Query Panel</b> will appear.                                                                                                                                                                                                                                                             |
| 8.   | Refer to Table 67 beginning with step 6 to develop the query.                                                                                                                                                                                                                                                                    |

### Topic 3.1.2: Modify a Report Query

#### Introduction

Reports must contain at least one data object in the **Result Objects** pane. For best results, several related (compatible) dimensions are recommended. Reports may also contain measures, though their importance varies with the specific dataset required.

A **Query Filter** is not, strictly speaking, required to run a report – that is, an unfiltered query will attempt to run, and may, depending upon the query, return data – however, the report will be unlikely to include useful data, probably only producing a report with partial results.

To add data to any part of a query, drag it from the **Data** panel to the desired location. **Data Objects** can also be added to the **Result Objects** pane by double-clicking the **Data Object**.

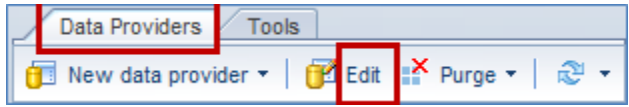
Once you have added your data and filters, you can preview the data



**IMPORTANT:** For best results, it is advisable to **Modify** a report if you are going to do work on the query. While the **Design** mode will allow you access to the query design, the **Modify** mode activates a few features that are important for the correct functioning of the query design.

Table 67: Modify a Report Query

#### Modify a Report Query

| Step | Action                                                                                                                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the <b>Data Access</b> tab.                                                                                                                 |
| 2.   | In the <b>Data Providers</b> sub-tab, select <b>Edit</b> .<br> |

## Modify a Report Query

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>In the <b>Result Objects</b> pane, select any objects you wish to remove and press the DELETE key on your keyboard</p> <p> <b>NOTE:</b> You may also select the <b>Remove</b> icon to remove a <b>Result Object</b>. (X). If you wish to clear the entire pane, select the <b>Remove all</b> icon (X).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.   | <p>In the <b>Query Filters</b> pane, select any objects you wish to remove and press the DELETE key on your keyboard</p> <p> <b>NOTE:</b> You may also select the <b>Remove</b> icon (X). If you wish to clear the entire pane, select the <b>Remove all</b> icon (X).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.   | <p>To add objects to the <b>Result Objects</b> panel, double-click the desired objects in the <b>Data</b> panel.</p> <p> <b>IMPORTANT:</b> For best results, select your result objects from one class (folder) in the Data panel. For a more detailed list of which objects are compatible with others.</p> <p> <b>TIP:</b> You may also drag objects from the <b>Data</b> panel to the <b>Result Objects</b>. If you want to add multiple objects at the same time, you can select multiple objects by using either the CTRL key (to select several, non-consecutive objects) or the SHIFT key (to select a group of adjacent objects) while selecting with the mouse.</p> <p> <b>TIP:</b> To find a specific object, select the text box at the top of the <b>Data</b> panel, and type any part of the name of the object.</p> |

## Modify a Report Query

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | <p>To add <b>Query Filters</b>, do one of the following:</p> <ul style="list-style-type: none"> <li>• Double-select filter objects (with a gold funnel (📊) icon) to add them to the <b>Query Filters</b> panel.</li> <li>• Select an object in the <b>Result Objects</b> panel to filter and select the <b>Add a quick filter</b> icon (📊).</li> <li>• Drag data objects into the <b>Query Filters</b> panel.</li> </ul> <p> <b>TIP:</b> You may also drag data objects from the <b>Result Objects</b>. This will ensure that you have the correct data objects in the <b>Query Filters</b> panel.</p> |
| 7.   | <p>If desired, select the <b>Refresh</b> button on the <b>Data Preview</b> panel to view a preview of the data.</p> <p> <b>TIP:</b> The <b>Data Preview</b> will give you a look at the data before you run the full query. If you use it, you will know, for example, that the query you developed is empty. By default, the <b>Data Preview</b> panel displays a maximum of 200 rows.</p>                                                                                                                                                                                                            |
| 8.   | <p>Select the <b>Run Query</b> button and complete the prompts. The report will display <i>without</i> the modifications.</p> <p> <b>TIP:</b> If you want to modify the report layout without waiting for the data to refresh, you can select <b>Apply Changes and Close</b> from the <b>Close</b> menu to go to a blank copy of the report.</p> <p>From there, select the <b>Refresh All</b> icon (🔄) to see the data.</p>                                                                                                                                                                          |

### Topic 3.1.3: Create an Object Filter

#### Introduction

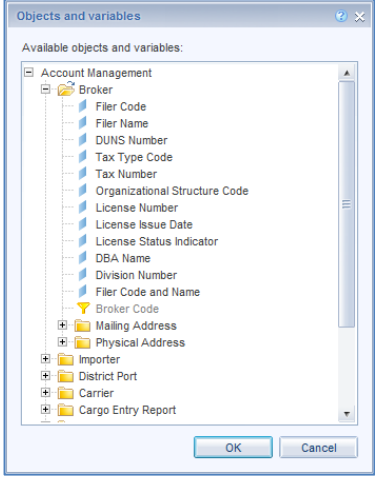
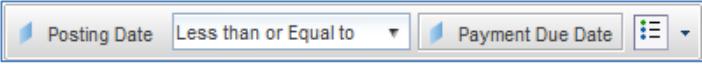
This topic explains how to create an Object filter for a customized report.

**Table 68: Create an Object Filter**

#### Create an Object Filter

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Add a data object to the <b>Query Filters</b> panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.   | <p>Set the filter operator to any of the following:</p> <ul style="list-style-type: none"><li>• <b>Equal to</b></li><li>• <b>Not Equal to</b></li><li>• <b>Greater than</b></li><li>• <b>Greater than or Equal to</b></li><li>• <b>Less than</b></li><li>• <b>Less than or Equal to</b></li><li>• <b>Between</b></li><li>• <b>Not Between</b></li></ul> <p> <b>NOTE:</b> <b>Matches Pattern</b> and <b>Different from Pattern</b> allow you to use <b>Object from this query</b>, but the data in ACE Reports does not support it.</p> |

## Create an Object Filter

| Step | Action                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Select the filter type menu icon () , and select <b>Object from this query</b>. The <b>Objects and Variables</b> dialog box is displayed.</p>  |
| 4.   | Locate and select the object you wish to use.                                                                                                                                                                                                                                                                          |
| 5.   | <p>Select <b>OK</b>. The object will appear in the <b>Query Filters</b> panel.</p>                                                                                                                                                 |

### Topic 3.1.4: Conditional Formats

#### Introduction

This topic explains how to use conditional formatting.

Conditional formats call attention to a cell in a table, based on a value in the same row. Most often it is the cell's own value that is highlighted; however, conditional formats can be based on the value of any cell in the same row.

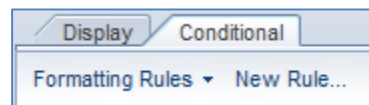
Conditional formats are used to call attention to certain values. One use is to call attention to outlier values in a table, i.e., values that are much higher or lower than average. Another is to highlight certain anomalies (an importer or HTS number being monitored closely, for example).

Conditional formats work like filters in that they use specific criteria to determine which cells are highlighted and which are not, but unlike filters, they do not hide the non-matching data.

When you create a formatting rule, you will choose a condition and a format. The condition can either be the value of the column being formatted, the value of another column, or a formula based on that column or another.

A single formatting rule can consist of any number of condition/format settings. Each condition/format setting can have up to six conditional statements, all of which must be met for the format to be applied. The formatting itself can be applied to the text, the background, or the cell border. Additionally, the contents of the formatted cell can be replaced with a message.

The conditional formatting tools can be found under the **Conditional** sub-tab under the **Analysis** tab.

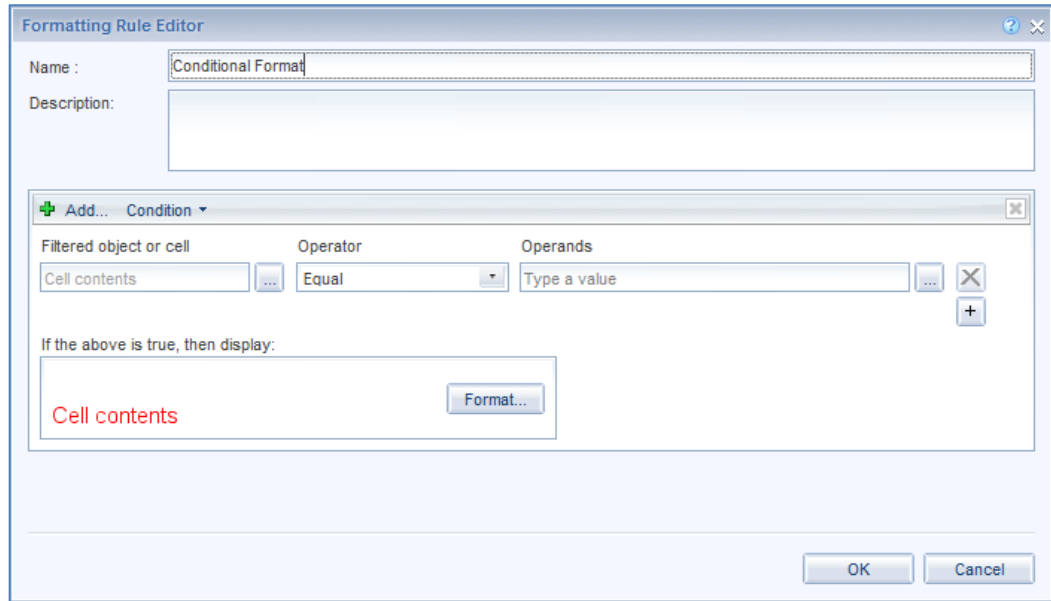


**Figure 79: Conditional Sub-tab**

Selecting **New Rule...** will open the **Formatting Rule Editor** dialog box.



**IMPORTANT:** You must be in **Modify** mode – (as opposed to **Design** mode) to use conditional formatting. To access **Modify** mode, save the standard report to **My Favorites** in **My Documents** first then right-click the report and select **Modify**. The **Modify** interface is slightly different from the **Design** interface, including in the **Conditional** sub-tab.



**Figure 80: Formatting Rule Editor Dialog Box**

**Table 69: Formatting Rule Editor Dialog Box**

| Control                                                                             | Definition                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                         | A unique name for this formatting rule.                                                                                                                                                             |
| <b>Description</b>                                                                  | Optional text describing the formatting rule.                                                                                                                                                       |
| <b>Add...</b>                                                                       | Add a new format and set of conditions.                                                                                                                                                             |
| <b>Condition</b>                                                                    | Select whether to show a condition or a formula.                                                                                                                                                    |
| <b>Filtered object or cell</b>                                                      | The cell or column being checked against the conditions. <b>Cell contents</b> indicate the contents of the selected cell. One cell can be formatted based on its own value or that of another cell. |
| <b>Operator</b>                                                                     | The comparison operator used for the condition.                                                                                                                                                     |
| <b>Operands</b>                                                                     | The value or values being checked.                                                                                                                                                                  |
|  | Deletes the selected condition. Only active if more than one condition have been added.                                                                                                             |
|  | Adds a second or subsequent condition. Any format can be based on up to six conditions.                                                                                                             |

| Control                                   | Definition                                               |
|-------------------------------------------|----------------------------------------------------------|
| <b>If the above is true, then display</b> | Displays the format being set by that set of conditions. |
| <b>Format...</b>                          | Opens a dialog box to set the formatting.                |

When you have set your formatting rules, you will see the changes in the selected column of your table

| Mfr Cd          | Discrep Ind | NAFTA Recon Ind | Other Recon Ind | UOM | Qty  | Entered Value | Estd Duty  | System Control Code |
|-----------------|-------------|-----------------|-----------------|-----|------|---------------|------------|---------------------|
| XWMAAMAA1HOU    | 0           |                 |                 | KG  | 0.83 | \$23,904.00   | \$1,314.72 | ACS                 |
| XCKELGLO3996BUR | 0           |                 |                 | KG  | 0.46 | \$13,248.00   | \$635.90   | ACS                 |
| XCKELGLO3996BUR | 0           |                 |                 | KG  | 0.79 | \$5,688.00    | \$312.83   | ACS                 |
| XSPETCAN250REG  | 0           |                 |                 | KG  | 0.14 | \$4,032.00    | \$262.08   | ACS                 |
| XSPETCAN250REG  | 0           |                 |                 | KG  | 0.53 | \$15,264.00   | \$992.16   | ACS                 |
| BEAGNFRE91BRU   | 0           |                 |                 | KG  | 0.9  | \$1,215.00    | \$0.00     | ACE                 |
| NZCHRHOSCHR     | 0           |                 |                 | KG  | 0.56 | \$302.00      | \$0.00     | ACE                 |
| PKTHRSTAMUL     | 0           |                 |                 | KG  | 0.91 | \$26,208.00   | \$0.00     | ACE                 |

