

Automated Commercial Environment

ACE Webinar for CEEs Transcript

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U.S. Customs and
Border Protection



Please stand by for real time captions. >> Hello everyone. I'd like to welcome you to be webinar were put in and for the center of his excellence and expertise. We have quite a few Ammonite -- items on our agenda that I am covering today my name is Shari I work in the communications team and the ACE business office and presenting with me today I have Carlos Rodriguez and Barbara Dorsey. You may notice that I am not Mr. Hilsen - I don't look like the picture of Steve. He had to be on travel today so I will be stepping in for him for this part of our webinar. In today's webinar we are really going to try to that everyone on the same page with where we stand on the ACE plan forward and two areas that we've heard from our counterparts were working at the [Indiscernible] so we are going to do a focus with Carlos and Barbara on each of the sessions once we get Throop planning 400 these are the items that we are going to cover as we discussed the plan forward DIS reports and then we will have time at the end of the webinar for Q&A. With respect to our plan forward I know many of you have been hearing about ACE for years and are quite familiar with it. Our overall context is the single window. This is something that we have heard about for many many years but we have some excellent backing earlier this year when the president signed the executive order streamlining the export import process for American businesses work this was signed on February 19 early this year and this executive order directs the 47 agencies that have a rolling tray to complete development of an electronic single window by December, 2016. So by the end of 2016. As you all know the single lender will enable filers to send all data required for import and export transactions to one system. Tran1's offense stemmed by which we will be implement in the single window. It will be less paper streamlined decision-making by the government. Trade sends all the import export data into one system ACE which is a single window government response are one system. That is what we are looking to accomplish by the end of 2016. If you look at the next slide are dates for implementing ACE really lineup perfectly with a mandate set forward in the executive order. I hope everybody on the webinar is released -- really familiar with the state. We have established the day to get all users on board with ACE. The first one is May 2015, seven months away and that is when all electronic import and export manifest will be required to be filed in ACE. The next day we have is really a big date for everybody. November 1 date for everybody. November 1, 2015 . That is the date by which all electronic entries in a tree summaries must be filed in ACE.

That is a key date. All entries in a tree summaries are just 13 months away. Our final day October 1, 2016, is when all remaining electronic portions of the cargo process must be filed in ACE. These are the dates were marching to. I hope everybody is already very familiar with these dates and premiering with the states were trying to enter our trade members are on board and were looking very closely with our partner government agencies to be sure that they are ready to build a window and ACE mandates as well. Some of you may already be familiar that we have transitioned to the software methodology and this is launching is forward to complete these in this timeframe and this is the system by which we will be completing the development of all court trade processing capabilities in ACE and decommissioning the corresponding capabilities and the logic -- legacy systems by the end of 2016. We are well underway. We have a developmental deployment

schedule posted on tran2.gov that we at the on a monthly basis and it lays out the seven deployments. Some of those deployments are broken out into separate the leases -- separate releases and we deliver deployments ABC and the first part of the the second release of deployment D is actually going to be delivered this weekend on October 18 and then we looked through deployment D to finalize all court -- court trade processing capabilities delivered in ACE. We are well underway with deliveries made were making great progress with the transactions that are being filed an ace and we currently to have approximately 40% of entry summaries been filed in ACE are high was a couple of months ago when we hit 44%. Last month was about 40% and about 50 or 55% of our service providers are certified to file entry summaries in ACE. We are making inroads with a long way to go still but we are working diligently to make sure that we get all of our users transition to ACE. Again I mentioned that the schedule -- the development and deployment schedule meaning the timelines by which we develop the capabilities and deployment meaning the timelines by which we deliver these capabilities to our users -- that schedule is available on CBP.gov/tran1 and this is just a high-level view of our capabilities that fall within the remaining deployments. Appointment research appointment she. As you can see are mandatory dates are included in the development deployment schedule. May 2015, November 2015, and October 2016. We had talked earlier -- I am purvey -- presuming that many of you are familiar with ACE and we have been working with ACE for quite some time so you may have seen this chart before. Which call this a beaker try and what we are trying to do is to pick the functionality that we deliver in ACE and the functionality that still has to be delivered in ACE. So if you take a look at the first week or it is our manifest beaker and the blue are under the water are the capabilities that we have delivered it in ACE all three of those modes manifest for all three of those are required to be filed in ACE and the remaining mode is air which will be delivered in January 2015. We are well on our way with the manifest capability. Then if you look at cargo release we have about 65% of our cargo release capabilities delivered an ace and we are willing these out incrementally to participants in the ACE cargo release pilot. If you are not a member of the pilot and you are interested we would ask that you contact your client representative to become a member of the pilot it started back in 2012 with the air med and we have delivered capabilities for the additional meds and as I said we are facing in the rollout to our pilot pages of into the cargo release pilot. Our entry summary beaker we have approximately 60% of the processing capabilities delivered in ACE. Users can file entry types 01, 11, and three in ACE today. We have implemented much of the entry summary validations which were a key request from especially the brokerage community that we needed to go back in those validations that we had an ACS legacy system into ACE so we are well on our way to have in the book of the validations in ACE. As we said it earn about 40% of our entry summaries filed in ACE today and we've seen a recent increase in March. We were about 25% of entry summaries and we are currently at 40 and working to keep increasing the number as we go. In the export beaker were at about 45% of capabilities delivered. Earlier this year in April we transition automated expert system into ACE so the export commodity filing is now fully an ace and were looking at the delivery of