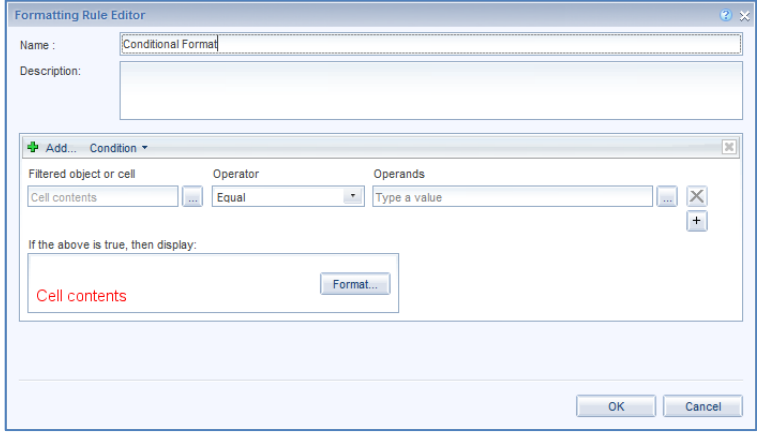
Figure 81: A Report with Conditional Formatting

Table 70: Add Formatting Rules

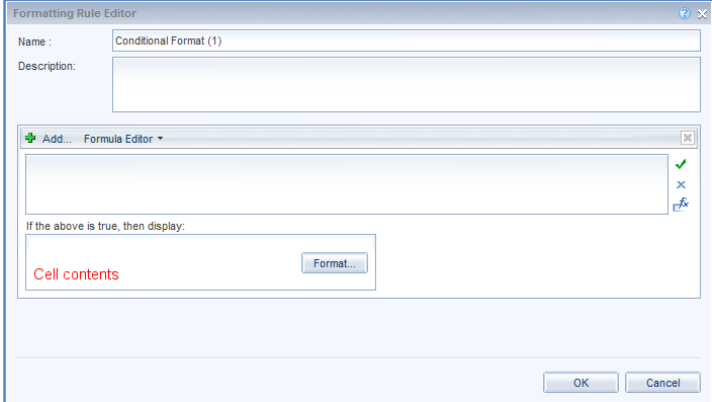
### Add Formatting Rules

| Step | Action                                                                                                                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Access the report you wish to run in <b>Modify</b> mode: <ul style="list-style-type: none"> <li>a. Locate the report either in <b>My Favorites</b> in my folder or using <b>Search</b>.</li> <li>b. Right-click the report and select <b>Modify</b>.</li> <li>c. Complete the <b>Prompts</b> dialog box as necessary and select <b>Run Query</b>.</li> </ul> |
| 2.   | Select the column you want to modify.                                                                                                                                                                                                                                                                                                                        |
| 3.   | Select the <b>Analysis</b> tab.                                                                                                                                                                                                                                                                                                                              |
| 4.   | Select the <b>Conditional</b> sub-tab.                                                                                                                                                                                                                                                                                                                       |

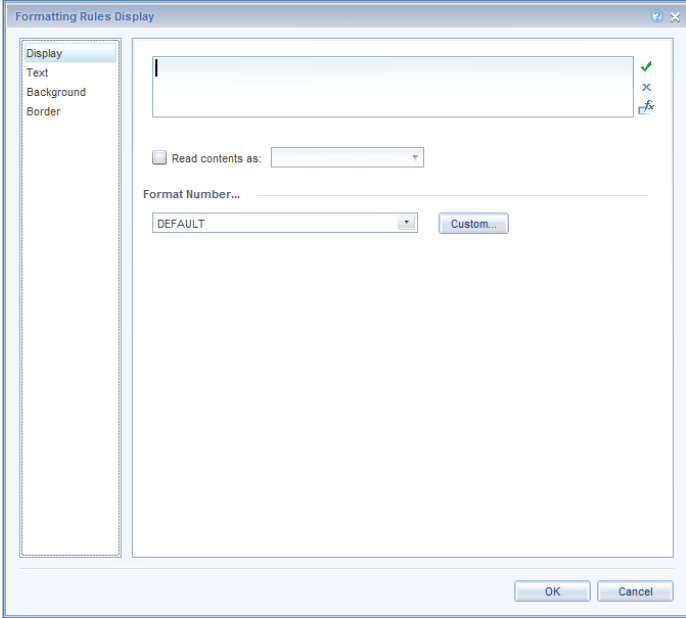
## Add Formatting Rules

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>Select the <b>New Rule...</b> button. This will display the <b>Formatting Rule Editor</b> dialog box.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.   | <p>Fill in the <b>Name</b> and <b>Description</b> text boxes as desired.</p>  <p><b>NOTE:</b> A <b>Name</b> is required, but the default setting is acceptable. A description is not required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7.   | <p>Select the <b>Condition</b> menu and select <b>Condition</b> (default setting) or <b>Formula editor</b> as necessary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.   | <p>If <b>Condition</b> is selected, fill out the conditions as required:</p> <ol style="list-style-type: none"> <li><b>Filtered object or cell</b> is the column being formatted. You may select the ellipsis (...) button to choose either <b>Cell contents</b> or <b>Select and object or variable</b> in the report.</li> <li>The <b>Operator</b> drop-down list selects the comparison operator, e.g.: Equal, Between, In list.</li> <li>The <b>Operands</b> text box is the value or values you are comparing against the <b>Filtered object or cell</b>. You may either type a value – multiple values can be typed where they are allowed (Between, Not Between, In List, Not In List) with a semi-colon between them – or select the ellipsis (...) to select an object in the report, select a value from the <b>Filtered object or cell</b>, or clear the <b>Operands</b>.</li> </ol> |

## Add Formatting Rules

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.   | <p>If necessary select the add button (  ) to add a second condition and repeat steps 5 and 6 as necessary.</p> <p> <b>NOTE:</b> You may use up to six conditions in each format.</p>                                                                                                                                                                                        |
| 3.   | <p>If <b>Formula Editor</b> is selected, select the <b>Formula Editor</b> button (  ) to create a formula.</p> <p> <b>NOTE:</b> You can use the <b>Formula Editor</b> to create complex criteria, including using mathematical operations, e.g.: [Payment date] &gt;= [Due Date] + 15.</p>  |

## Add Formatting Rules

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>Select the <b>Format...</b> button. The <b>Formatting Rules Display</b> dialog box displays</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5.   | <p>Set formats as necessary:</p> <ol style="list-style-type: none"> <li><b>Display</b> allows you to insert another value in place of the current value of the cell – such as placing N/A in an empty cell.</li> <li><b>Text</b> allows you to format the <b>Font, Style, Size, Color, Underline, Strikethrough, Horizontal Alignment, and Vertical Alignment</b>.</li> <li><b>Background</b> allows you to apply color or no color, and a pattern or image background in the cell.</li> <li><b>Border</b> allows you to apply the style, thickness, color, and location of the cell borders.</li> </ol> |
| 6.   | <p>If necessary select the <b>Add</b> button to add a second condition/format combination and repeat steps 5 through 8 as necessary.</p> <div style="display: flex; align-items: flex-start;">  <p><b>NOTE:</b> You may use as many condition/format combinations as necessary for your application.</p> </div>                                                                                                                                                                           |

## Add Formatting Rules

| Step | Action                                                                  |
|------|-------------------------------------------------------------------------|
| 7.   | Select the <b>OK</b> button. The selected column will now be formatted. |

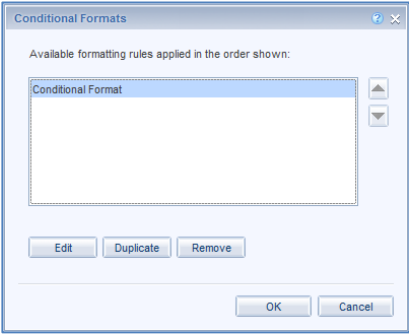
| NAFTA Recon Ind | Other Recon Ind | UOM | Qty  | Entered Value | Estd Duty  | System Control Code |
|-----------------|-----------------|-----|------|---------------|------------|---------------------|
|                 |                 | KG  | 0.83 | \$23,904.00   | \$1,314.72 | ACS                 |
|                 |                 | KG  | 0.46 | \$13,248.00   | \$635.90   | ACS                 |
|                 |                 | KG  | 0.79 | \$5,688.00    | \$312.83   | ACS                 |
|                 |                 | KG  | 0.14 | \$4,032.00    | \$262.08   | ACS                 |
|                 |                 | KG  | 0.53 | \$15,264.00   | \$992.16   | ACS                 |
|                 |                 | KG  | 0.9  | \$1,215.00    | \$0.00     | ACE                 |
|                 |                 | KG  | 0.56 | \$302.00      | \$0.00     | ACE                 |
|                 |                 | KG  | 0.04 | \$35,328.00   | \$0.00     | ACE                 |

## Manage Formatting Rules

You can edit, duplicate, or delete formatting rules. These options are available in the **Conditional Formats** dialog box which can be accessed by selecting the **Formatting Rules** button. When you edit your formatting rules, you will have the same options as you did when you created them.

**Table 71: Manage Formatting Rules**

## Manage Formatting Rules

| Step | Action                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the <b>Analysis</b> tab.                                                                                                                                                                                                                                                                                                                                           |
| 2.   | Select the <b>Conditional</b> sub-tab.                                                                                                                                                                                                                                                                                                                                    |
| 3.   | <p>Select the <b>Formatting Rules</b> button. The <b>Conditional Formats</b> dialog box appears.</p>  <p> <b>NOTE:</b> You may also select <b>Manage</b> from the <b>Formatting Rules</b> menu.</p> |
| 4.   | <p>Select the formatting rule you wish to manage. If you are:</p> <ul style="list-style-type: none"> <li>a. Editing a rule, select <b>Edit</b>. (If you are editing a rule, refer to Table 70 for details.)</li> <li>b. Copying a rule, select <b>Duplicate</b>.</li> <li>c. Deleting a rule, select <b>Remove</b>.</li> </ul>                                            |
| 5.   | Select the <b>OK</b> button.                                                                                                                                                                                                                                                                                                                                              |

## Apply Formatting Rules to Other Columns

Usually, when you create a formatting rule, you will apply it to a selected column. However, you are not limited to just that one column. You may apply existing formatting rules to other columns as well.

**Table 72: Apply Formatting Rules to Other Columns**

## Apply Formatting Rules to Other Columns

| Step | Action                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the column you want to modify.                                                                                                                                                                                                          |
| 2.   | Select the <b>Analysis</b> tab.                                                                                                                                                                                                                |
| 3.   | Select the <b>Conditional</b> sub-tab.                                                                                                                                                                                                         |
| 4.   | Select the drop-down arrow next to <b>Formatting Rules</b> .                                                                                                                                                                                   |
| 5.   | Select the formatting rule you wish to apply.                                                                                                                                                                                                  |
|      |  <b>NOTE:</b> If your formatting rule contained any references to <b>Cell Contents</b> , those formats will be applied as applicable to the selected column. |

## Topic 3.1.5: Format Data

### Introduction

This topic explores the formatting options you can apply to your reports.

When you run a report, you may want to call attention to some data. Or you may want to use a different style from the default setting. In either case you would format the data. You can change the font, add color, bold a column, modify the borders, and set number formatting. You may also need to change the size of a column or row so that the text fits better. Any formatting changes you make to a column affect the entire column.

Formatting can be changed in the **Design** mode.

### Size Options

You can resize columns and rows in your table in two ways. First, you can drag cell borders with your mouse. Second, you can use the **Size** sub-tab in the **Format** tab in the toolbar area.



**IMPORTANT:** When you resize one row in the data portion of a table – that is not the column headers or footers – the entire table will be resized.

To resize cells using the **Size** sub-tab, you can select the cell you want to change and type a number in the **Width** or **Height** boxes as necessary.

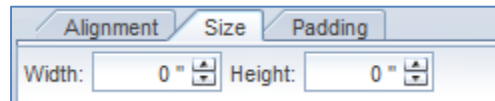
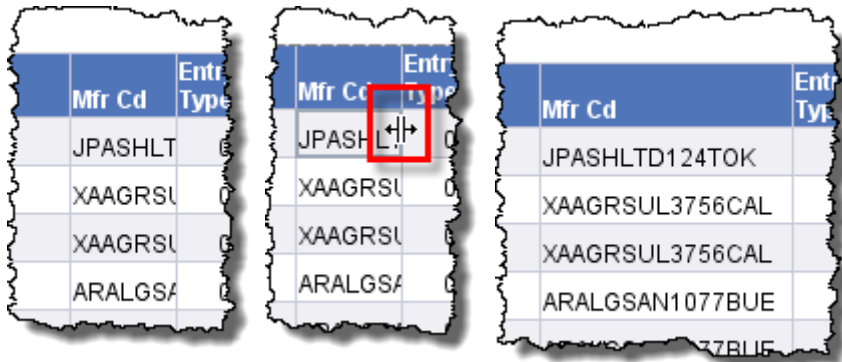


Figure 82: Size Sub-Tab



**IMPORTANT:** If you enter a size below one inch ( $\frac{1}{2}$  inch, for example), you must include a leading “0” before the decimal point. For example, if you want to make a cell  $\frac{1}{2}$  inch high, you must enter 0.5 rather than just .5.

To resize with the mouse, move the mouse over the right or bottom edge of the cell you want to modify. You will get either the column width (↔) or row height (⇅) mouse pointer. When you see it, drag as necessary. Figure 83 is a sequence of images showing a column being widened. The first shows a column too small for the data. The second shows the column width mouse pointer. The third shows the newly widened column.

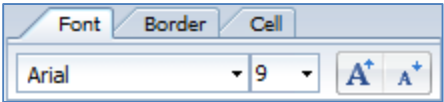


**Figure 83: A Column Being Widened.**

**Text Formatting**

As with most other applications, ACE Reports gives you a series of tools to change the appearance of your text. You can change the font, or typeface, the size, the color, and the style of your text.

Font and text size are located on the **Font** sub-tab. Each is a drop-down list that allows you to select from several options. You also have buttons to increase or decrease the font size by one point at a time.



**Figure 84: Font Sub-Tab**

When you select the font drop-down list, your options are shown in the font that they represent.



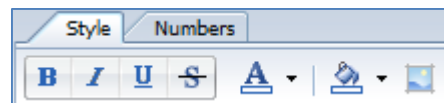
**Figure 85: Font Drop-Down List**

Changing the font itself can give your report a different look. Changing the font size can either make the report easier to read or include more data on a single page.



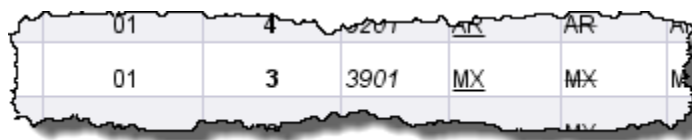
**Figure 86: Larger Font Size and Two Different Fonts Sample**

Text styles can be used to call attention to a particular column. The available text styles are **Bold**, *Italic*, Underline, and ~~Strikethrough~~, and they can be seen in the **Style** sub-tab.



**Figure 87: Style Sub-Tab**

To add a style, select the icon corresponding to that style.



**Figure 88: Sample Text Styles - Plain, Bold, Italic, Underline, and Strikethrough, Respectively**

## Alignment

The **Alignment** sub-tab has a three main options for aligning text within your cells. The options are horizontal alignment, vertical alignment, and word wrapping.



**Figure 89: Alignment Sub-Tab**

Horizontally, you can align your text to the left, center, or right of a cell.

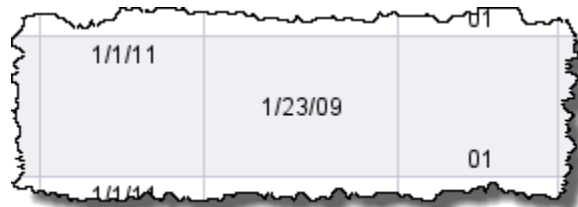


**NOTE:** By default, without any formatting applied, text values normally align to the left and numbers –including dimensions with only number or date values – normally align to the right.

Vertically, you can align text to the top, middle, or bottom of a cell.

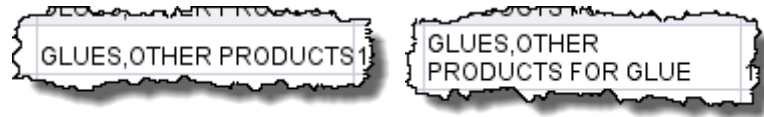


**Figure 90: Left, Center, and Right Alignment**



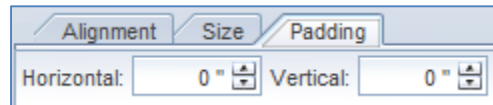
**Figure 91: Top, Middle, and Bottom Alignment**

If text in a cell is too long, and widening the cell is impractical, you can also wrap text within the cell. Wrapping text breaks text into two or more lines. Where possible, line breaks will come at spaces in the text. When you use the wrap text feature – which you can toggle by selecting the wrap text icon (  ) – the row is automatically sized as necessary to accommodate the text.



**Figure 92: A Cell Before and After Text Wrapping is Turned on**

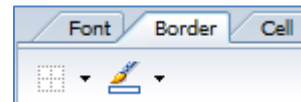
Another alignment option is “padding” a cell. Using the **Padding** sub-tab, you can add a left or top indent to a cell.



**Figure 93: Padding Sub-Tab**

## Color and Design

You can apply color to the text in a cell, the border around the cell, and the background of the cell. The text and background color options are on the **Style** sub-tab (see Figure 87), while the borders can be set in the **Border** sub-tab.



**Figure 94: Padding Sub-Tab**

If you select any of drop-down arrows on a color icon you will get a color palette.



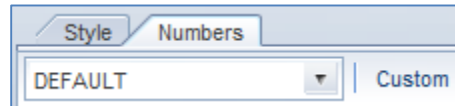
**Figure 95: Color Palette**

**More Colors** opens the **Choose a Color** dialog box, which gives you several options for selecting a color.

The **Border** sub-tab, additionally, has an option to choose what borders will be visible, and how heavy they will be.

## Number Formats

The **Numbers** sub-tab includes options for the appearance of numeric values in a column. Dimensions that contain numeric data as well as measures can have number formatting applied.



**Figure 96: Numbers Sub-Tab**

Number formats affect how negative numbers are displayed, how many decimal places are shown, if and what currency symbols are used, and if the number is a percentage.

## Other Formatting Tools

The **Tools** sub-tab includes three formatting tools that can be useful.



**Figure 97: Tools Sub-Tab**

The first is the **Format Painter**, which allows you to copy formatting from one report element to another. The second is the **Format** icon, which opens a format dialog box for the selected element. The third is the **Clear Format** icon which reverts formats to their default settings.



**NOTE:** To duplicate or exporting a customized report, please refer to Topic 1.1.1: Duplicating, Sorting, Filtering, and Exporting a Report

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## Chapter 4: Sharing Reports

This Chapter contains the following Sections:

- Section 1 Sharing Reports

# Chapter 4

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## ***Section 4.1: Sharing Reports***

### **Description**

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

In order for all report users who have access to your ACE Portal account to see the same **Shared Reports** folder, all users **must** have been granted access to the Top Account. If the user has not been granted access to the Top Account by either the Trade Account Owner (TAO) or the Proxy Trade Account Owner (PAO), they will see a different shared reports folder under the account

This section covers the following topics:

- Topic 1: Managing Folders

- Topic 2: Creating and Sharing Reports

- Topic 3: Managing Shared Reports

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## Topic 4.1.1: Managing Folders

### Introduction

The folder structure within ACE Reports works similarly to a Microsoft® Windows folder structure. Select a  next to a folder to expand that folder and see its subfolders, as seen in Figure 98. Selecting the folder allows you to see its contents in the report list. When a folder is selected, you will see a list of reports and subfolders. To collapse a folder, you can select the  next to the folder name.

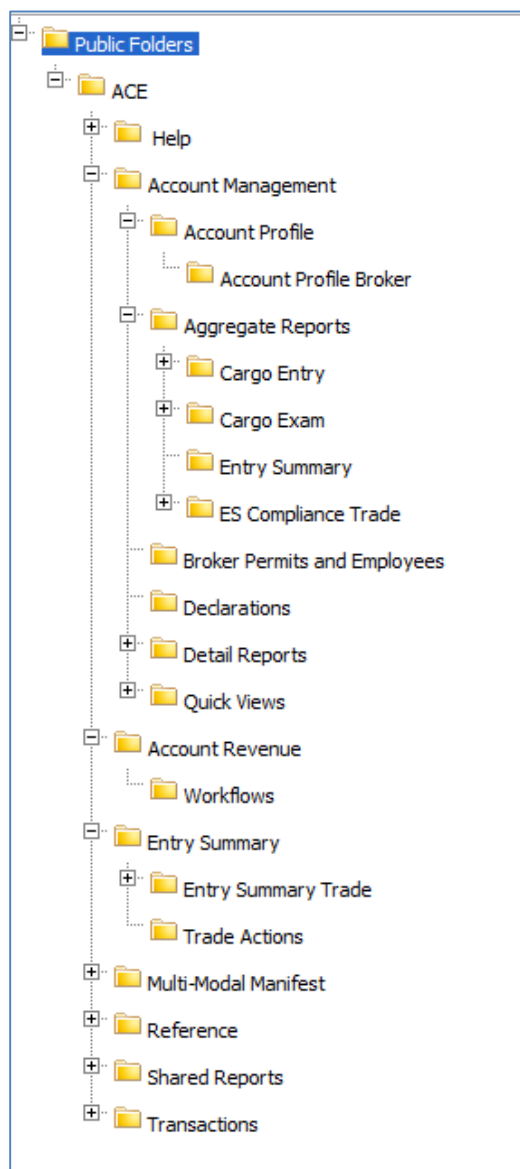


Figure 98: Expanded View of Reports Folders

## Reports Categories

ACE reports are organized into several categories. These categories are broken into the folder structure seen in the **Folders** section of the navigation panel. The current ACE Reports categories are:

**Table 73: Report Categories**

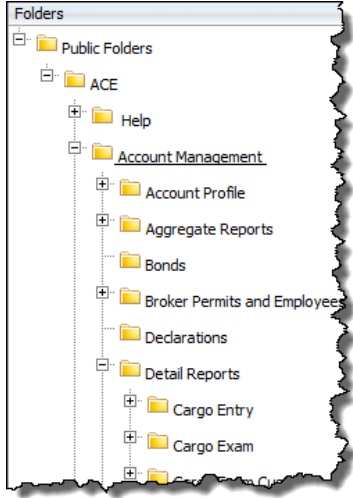
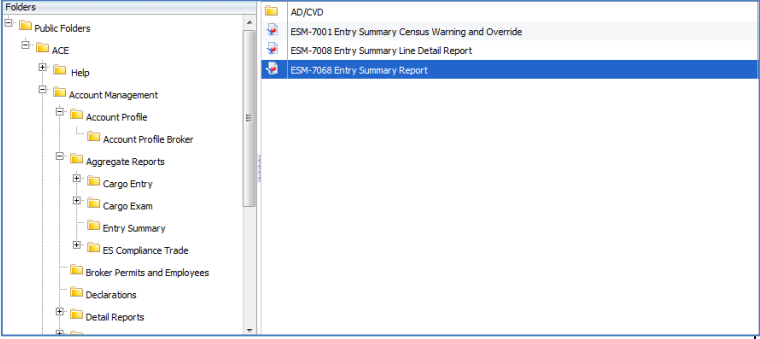
| Category                    | Description                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Help</b>                 | This folder does not contain any reports but a copy of both the ACE Reports Data Dictionary for trade as well as a PDF version of this user guide.#                                                      |
| <b>Account Management</b>   | These reports deal with account profiles, ACE and ACS entry summaries, entry summary compliance data, bond data, broker permit data, and quick view reports.                                             |
| <b>Account Revenue</b>      | These reports deal with revenue issues, particularly periodic daily and monthly statements and payments.                                                                                                 |
| <b>Multi-Modal Manifest</b> | These reports display information on sea and rail Bills of Lading (BOL), in-bond shipments, sea manifests, rail consists, and sea and rail equipment ( <i>i.e.</i> , shipping containers and rail cars). |
| <b>Reference</b>            | These reports include port code information, foreign port information, as well as other reference data.                                                                                                  |

**Table 74: Locate Reports in Public Folders**

## Locate Reports in Public Folders

| Step | Action                                                                                                                                                                                                                                                    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | If necessary, select the <b>Documents</b> tab.                                                                                                                                                                                                            |
| 2.   | If necessary, select the <b>Folders</b> bar.                                                                                                                                                                                                              |
| 3.   | Select the  next to <b>Public Folders</b> , then select the  next to <b>ACE</b> . |

## Locate Reports in Public Folders

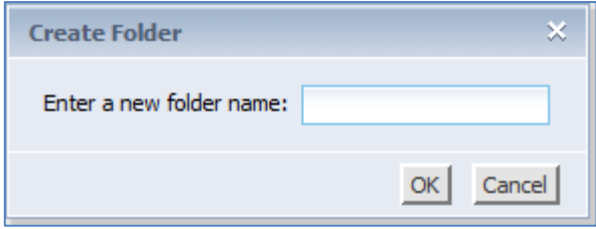
| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>Select the  next to the folder you wish to view. If necessary, select the  next to any sub folders you wish to view. The figure below shows an example of expanded folders.</p>  |
| 5.   | <p>Select the name of the folder containing the desired report. The reports in the selected folder will display on the right side of the screen.</p>                                                                                                                                                                                                 |

## Create a Folder in My Favorites

If you place a large number of reports into your **My Favorites** folder, you may want to organize them to make them easier to find. Using subfolders in ACE Reports is similar to using folders in Windows. Subfolders are by no means essential to running ACE Reports, but they can be quite useful if you have many reports you run on a regular basis.

**Table 75: Create a Folder in My Favorites**

**Create a Folder in My Favorites**

| Step | Action                                                                                                                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Select the <b>My Documents</b> bar.<br><br> <b>NOTE:</b> If you have already created sub-folders in the <b>My Favorites</b> folder, you may select any of them, if necessary. |
| 2.   | Select <b>My Favorites</b> .                                                                                                                                                                                                                                   |
| 3.   | Select the <b>New</b> menu.<br><br> <b>NOTE:</b> You can also right-click anywhere in the report list and select <b>New</b> , then <b>Folder</b> .                            |
| 4.   | Select <b>Folder</b> . The <b>Create Folder</b> dialog box will appear.<br><br>                                                                                             |
| 5.   | Type the <name> of the folder in the <b>Enter a new folder name</b> text box.                                                                                                                                                                                  |
| 6.   | Select <b>OK</b> . The new folder will appear in the report list.                                                                                                                                                                                              |

**Copy a Report to My Favorites**

You cannot save, move or delete reports in the **Public Folders**. If there is a report you intend to use frequently, you may either copy or save it to your personal **My Favorites** folder.

**Table 76: Copy a Report to My Favorites Folder**

**Copy a Report to My Favorites Folder**

| Step | Action                                                                                             |
|------|----------------------------------------------------------------------------------------------------|
| 1.   | Locate the report you wish to copy. Either select the appropriate folder or search for the report. |

## Copy a Report to My Favorites Folder

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.   | <p>Select the report.</p> <p> <b>TIP:</b> You may select multiple items by holding down the SHIFT or CTRL keys on your keyboard when you select them. Select one, hold down SHIFT and select a second one to select a group of items. Hold down CTRL and select the desired items to select multiple, individual items.</p> |
| 3.   | <p>Select the <b>Organize</b> menu.</p> <p> <b>NOTE:</b> You can also right-click on the report and select <b>Organize</b>.</p>                                                                                                                                                                                             |
| 4.   | Select <b>Copy</b> .                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.   | Select the <b>My Documents</b> bar.                                                                                                                                                                                                                                                                                                                                                                          |
| 6.   | <p>Select <b>My Favorites</b>.</p> <p> <b>NOTE:</b> If you have already created sub-folders in the <b>My Favorites</b> folder, you may select any of them, if necessary.</p>                                                                                                                                              |
| 7.   | Select the <b>Organize</b> menu.                                                                                                                                                                                                                                                                                                                                                                             |
| 8.   | <p>Select <b>Paste</b>.</p> <p> <b>NOTE:</b> You can also right-click anywhere in the report list and select <b>Organize</b>, then <b>Paste</b>.</p>                                                                                                                                                                      |

## Move a My Favorites Folder Report

Once you have created subfolders in your **My Favorites** folder, you can either copy reports directly from the **Public Folders** into the subfolders or you can copy or move them from one location in your **My Favorites** to another.

**Table 77: Move a Favorites Folder Report**

**Move a My Favorites  
Folder Report**

| Step | Action                                                                                                                                                                                                                                                                                                                         |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Locate the report you wish to move and select it.                                                                                                                                                                                                                                                                              |
| 2.   | Select the <b>Organize</b> menu.                                                                                                                                                                                                                                                                                               |
| 3.   | <p>Select <b>Cut</b>.</p>  <p><b>NOTE:</b> You can also right-click on the report and select <b>Organize</b>, then <b>Cut</b>.<br/>If you want to leave a copy of the report in the original folder, select <b>Copy</b>.</p>                  |
| 4.   | Open the destination folder.                                                                                                                                                                                                                                                                                                   |
| 5.   | Select the <b>Organize</b> menu.                                                                                                                                                                                                                                                                                               |
| 6.   | <p>Select <b>Paste</b>. The report appears in the new location and has been removed from the original location.</p>  <p><b>NOTE:</b> You can also right-click anywhere in the report list and select <b>Organize</b>, then <b>Paste</b>.</p> |

## Topic 4.1.2: Creating and Sharing a Report

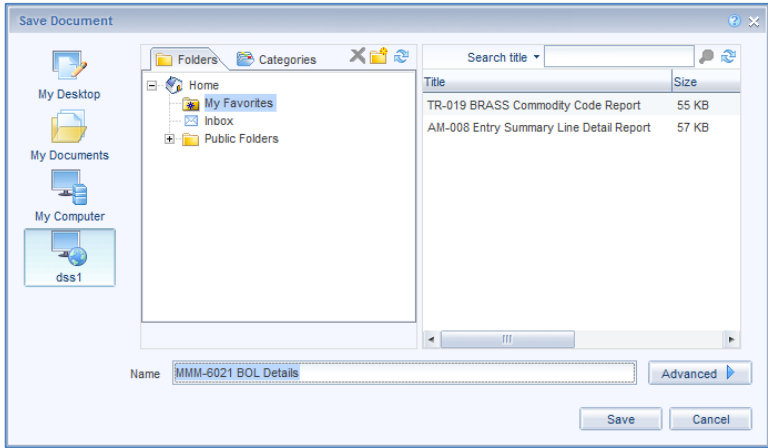
### Introduction

There may instances when you have created or modified a report you think would be beneficial for others in your company and decide to share this report. The account specific folder will be automatically generated by ACE and will reflect your top account ACE ID number followed by the name of the top account. Any reports posted to this folder can be viewed by all users within your account who have access to ACE reports, but will not be visible to other accounts.

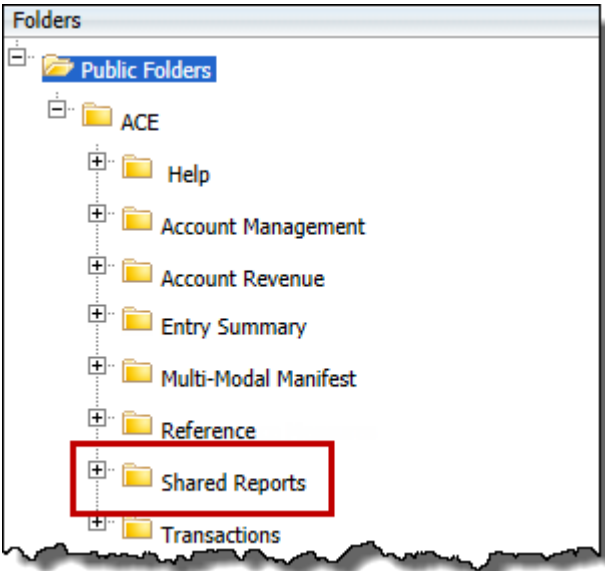
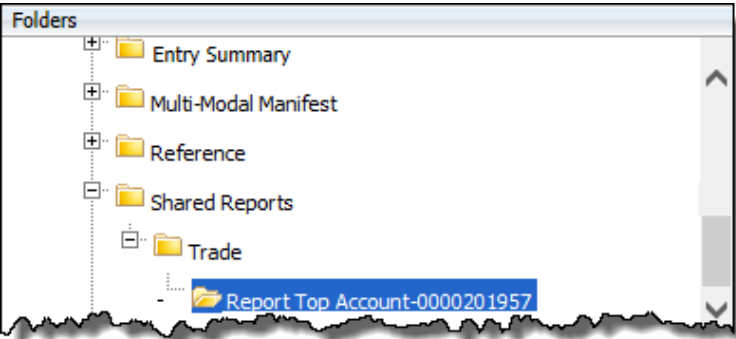
Tables 68 and 69 demonstrate how to share an existing and new report.

**Table 78: Sharing an Existing Report**

### Sharing an Existing Report

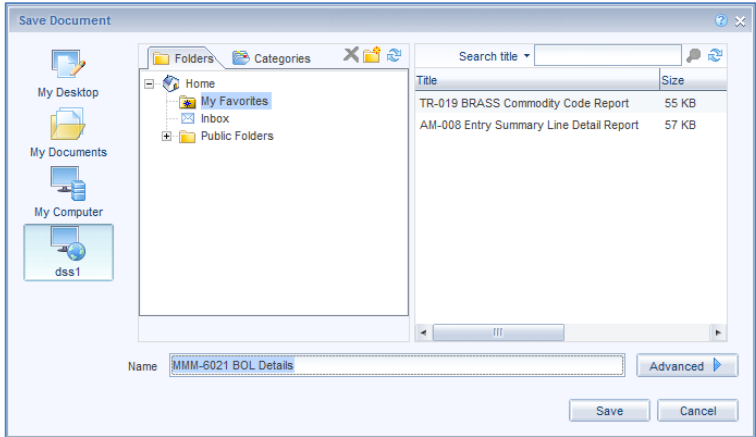
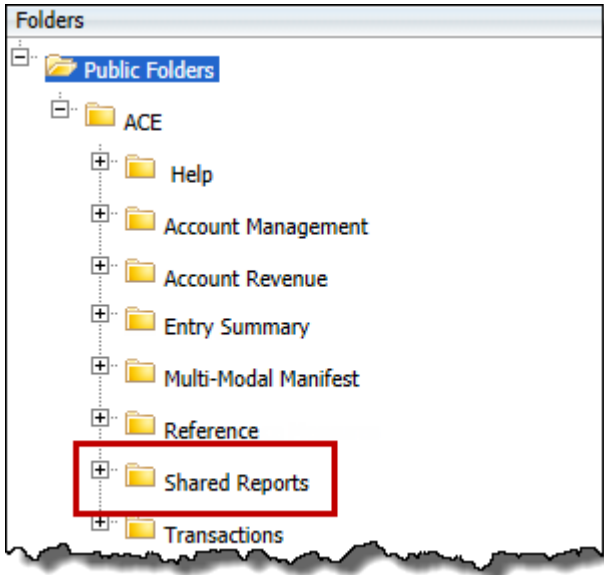
| Step | Action                                                                               |
|------|--------------------------------------------------------------------------------------|
| 1.   | Run the existing report you would like to share.                                     |
| 2.   | Select the <b>Save</b> drop-down menu.                                               |
| 3.   | Select <b>Save As</b> . The <b>Save As</b> dialog box displays.                      |
|      |  |
| 4.   | Select <b>Public Folder</b> .                                                        |

## Sharing an Existing Report

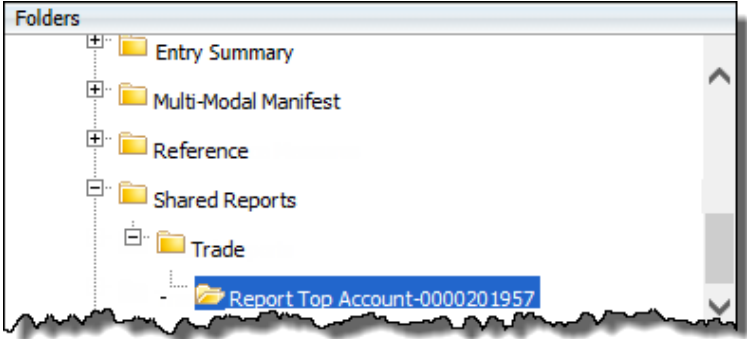
| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>Drill down from the <b>Public Folder</b> by selecting the  until you get to the <b>Shared Reports</b> folder.</p>                                                                                                                                |
| 6.   | Select the  next to <b>Shared Reports</b> .                                                                                                                                                                                                                                                                                           |
| 7.   | Select the  next to <b>Trade</b> .                                                                                                                                                                                                                                                                                                    |
| 8.   | <p>Highlight the folder with the ACE ID number.</p>  <div data-bbox="695 1606 792 1705">  </div> <p><b>WARNING:</b> Failure to drill down to the ACE ID number will result in the report not being saved to the <b>Shared Reports</b> Folder!</p> |
| 9.   | Select <b>Save</b> .                                                                                                                                                                                                                                                                                                                                                                                                     |

**Table 79: Sharing a New Report**

**Sharing a New Report**

| Step | Action                                                                                                                                                                                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Refer to Table 66: Create a Report for creating a new report.                                                                                                                                                 |
| 2.   | Select the <b>Save</b> drop-down menu.                                                                                                                                                                        |
| 3.   | Select <b>Save As</b> . The <b>Save As</b> dialog box displays.<br>                                                         |
| 4.   | Select <b>Public Folder</b> .                                                                                                                                                                                 |
| 5.   | Drill down from the <b>Public Folder</b> by selecting the <b>+</b> until you get to the <b>Shared Reports</b> folder.<br> |
| 6.   | Select the <b>+</b> next to <b>Shared Reports</b> .                                                                                                                                                           |

## Sharing a New Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | Select the  next to <b>Trade</b> .                                                                                                                                                                                                                                                       |
| 8.   | <p>Highlight the folder with the ACE ID number.</p>  <p> <b>WARNING:</b> Failure to drill down to the ACE ID number will result in the report not being saved to the <b>Shared Reports</b> Folder!</p> |
| 9.   | Select <b>Save</b> .                                                                                                                                                                                                                                                                                                                                                      |

### Topic 4.1.3: Managing Shared Reports

#### Introduction

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

#### Recommendations

Here are some recommendations for managing your shared folder:

- Develop consistent naming standards for shared reports.
- Appoint one or two users to manage the shared reports folder.
- Delete unnecessary or duplicate reports.
- Use Sub-folders under your accounts folder.
- Keep a pristine copy of any report that you share or that you create in your personal folder.
- Use the duplicate feature before making any modifications to a report.
- Add meaningful descriptions and keywords to shared reports to assist the user in quickly identifying the report.
- Since there is only one Trade Report folder for the account, it is recommended that accounts with multiple views (i.e. importer view, broker view, etc.) first create a sub-folder for each view so that users can more easily locate a shared report related to their specific account view.

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## Appendices

This part includes the following Appendices:

- Appendix A: Additional Resources
- Appendix B: List of Trade Reports
- Appendix C: Entry Summary Reports Assistance

Appendices

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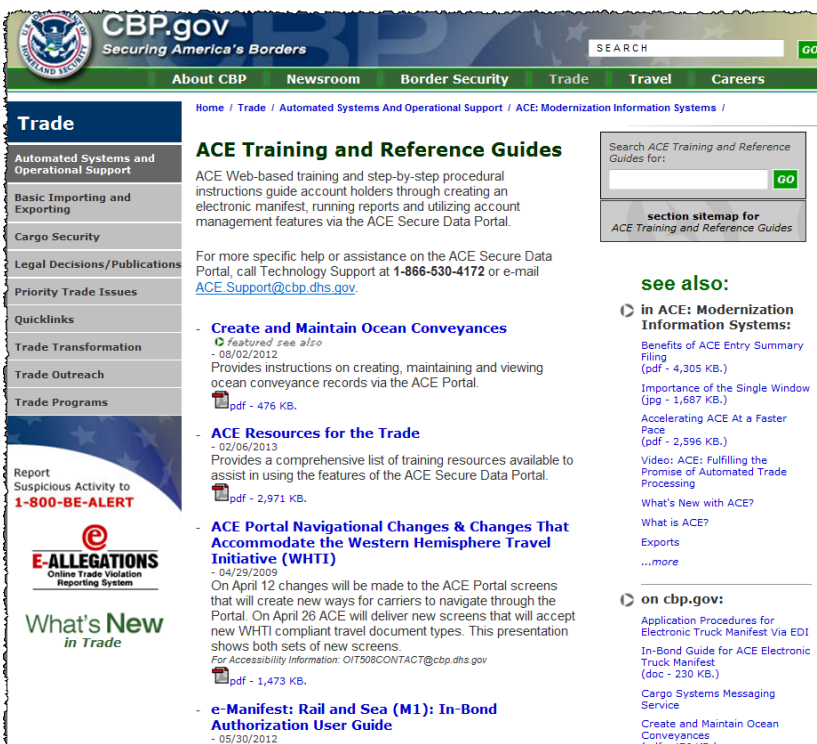
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## Appendix A: Additional Resources

### Introduction

For additional information on web-based training and documentation relating to trade functionality, please visit the ACE Modernization home page at :

[http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace\\_welcome/](http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_welcome/)



For more specific help or assistance on the ACE Secure Data Portal, call Technology Support at **1-866-530-4172** or e-mail [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov).

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## ***Appendix B: List of Trade Reports***

### **Appendix B.1: Importer, Broker, and Surety**

#### **Account Management: Account Profile**

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

#### **Account Management: Aggregate Reports, Cargo Entry**

Cargo Entry reports exclude rail Line Release, Border Release Advance Screening and Selectivity (BRASS), Free and Secure Trade (FAST) entries and Simplified Entries.

| <b>Report Number</b> | <b>Report Name</b>                                           | <b>Report Description</b>                                                                                                                                                |
|----------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A                  | Cargo Entry Reports - Summary                                | This report displays the entered value and number of entries, by all of the tabs listed below.                                                                           |
| Mfr Codes Tab        | Summary of Manufacturer (Mfr) Codes by Value                 | This report displays the entered value and number of entries, cargo lines (number of line items) and discrepancies by manufacturer code during the specified date range. |
| 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.                  |
| 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.                       |

| Report Number          | Report Name                                            | Report Description                                                                                                                                                                                                                                       |
|------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                    |
| 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.                                                                                                |
| 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.                                                     |
| 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.                                                                                       |
| 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.                                                         |
| 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.                                                         |
| 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.                                                                                      |
| AM_086                 | Summary of Entry Type Codes by Number of Cargo Entries | This report displays a list of entry type codes ordered by the total entered value and number of entries, cargo lines and discrepancies during the specified date range. The end user is prompted for the IR number, entry date period or creation date. |

#### Account Management: Aggregate Reports, Cargo Exam

| Report Number | Report Name                 | Report Description                                                                                        |
|---------------|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| N/A           | Cargo Exams Reports - Trade | This report displays the number of entries, line items and discrepancies by all of the tabs listed below. |

| Report Number        | Report Name                                                       | Report Description                                                                                                                                                                                                                                                                   |
|----------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
| 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.                                      |
| 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.                                     |
| 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.                                     |
| 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.                                      |
| 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.                                |
| 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.                                       |

| 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. |
| 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.                                                                                                                           |

### 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.                                                                                                          |

| Report Number | Report Name                                       | Report Description                                                                                                                                                                                                                                                                                    |
|---------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM_013        | Summary of COO Codes by Value                     | This report displays the entered value, number of entries, cargo lines and discrepancies by COO code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.                                                                    |
| AM_014        | Summary of Country Of Export (COE) Codes by Value | This report displays the entered value, number of entries, cargo lines and discrepancies by COE code during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.                                                                    |
| AM_015        | Summary of IR Numbers by Value                    | This report displays the entered value, number of entries, cargo lines and discrepancies by IR number during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.                                                                   |
| AM_016        | Summary of Consignee numbers by Value             | This report displays the entered value, number of entries, cargo lines and discrepancies by consignee numbers during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.                                                           |
| AM_017        | Summary of IR Numbers by Date and by Value        | This report displays the entered value and number of entries, cargo lines and discrepancies by IR number during the specified date range. Results are by year/month and entered value. The end user is prompted with the IR number, filer code, creation date or entry date period.                   |
| AM_018        | Summary of Consignee Numbers by Date and by Value | This report displays the entered value and number of entries, cargo lines and discrepancies by consignee number grouped by month during the specified date range. Results are by date and entered value. The end user is prompted with the IR number, filer code, creation date or entry date period. |
| AM_019        | Summary of Filer Codes by Value                   | This report displays the entered value and number of entries, cargo lines and discrepancies by filer code grouped by month during the specified date range. The end user is prompted with the IR number, filer code, creation date or entry date period.                                              |
| N/A           | ES Compliance - Trade                             | This report displays the number of entry summaries reviewed and the discrepant lines by date range for all of the tabs listed below.                                                                                                                                                                  |

| Report Number        | Report Name                                             | Report Description                                                                                                                                                                                                          |
|----------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.         |
| 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.        |
| 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.       |
| 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.        |
| 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.  |
| 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.         |
| 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. |

| Report Number             | Report Name                      | Report Description                                                                                                                                                                                               |
|---------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |

### Account Management: Bonds

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

### Account Management: Broker Permits and Employees

| Report Number | Report Name                     | Report Description                                                                                                                                                                                                                                                     |
|---------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM-5278       | Broker Employee List            | This report lists the names of people employed by the broker for a given port, providing the number of employees by office code, by port or nationwide. A drill down capability to the employee's address history is provided by selecting the Address History column. |
| AM-5278.1     | Broker Employee Address History | This reports shows the employee address history. We recommend using the drill down capability to view additional addresses for the employee.                                                                                                                           |
| AM-5288       | Filer Code                      | This report lists the name and address of all offices for all filer codes. A drill down capability to the Filer Points of Contact report is provided by selecting the Point of Contact field.                                                                          |
| AM- 5288.1    | Filer Points of Contacts        | This report displays all points of contact entered by the filer.                                                                                                                                                                                                       |

### Account Management: Declarations

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

### Account Management: Detail Reports, Cargo Entry

*Cargo Entry reports exclude Rail Line Release, Border Release Advance Screening and Selectivity (BRASS), Free and Secure Trade (FAST) entries and Simplified Entries.*

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

| Report Number | Report Name                            | Report Description                                                                                                                                                                                                             |
|---------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM_073        | Cargo Entry Lines by COO Code          | This report displays detailed information related to cargo entries, including entered value, by COO code for a specified date range. The end user is prompted with the IR number, creation date or entry date period.          |
| AM_074        | Cargo Entry Lines by Manufacturer Code | This report displays detailed information related to cargo entries, including entered value, by manufacturer code for a specified date range. The end user is prompted with the IR number, creation date or entry date period. |
| AM_075        | Cargo Entry Lines by Entry Number      | This report displays detailed information related to cargo entries, including entered value, by entry number for a specified date range. The end user is prompted with the IR number and entry date period.                    |

#### Account Management: Detail Reports, Cargo Exam

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

### Account Management: Detail Reports, Entry Summary Reports

| Report Number | Report Name                              | Report Description                                                                                                                                                                                                      |
|---------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM_001        | Entry Summary Lines by HTS Number        | This report displays a detailed list of entry summary lines ordered by HTS number for a specified date range. The results are sorted by entry date, creation date, HTS number or IR number.                             |
| AM_002        | Entry Summary Lines by POE Code          | This report displays a detailed list of entry summary lines ordered by POE code for a specified date range. The results are sorted by entry date, creation date, POE code or IR number.                                 |
| AM_003        | Entry Summary Lines by Filer Code        | This report displays a detailed list of entry summary lines ordered by filer code for a chosen date range. The results are sorted by entry date, creation date, filer code or IR number.                                |
| AM_004        | Entry Summary Lines by Entry Type Code   | This report displays a detailed list of entry summary lines ordered by entry type code for a specified date range. The results are sorted by entry date, creation date, entry type or IR number.                        |
| AM_005        | Entry Summary Lines by COO Code          | This report displays a detailed list of entry summary lines ordered by COO code for a specified date range. The results are sorted by entry date, creation date, and country of origin code or IR number.               |
| AM_006        | Entry Summary Lines by COE Code          | This report displays a detailed list of entry summary lines ordered by COE code for a specified date range. The results are sorted by entry date, creation date, COE code or IR number.                                 |
| AM_007        | Entry Summary Lines by Manufacturer Code | This report displays a detailed list of entry summary lines ordered by manufacturer code for a specified date range. The results are sorted by entry date, creation date, manufacturer code or IR number.               |
| AM_008        | Entry Summary Line Detail                | This report displays all the entry summary lines associated with a specific entry number. The results are sorted by entry date, creation date, entry summary number or entry summary line number.                       |
| AM_064        | Entry Summary Line by Entry Number       | This report displays specific account entry summary information over a user-specified date range for a specific entry summary number. Users can link to reports on entry summary line, tariff and quantity information. |

| Report Number           | Report Name                         | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                         |
| AM_100 – Importers Only | Courtesy Notice of Liquidation      | This report displays liquidation information for two weeks in the future, similar to the information previously mailed to the importer on the CF 4333A.                                                                                                                                                                                                                                                                                         |
| 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 1<sup>st</sup> - September 30<sup>th</sup>.*

| Report Number | Report Name                                                | Report Description                                                                                                                                                                                                       |
|---------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A           | Filer Activity Summary:<br>Number of Entries &<br>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:<br>Top 5 Customers (IR<br>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:<br>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:<br>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:<br>Number of Entries &<br>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:<br>Top 5 Customers (IR<br>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.                |

| Report Number | Report Name                                  | Report Description                                                                                                                                                                                  |
|---------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A           | Filer Activity Summary:<br>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:<br>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 1<sup>st</sup> - September 30<sup>th</sup>.*

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

### Account Management: Quick Views, Importer (Calendar Year)

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

### Account Revenue Reports

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

| Report Number | Report Name                              | Report Description                                                                                                                                                   |
|---------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AR_007        | Periodic Statement Quick View – Importer | This report displays a PS list and allows the user to drill down to a PS, daily statement and entry summary details. This is not a hardcopy of the actual statement. |

### Account Revenue Workflows Reports

| Report Number | Report Name                         | Report Description                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AR_007        | Periodic Statement Detail           | This report displays complete periodic monthly statement, periodic daily statement and entry number data in one report. The AR 007 Periodic Statement Detail report contains both an importer and a broker tab. Users will find entries flagged for an importer statement or importer combined statement on the importer tab. Entries flagged for a broker statement will be displayed on the broker tab. |
| AR_007A       | Periodic Monthly Statement Broker   | This report displays all open periodic daily statements by periodic daily statement number for the broker statement. Users can select the blue hyperlink to view the entry summaries included on each individual daily statement.                                                                                                                                                                         |
| AR_007A       | Periodic Monthly Statement Importer | This report displays all open periodic daily statements by periodic daily statement number for importer statements. Users can select the blue hyperlink to view the entry summaries included on each individual daily statement.                                                                                                                                                                          |
| AR_007B       | Periodic Daily Statement Broker     | This report displays all open entry summaries associated with broker periodic daily statements and periodic monthly statements. Users can select the blue hyperlink to see fees by class code for each entry summary.                                                                                                                                                                                     |
| AR_007B       | Periodic Daily Statement Importer   | This report displays all open entry summaries associated with an importer periodic daily statements and periodic monthly statement. Users can select the blue hyperlink to see fees by class code for each entry summary.                                                                                                                                                                                 |
| AR_007C       | Entry Summary Class Codes Broker    | This report displays all fees by class code on each entry summary for each broker periodic daily statement and monthly statement.                                                                                                                                                                                                                                                                         |

| 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

*\*Please note, the Authorized Data Extract reports are now housed in a separate data extracts application. For more information, please see the **ACE Data Extracts Quick Reference Guide**.*

| 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.<br><b>Note: This report is currently not available.</b>                                                             |
| 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. |

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

### Entry Summary Reports

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

### Entry Summary: AD/CVD

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

### Entry Summary: Trade Actions

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

### Multi-Modal Manifest: Trade Reporting

*The data displayed in the report, not the report itself, is automatically refreshed within two (2) hours of creation or amendment. To see the most current data, you will need to re-execute or refresh the report.*

| Report Number | Report Name                                                         | Report Description                                                                                                                                                                                                                                                                                                                  |
|---------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM 9009      | In-Bond Detail Report – 2 Hour Refresh – <i>for Brokers only</i>    | This report displays the In-bond Number, Origin Port Code, Destination Port Code, In-bond Type Code, In-bond Status Code, Arrival Date/Time and Departure Date/Time and includes all In-bonds that have been created or amended within the past 30 days. Descriptions are available for code fields and can be added to the report. |
| MMM 9016      | Equipment Details Report – 2 Hour Refresh – <i>for Brokers only</i> | The report displays Equipment Number, Conveyance Name and lists associated with Equipment Seal Numbers and also includes all versions of Bills of Lading that have been created or amended in the past 30 days.                                                                                                                     |
| MMM 9017      | Manifest Details – 2 Hour Refresh – <i>for Brokers only</i>         | This report displays Manifest Number, Manifest Status Code and Manifest Type Code and includes all manifests that have been created or amended in the past 30 days. Descriptions are available for code fields and can be added to the report.                                                                                      |

| Report Number | Report Name                                                        | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM 9021      | BOL Details – 2 Hour Refresh – <i>for Brokers only</i>             | This report displays the BOL Number, Master Bill Indicator, House Bill Indicator, Submission Method Code, BOL Status Code and BOL Type Code and includes all BOLs that have been created or amended within the past 30 days. Master Bill Indicator and House Bill Indicator are mutually exclusive meaning only one indicator can be set to Yes per BOL. However, it is possible for both indicators to be No.                                                                                                                                   |
| MMM 9022      | BOL Status (A) – 2 Hour Refresh – <i>for Brokers and Importers</i> | This report displays the Bill of Lading Number, Bill of Lading Version, Bill of Lading Status Code, Carrier Code, Carrier Name, Amended Quantity Entered Quantity, Released Quantity, MOT Code, Master Bill of Lading Number, House Bill of Lading Number, In-Bond Number, In-Bond Status Code, Entry Number, Disposition Code, Create, Update and Trade Update dates. It includes all Bills of Lading that have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report. |
| MMM 9023      | Commercial Party Report – 2 Hour Refresh – <i>for Brokers only</i> | This report displays Bill of Lading Number, Commercial Party Type Code and Commercial Party Name and includes all Bills of Lading that have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report.                                                                                                                                                                                                                                                                      |

## Reference Reports

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

### Transactions: BRASS Report

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

## Appendix B.2: Rail and Sea Carriers

### Account Management: Account Profile

| Report Number | Report Name               | Report Description                                                                                 |
|---------------|---------------------------|----------------------------------------------------------------------------------------------------|
| AM_5096       | Carrier – Account profile | This report displays all information contained within an account profile by specific account type. |

### Account Management: Declarations

| Report Number | Report Name        | Report Description                                                             |
|---------------|--------------------|--------------------------------------------------------------------------------|
| AM_7002       | Trade Declarations | Not yet available to Carriers, only available to Importer and Broker Accounts. |

### Help: ACE Reports Data Dictionary Carriers

| Report Number | Report Name                     | Report Description                                                                    |
|---------------|---------------------------------|---------------------------------------------------------------------------------------|
|               | ACE Reports Dictionary-Carriers | ACE Portal Reports Dictionary for Carriers. Contains details of report data elements. |
|               | ACE Reports User Guide          | This document contains step by step instructions on running ACE reports.              |

**Multi-Modal Manifest: BOL (Ocean & Rail Carriers Only)**

| Report Number | Report Name      | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6021      | BOL Details      | This report displays the Bill of Lading Number, Master Bill Indicator, House Bill Indicator, Submission Method Code, Bill of Lading Status Code and Bill of Lading Type Code. Master Bill Indicator and House Bill Indicator are mutually exclusive meaning only one indicator can be set to Yes per BOL. However, it is possible for both indicators to be No. Descriptions for the code fields are available and can be added to the report. This report will show data that was current as of the previous day. |
| MMM_6023      | Commercial Party | This report displays Bill of Lading Number, Commercial Party Type Code and Commercial Party Name. Descriptions for the code fields are available and can be added to the report. This report will show data that was current as of the previous day.                                                                                                                                                                                                                                                               |

**Multi-Modal Manifest: In-Bond (Ocean & Rail Carriers Only)**

| Report Number | Report Name     | Report Description                                                                                                                                                                                                                                                                                                      |
|---------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6009      | In-Bond Details | This report displays the In-bond Number, Origin Port Code, Destination Port Code, In-bond Type Code, In-bond Status Code, Arrival Date/Time and Departure Date/Time. Descriptions for the code fields are available and can be added to the report. This report will show data that was current as of the previous day. |

**Multi-Modal Manifest: Manifest Equipment (Ocean & Rail Carriers Only)**

| Report Number | Report Name      | Report Description                                                                                                                                                                                                                                                        |
|---------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6016      | Equipment Detail | This report displays all pieces of equipment related to the latest version of the Bills of Lading. The report displays Equipment Number, Conveyance Name and lists associated Equipment Seal Numbers. This report will show data that was current as of the previous day. |

| Report Number | Report Name      | Report Description                                                                                                                                                                                                                    |
|---------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6017      | Manifest Details | This report displays Manifest Number, Manifest Status Code and Manifest Type Code. Descriptions for the code fields are available and can be added to the report. This report will show data that was current as of the previous day. |

### Multi-Modal Manifest: Trade Reporting

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

| Report Number | Report Name                               | Report Description                                                                                                                                                                                                                                                                                                                  |
|---------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_9009      | In-Bond Detail Report – 2 Hour Refresh    | This report displays the In-bond Number, Origin Port Code, Destination Port Code, In-bond Type Code, In-bond Status Code, Arrival Date/Time and Departure Date/Time and includes all In-bonds that have been created or amended within the past 30 days. Descriptions are available for code fields and can be added to the report. |
| MMM_9016      | Equipment Details Report – 2 Hour Refresh | The report displays Equipment Number, Conveyance Name and lists associated with Equipment Seal Numbers and includes all versions of Bills of Lading that have been created or amended in the past 30 days.                                                                                                                          |
| MMM_9017      | Manifest Details – 2 Hour Refresh         | This report displays Manifest Number, Manifest Status Code and Manifest Type Code and includes all manifests that have been created or amended in the past 30 days. Descriptions are available for code fields and can be added to the report.                                                                                      |

| Report Number | Report Name                              | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_9021      | BOL Details – 2 Hour Refresh             | This report displays the BOL, Master Bill Indicator, House Bill Indicator, Submission Method Code, Bill of Lading Status Code and Bill of Lading Type Code and includes all Bills of Lading that have been created or amended within the past 30 days. Master Bill Indicator and House Bill Indicator are mutually exclusive meaning only one indicator can be set to Yes per BOL. However, it is possible for both indicators to be No. Descriptions for the code fields are available and can be added to the report.                          |
| MMM_9022      | BOL Status (A) – 2 Hour Refresh          | This report displays the Bill of Lading Number, Bill of Lading Version, Bill of Lading Status Code, Carrier Code, Carrier Name, Amended Quantity Entered Quantity, Released Quantity, MOT Code, Master Bill of Lading Number, House Bill of Lading Number, In-Bond Number, In-Bond Status Code, Entry Number, Disposition Code, Create, Update and Trade Update dates. It includes all Bills of Lading that have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report. |
| MMM_9023      | Commercial Party Report – 2 Hour Refresh | This report displays Bill of Lading Number, Commercial Party Type Code and Commercial Party Name and includes all Bills of Lading that have been created or amended within the past 30 days. Descriptions for the code fields are available and can be added to the report.                                                                                                                                                                                                                                                                      |

### Reference Reports

| Report Number | Report Name  | Report Description                                                                                                                                    |
|---------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6003      | Public FIRMS | This report provides a list of Facilities Information Resource Management System (FIRMS) codes including name, status, type and location information. |

| Report Number | Report Name      | Report Description                                                                                                                                                                       |
|---------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MMM_6005      | UN Location Code | This report uses the United Nations Location Codes to produce a report which provides physical locations and attribute data for use on BAPLIE/Vessel Stowage Plan manifest transactions. |

## Appendix B.3: Truck Carriers

### Account Management: Account Profile

| Report Number | Report Name               | Report Description                                                                                 |
|---------------|---------------------------|----------------------------------------------------------------------------------------------------|
| AM - 5096     | Carrier – Account profile | This report displays all information contained within an account profile by specific account type. |

### Account Management: Declarations

| Report Number | Report Name        | Report Description                                                                                                                                                                                                                                       |
|---------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AM - 7002     | Trade Declarations | This report will display all declaration records associated to an IR number or group of IR numbers and will be used to review declarations when a particular entry summary is filed by the trade. This report is not available to Carriers at this time. |

### Help: ACE Reports Data Dictionary Carriers

| Report Number | Report Name                     | Report Description                                                                    |
|---------------|---------------------------------|---------------------------------------------------------------------------------------|
|               | ACE Reports Dictionary-Carriers | ACE Portal Reports Dictionary for Carriers. Contains details of report data elements. |
|               | ACE Reports User Guide          | This document. Contains step by step instructions on running ACE reports.             |

### Multi-Modal Manifest

*\*The reports contained in this folder are intended for rail and sea carriers. As such, while they are visible to truck carriers, they will not contain data if run.*

### Reference Reports

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

### Transactions: BRASS Reports

| Report Number | Report Name                 | Report Description                                                                                                                                                                                                                                                                                                                                                            |
|---------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_018        | BRASS Products Report       | This report provides users a view of BRASS product information for a specified range of tariff numbers at a specified port or ports. The report can be viewed at a summary level that provides aggregated BRASS product totals for each specified port. The user may drill down to a detailed view of the BRASS product information by choosing one of the aggregated totals. |
| TR_019        | BRASS Commodity Code Report | This report displays a list of all BRASS commodity codes (C4 codes) related to shipments, including information on the commodity, shipper, importer, filer and product.                                                                                                                                                                                                       |

### Transactions: Carrier Activity Reports

| Report Number | Report Name                | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_001        | Crossings by Carrier       | This report provides users a view of transactional information for specified carrier(s). The report can be viewed at a summary level that provides aggregated total number of crossings for specified port(s). This report will allow the user to drill down to view a specific crossing and the transaction data for that specific crossing.                                                                                                                                                                              |
| TR_002        | Crossings by Driver Report | This report provides users a view of transactional information for specified driver(s). The report can be viewed at a summary level that provides an aggregated total number of crossings for specified port(s). This report will allow the user to drill down to view a specific crossing and its related transaction data.                                                                                                                                                                                               |
| TR_003        | Crossings by Conveyance    | This report provides users a view of transactional information for a specified conveyance or group of conveyances. The report can be viewed at a summary level that provides the aggregated total number of crossings for specified port(s).                                                                                                                                                                                                                                                                               |
| TR_006        | Carrier Activity Report    | This report provides information concerning border crossing activities for a specific carrier. The report can be viewed at a summary level, which provides the aggregated total number of crossings for specified ports or a port group. This report will allow the user to drill down to view crossing information by choosing one of the aggregated totals. Once the user is viewing the detail-level report the user may choose a specific crossing and view the available transaction data for that specific crossing. |

| Report Number | Report Name                     | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_020        | Carrier – Truck – Driver Report | This report provides users a list and related detail information for all carriers registered in the Land Border Carrier Initiative Program (LBCIP). The information includes carrier data, conveyance data, and driver data. The report can be viewed at the carrier level that provides LBCIP compliant carrier information. The user may navigate to view the pre-registered driver or conveyance information related to the chosen LBCIP carriers. |
| TR_029        | Empty Trip Report               | This report provides users a view of transactional information for trips crossing the border without any shipments. The report can be viewed at a summary level that provides aggregated total number of trips for specified ports and/or carriers. This report will allow the user to drill down to view a specific crossing and view the available transaction data for that specific crossing.                                                     |
| TR_036        | Crossings by Equipment Report   | This report provides users a view of transactional information for a specified piece of equipment. The report can be viewed at a summary level that provides aggregated total number of crossings for specified ports or a port group. The user may navigate to another level of detail and view the crossing information by choosing one of the aggregated totals.                                                                                   |

### Transactions: Compliance Reports

| Report Number | Report Name                                 | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_007        | Split Shipment Interval Compliance Report   | This report provides a list of carriers and related shipments that failed to comply with the split shipment interval rule. It provides users with a view of manifest information for those transactions. The user may choose to view a summary-level report including aggregated totals. The user may choose to aggregate by arrival port or carrier. From the summary-level view the user can navigate to a detailed level report by choosing one of the aggregated totals through a workflow. The detail-level view provides increased manifest data for the specified result set. |
| TR_008        | Preferred Filing Interval Compliance Report | This report provides a list of carriers and related shipments that failed to comply with the preferred e-Release filing interval rule. CBP maintains a rule that once a manifest is submitted and accepted by the carrier that carrier must wait a set period of time prior to attempting to enter the shipments into the commerce of the United States.                                                                                                                                                                                                                             |
| TR_009        | Standard Filing Interval Compliance Report  | This report provides a list of carriers and related shipments that failed to comply with the standard e-Release filing interval rule. CBP maintains a rule that once a manifest is submitted and accepted (that is to say the manifest has a filing status of complete accepted) by the carrier that carrier must wait a set period of time prior to attempting to enter the shipments into the commerce of the U.S.                                                                                                                                                                 |

| Report Number | Report Name                               | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_011        | Unresolved Shipment Control Number Report | This report provides users with a view of transactional information concerning shipments that are unresolved for ten days after the filed arrival date or estimated date of arrival (for shipments that are in a status of pre-arrival). The report can be viewed at a summary level that provides aggregated totals of unresolved shipments. The totals may be aggregated by arrival port (estimated arrival port) or carrier ID / Standard Carrier Alpha Code (SCAC). The user may choose to group totals aggregated by arrival port by carrier ID/SCAC code and vice versa. The user may navigate to a detailed view of the shipment information through a workflow. Once the user is viewing the detail-level report, the user may choose a specific shipment and view the available transaction (related trip and other shipment(s)) data for that specific shipment. |
| TR_030        | Release Count Report                      | This report provides users the total number of releases either by commodity (C4 code), shipper, importer, broker, product, carrier, conveyance and/or driver over a specified date range.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| TR_033        | Exam Type Count Report                    | This report provides the end users with the total number of exam types either by commodity (C4 code), shipper, importer, broker, product, carrier, conveyance, driver, trip and/or shipment over a specified date range.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Transactions: In-Bond Reports

| Report Number | Report Name                         | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_010        | In-Bond Shipment Status Report      | This report provides end users with information on the life cycle status of in-bond shipment(s). The report can be viewed at a summary level that provides aggregated totals of how many shipments fall into each status category. The user can drill down to a detailed view of the shipment information. Once the user is viewing the detail-level report, the user may choose a specific shipment and view the available manifest data for that specific in-bond shipment.                                                                                                                                                                                                                                          |
| TR_013        | Unresolved In-Bond Shipments Report | This report provides end users with statistics concerning in-bond shipments that have not arrived or been exported 30 days after move authorization is granted. The report can be viewed at a summary level that provides aggregated totals of unresolved shipments. The totals may be aggregated by arrival port (estimated arrival port) or carrier ID/SCAC code. Also, the user may choose to group totals aggregated by arrival port by carrier ID/SCAC code and vice versa. The user can drill down to a detailed view of the shipment information. Once the user is viewing the detail-level report, the user may choose a specific shipment and view the available transaction data for that specific shipment. |
| TR_027        | In-Bond Types by Port Report        | This report provides users a view of the total number of in-bond shipments being processed at a specific port. The types of in-bond movements reported are: immediate transportation (IT), transportation and export (T&E), immediate export (IE), paperless (pre-filed), carrier paper (not pre-filed), QP (application identifier), and manual. From these totals, users may choose to navigate to report TR_010: "In-Bond Shipment Status" for the chosen total.                                                                                                                                                                                                                                                    |

### Transactions: Details Reports

| Report Number | Report Name          | Report Description                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR_004        | Transactions View    | This report provides users with an organized view of the available transaction data for a specified trip. The user is brought to the summary level first and may choose a number of workflow paths to view detailed information concerning the trip, shipment, carrier, conveyance, crew and equipment for a specific arrival port.                                                                       |
| TR_005        | Shipment Type Report | This report provides users information concerning the types of shipments (Border Cargo Selectivity (BCS)/ Pre-Arrival Processing System (PAPS), BRASS, preferred, or in-bond) that a specified carrier or groups of carriers are carrying. There are three views for this report that include a summary level that presents aggregated totals for each shipment type and two variances of a details view. |

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## Appendix B.4: Automated Export System (AES) Reports

The following reports are designed to provide the export trade community with transactional data from the Automated Export System (AES):

| Report Number | Report Name                           | Report Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AES_201       | Filer Transaction                     | This report provides detailed information for all export transactions on which a company is listed as the filing party. It is meant to serve as a replacement for the data extract previously available through the Census Bureau.                                                                                                                                                                                                                                                                                                                                                             |
| AES_202       | USPPI Transactions                    | <p>This report provides detailed information for all export transactions on which a company is listed as a non-filing party. It is meant to serve as a replacement for the data extract previously available through the Census Bureau.</p> <p><b>Please note:</b> Information for non-routed or self-filed transactions will populate for all data objects in the report; however, information for agent-filed routed transactions will populate only for 16 data objects approved by Census. All other data objects for these agent-filed routed transactions will display blank values.</p> |
| AES_203       | USPPI Agent-Filed Routed Transactions | This report provides information for all routed export transactions on which a company is listed as a non-filing party. It is meant to serve as a replacement for the data extract previously available through the Census Bureau. This report will display a set of 16 data objects that have been approved by Census; any additional objects added to the report will display blank values.                                                                                                                                                                                                  |

## ***Appendix C: Entry Summary Reports Assistance***

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

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

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

| <b>Summary Header/Header</b>                  |
|-----------------------------------------------|
| ADD Non-Reimbursement Statement Indicator     |
| Associated Warehouse Entry Filer Code         |
| Associated Warehouse Entry Filer Description  |
| Associated Warehouse Entry Number             |
| Associated Warehouse Port Code                |
| Associated Warehouse Port Description         |
| Broker Reference Number                       |
| Cargo Release Certification Request Indicator |
| CF 4811 Name                                  |
| Consolidated Summary Indicator                |
| Control Team Number                           |
| CVD Non-Reimbursement Statement Indicator     |
| Deferred Tax Payment Code                     |
| Deferred Tax Payment Description              |
| Designated Notify Party CF 4811 Number        |
| Electronic Signature Indicator                |
| Filer Code                                    |
| Filer Name                                    |
| Filer ACE ID                                  |
| Entry Summary Number                          |
| Entry Type Code                               |
| Entry Type Description                        |
| Entry Number                                  |
| Final Warehouse Withdrawal Indicator          |
| FTZ Identifier                                |
| Importer Name                                 |
| Importer Number                               |
| Importer ACE ID                               |
| Internal Entry Summary Number                 |
| Line Action Date Source Code                  |
| Line Action Date Source Description           |
| Number of Liquidations                        |
| Port of Entry                                 |
| Port of Entry Name                            |
| Ultimate Consignee Name                       |
| Ultimate Consignee Number                     |
| Version Number                                |

| <b>Summary Header/Header EDI</b> |
|----------------------------------|
| ES EDI Transmission Date         |
| Processing Port Code             |
| Processing Port Description      |
| Processing Filer Code            |
| Processing Filer Name            |
| Processing Filer Office code     |

|                    |
|--------------------|
| Receiver Port Code |
|--------------------|

| <b>Summary Header/Cargo</b>                  |
|----------------------------------------------|
| Carrier Code                                 |
| Carrier Name                                 |
| Conveyance (Vessel) Name                     |
| Conveyance Identifier                        |
| Designated Examination Site Port Code        |
| Designated Examination Site Description/Name |
| Facility Name                                |
| Goods Location FIRMS Code                    |
| House Bill of Lading Number                  |
| House Issuer Carrier Code                    |
| In-bond Number                               |
| Internal Bill of Lading Number               |
| Manifest Trip Number                         |
| Manifested Quantity                          |
| Manifested Quantity UOM Code                 |
| Master Bill of Lading Number                 |
| Master Issuer Carrier Code                   |
| Sub House Bill of Lading Number              |
| Sub House Issuer Carrier Code                |
| Unlading District Port Code                  |
| Unlading District Port Name                  |

| <b>Summary Header/Header Reconciliation</b> |
|---------------------------------------------|
| NAFTA Reconciliation Due Date               |
| NAFTA Reconciliation Entry Number           |
| NAFTA Reconciliation Filed Date             |
| NAFTA Reconciliation Indicator              |
| NAFTA Reconciliation Status Code            |
| NAFTA Reconciliation Status Description     |
| Other Reconciliation Due Date               |
| Other Reconciliation Entry Number           |
| Other Reconciliation Filed Date             |
| Other Reconciliation Type Code (from trade) |
| Other Reconciliation Type Code (from ACS)   |
| Other Reconciliation Type Description       |
| Other Reconciliation Status Description     |

| Summary Header/Status          |
|--------------------------------|
| ABI Control Status Code        |
| ABI Control Status Description |
| Census Warning Status          |
| Census Warning Status Code     |
| Collection Status Code         |
| Collection Status              |
| Control Status Code            |
| Control Statue Description     |
| Documents Required Code        |

| Summary Line/Line Tariff                      |
|-----------------------------------------------|
| Country of Origin ISO Code                    |
| Country of Origin Description                 |
| Country of Origin ISO Description             |
| Country of Export ISO Code                    |
| Country of Export Description                 |
| Country of Export ISO Description             |
| Duty Amount                                   |
| Late Filing Status                            |
| First 2 Char HTS Number                       |
| First 4 Char HTS Number                       |
| First 6 Char HTS Number                       |
| First 8 Char HTS Number                       |
| Gross Shipping Kilogram Weight                |
| Goods Value Amount                            |
| HTS Number                                    |
| HTS Short Description                         |
| HTS Long Description                          |
| LPC Number                                    |
| LPC Type Code                                 |
| LPC Type Description                          |
| Non EIP Ruling Code                           |
| Non EIP Ruling Description                    |
| Non EIP Ruling Number                         |
| Non EIP Commercial Description Text (ES Line) |
| PGA Form Disclaimer One Code                  |
| PGA Form Disclaimer One Description           |
| PGA Form Disclaimer Two Code                  |
| PGA Form Disclaimer Two Description           |
| PGA Form Disclaimer Three Code                |
| PGA Form Disclaimer Three Description         |
| Product Claim Code                            |
| Standard VISA Number                          |
| SPI Code                                      |
| SPI Description                               |
| Tariff Ordinal Number                         |
| Textile Category Code                         |
| Textile Category Description                  |
| Unit 1 Quantity                               |
| Unit 2 Quantity                               |
| Unit 3 Quantity                               |

| Summary Line/Line Tariff      |
|-------------------------------|
| Unit of Measure <u>1</u> Code |
| Unit of Measure <u>2</u> Code |
| Unit of Measure <u>3</u> Code |

| Summary Line/Line Tariff FCC |
|------------------------------|
| Commercial Description Text  |
| FCC Identifier Code          |
| FCC Item Quantity            |
| FCC Line Item Number         |

| Summary Header and Line/Dates – Cont'd |
|----------------------------------------|
| NAFTA Reconciliation Due Date          |
| NAFTA Reconciliation Filed Date        |
| Other Reconciliation Due Date          |
| Other Reconciliation Filed Date        |
| Preliminary Statement Print Date       |
| PSC Date                               |
| Revised Filer Date                     |

| Summary Header and Line/Date Objects |
|--------------------------------------|
| Today                                |
| Current Year – CY                    |
| One Year Ago – CY                    |
| Two Years Ago – CY                   |
| Three Years Ago – CY                 |
| Current Year – FY                    |
| One Year Ago – FY                    |
| Two Years Ago – FY                   |
| Three Years Ago – FY                 |
| Julian Today                         |
| Current Month                        |
| Last Month                           |
| 7 Days Ago                           |
| 45 Days Ago                          |
| 180 Days Ago                         |
| 7 Days Ahead                         |
| 14 Days Ahead                        |
| 30 Days Ahead                        |
| 45 Days Ahead                        |
| 180 Days Ahead                       |
| Previous Week Start                  |
| Previous Week End                    |

| Summary Header and Line/EIP RLF               |
|-----------------------------------------------|
| Commercial Description Text (ES Line-Invoice) |
| Manufacturer Identification Code (Supplier)   |

|                                        |
|----------------------------------------|
| <b>Summary Header and Line/EIP RLF</b> |
| Electronic Invoice Indicator           |
| Invoice Line Range Begin Number        |
| Invoice Line Range End Number          |
| Invoice Number (Line)                  |
| EDI Remote Filed Summary Indicator     |
| Remote Preparer Filer Code             |
| Remote Preparer Filer Name             |
| Remote Preparer Office Code            |
| Remote Preparer Port Code              |
| Remote Preparer Port Description       |

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

|                        |
|------------------------|
| Total Fee Amount       |
| Grand Total All Totals |
| User Fee Amount (Line) |

|                                  |
|----------------------------------|
| <b>Summary Header/EDI Cont'd</b> |
| Receiver Port Description        |
| Receiver Filer Code              |
| Receiver Filer Name              |
| Receiver Office Code             |

|                                                 |
|-------------------------------------------------|
| <b>Summary Header/Additional Header Objects</b> |
| Live Entry Indicator                            |
| Destination State ISO code                      |
| Extension/Suspension Quantity                   |
| Extension/Suspension Code                       |
| Extension/Suspension Description                |
| Missing Document Code 1                         |
| Missing Document Code Description               |
| Missing Document Code 2                         |
| Missing Document Code 2 Description             |
| MOT Code                                        |
| MOT Description                                 |
| Other Agency ENN Status Indicator               |
| Shipment Usage Type Code                        |
| Shipment Usage Description                      |
| Warehouse Only Indicator                        |

|                                                      |
|------------------------------------------------------|
| <b>Summary Header/Bonds</b>                          |
| Additional Bond Type Code                            |
| Additional Single Entry Bond Producer Account Number |
| Additional Single Transaction Bond Amount            |
| Additional Surety Code                               |
| Additional Surety Name                               |
| Bond Rider Create Date                               |
| Bond Rider Legal Effective Date                      |
| Bond rider Principal/User Affected                   |
| Bond Rider Type                                      |
| Bond Type Code                                       |
| Bond Type Description                                |
| Continuous Bond Effective Begin Date                 |
| Continuous Bond Effective End Date                   |
| Continuous Bond Liability Amount                     |
| Continuous Bond Number                               |
| Continuous Bond Sufficiency Indicator                |
| Continuous Superseded Bond Indicator                 |
| Single Entry Bond Amount                             |
| Single Entry Bond Producer Account Number            |
| Surety Code                                          |
| Surety Name                                          |

| <b>Summary Header/Status</b>             |
|------------------------------------------|
| Documents Required                       |
| Drawback Paid Indicator                  |
| Drawback Paid Message                    |
| Entry Summary Control Status Code        |
| Entry Summary Control Status Description |
| Entry Summary Status Code                |
| Entry Summary Status Description         |
| Entry Status Code                        |
| Electronic Invoice Status Code           |
| Electronic Invoice Status Description    |
| Late Filing Status                       |
| Liquidation Status                       |
| Protest Status                           |
| Quota Status Code                        |
| Quota Status                             |
| Record Status Code                       |
| Record Status Description                |
| System Control Code                      |

| <b>Summary Line/Census Warning</b>       |
|------------------------------------------|
| Census Status (Line)                     |
| Census Warning Description               |
| Census Warning Code (HTS)                |
| Census Warning Code (Line)               |
| Census Warning Indicator (Line)          |
| Census Warning Override Code Description |
| Census Warning Override Code (HTS)       |
| Census Warning Override Code (Line)      |
| Tariff Ordinal Number                    |

| <b>Summary Line/Line Indicators</b>      |
|------------------------------------------|
| Article Set Indicator Code               |
| Article Set Indicator Description        |
| First Sale Indicator                     |
| Non-Reimbursement Statement Ind          |
| Non-Reimbursement Declaration Identifier |
| NAFTA Net Cost Indicator                 |
| Related Party Indicator                  |

| <b>Summary Line/Declarations</b>    |
|-------------------------------------|
| Additional Declaration Element Code |
| Additional Declaration Type Code    |
| Additional Declaration Type Name    |
| Declaration Ordinal Number          |
| Importer Declaration                |
| SWL Export Price                    |
| SWL Export Charges                  |

| <b>Summary Line/Line Tariff FCC Cont'd</b>   |
|----------------------------------------------|
| FCC Import Condition Code                    |
| FCC Import Condition Code Description        |
| Model or Type Number                         |
| Public Inspection Withhold Request Indicator |
| Prior Approval Quantity Indicator            |
| Trade Name Text                              |

| <b>Summary Line/Line</b>    |
|-----------------------------|
| Team Number                 |
| Charges Amount              |
| Entry Summary Line Number   |
| Fee Exemption Code          |
| Fee Exemption Description   |
| Consignee Number (Line)     |
| Consignee Name (Line)       |
| Foreign Exporter Identifier |
| Foreign Exporter Name       |
| Line Number                 |
| Manufacturer Code           |
| Manufacturer Name           |
| Product Claim Code          |
| Product Claim Description   |
| Sold to Party Identifier    |
| Sold to Party Name          |
| Trade Line Number           |

| <b>Summary Header and Line/Counts</b> |
|---------------------------------------|
| Census Override Count                 |
| Entry Summary Count                   |
| Entry Summary Lines Count             |

| <b>Summary Header and Line/Dates</b> |
|--------------------------------------|
| Create Date                          |
| Entry Date                           |
| Entry Summary Date                   |
| HTS Line Create Date                 |
| Release Date                         |
| Textile Export Date                  |
| Collection Date                      |
| Estimated Arrival Date               |
| Estimated Entry Date                 |
| Exportation Date                     |
| Extension Suspension Date            |
| Extension Suspension Notice Date     |
| Importation Date                     |
| In-bond In-transit Date              |
| Line Action Date                     |
| Line Action Date Source Code         |
| Line Action Date Source Description  |
| Liquidation Date                     |

| <b>Summary Header and Line/EIP RLF</b> |
|----------------------------------------|
| Ruling Number (Line)                   |
| Ruling Type Description (Line)         |

| <b>Summary Header and Line Milestone ES Events</b> |
|----------------------------------------------------|
| Milestone Date                                     |
| Milestone ES Change Type                           |
| Milestone Version Number                           |

| <b>Summary Header and Line PSC</b> |
|------------------------------------|
| Accelerated Liquidation Indicator  |
| PSC Filer Name                     |
| PSC Date                           |
| PSC Filer                          |
| PSC Indicator                      |
| PSC Reason Concatenated            |
| PSC Reason Code (Header)           |
| PSC Reason Description (Header)    |
| PSC Reason Code (Line)             |
| PSC Reason Description (Line)      |
| PSC Reason Code (ALL)              |

| <b>Financials/AD CVD</b>    |
|-----------------------------|
| AD Valorem Rate             |
| AD CVD Amount               |
| AD CVD Quantity             |
| Bond Cash Claim Code        |
| Bond Cash Claim Description |
| Case Number                 |
| AD Specific Rate            |
| CVD Specific Rate           |
| Goods Value Amount          |

| <b>Financials/Collection</b>              |
|-------------------------------------------|
| Grouping for Amounts                      |
| ABI Statement Number                      |
| Accounting Class Code (Header Fee)        |
| Accounting Class Description (Header Fee) |
| Accounting Class Code (Fee Totals)        |
| Accounting Class Description (Fee Totals) |
| Accounting Class Code (Line User Fee)     |
| Administrative Refund Indicator           |
| Balance Due Indicator                     |
| Balance Due ADD (Total)                   |
| Balance Due CVD (Total)                   |
| Balance Due Duty (Total)                  |