our export manifest in ACE . This weekend we will deliver the capabilities to file a are and -- air export manifestation an ace and that will be off raised by the publication of the Federal Register notice that will be out in the near-term and then a January they would deliver the capabilities to file ocean and rail as -- export manifest and ACE. Finally our single window integration beaker this includes both the capabilities of the PGAs need for ace as well as the integration of the PGAs in ACE and we are roughly 55 % complete in that area. We know that is a key concern to our trade users because we don't fully and properly entered -- and agreed the PGAs than the trade users can file their transactions in ACE. That is how we depict beakers and what is -- the way to look at that is the next slide site that ash slide nine so we the capabilities that we delivered once we started with the methodology. This is broken out by process area just as the beakers were so we have cargo release , entry summary, and export. This is just another way to look at what is delivered in someone of a more detailed fashion. For cargo release we deliver the capabilities by motor transportation. As I mentioned we start the cargo release pilot in the error mode so we are furthest along with that we have since added ocean and rail and were slowly bringing up truck. So these capabilities have been delivered they are not all yet available to all filers because we are intentionally very cautiously rolling out the new capabilities in the pilot to ensure that everything is working properly. We do test with the users and only relate out to a broader audience. That's where we stand with cargo release cement for entry summaries slide 10 depicts the validations I have been delivered to date . You can see that we have been delivering this since we started with agile development rollouts and -- in November 2013 and is go to our last release which was July 2014 and again in exports the delivery has been the migration of the automated expert system an expert commodity processing to ACE. Tech is a picture of what we've delivered to date. The next slide shows the current deployment that we are working. Deployment D is broken up into three releases. We delivered the first deployment in July that covered unified filing of cargo release it -- and ISF data. Our next releases I mentioned is this weekend October 18, that will have a new EDI query for our trade filers covering cargo and manifest data and will also deliver the capabilities to file export manifest an ace and the error mode of it transportation and will deliver capabilities for PGA pilots. While we will deliver this capabilities as we can we are working with the PGAs and the interest of trade parties to start the spiral -- pilots of the capabilities will be delivered this weekend the startup of the pilot will lag slightly behind that. I last release of deployment D is January 3 where we will ring up import air manifest and that is our last mode of transportation on the import manifest side to be delivered in an is critical to meeting that May 2015 mandatory date. In cargo release will to -- be delivering some additional broadcast capabilities as long as -- [Indiscernible] and entry summaries will be delivering the electronic bond for both single transaction bonds and continuous bonds this is something we've been working with our trade users for several years. We will also be delivering export accounts and again as we mentioned in the export side we will deliver real and ocean manifest. That is what we have delivered recently and coming in the near-term future. As far as I deployment. We are really encouraging you

are not yet filing with ACE to begin filing now because there are benefits and filing these various transactions in ACE. Looking at the cargo release in the entry summary filing streamline data submission must paper with had our entry summary finally that there for quite a number of years so hopefully several of you on the webinar are part of the 44% of the entry summaries that are been filed in a center experience in his and if it's already. Again, our message is to please get on board quickly we do not want users to wait right before the mandatory dates because we are well aware that RCB -- CVP resources will be much more diminished the month before the mandatory dates than they are now. We will not be is able to help users with technical problems if we wait until the last minute. We are really encouraging users to onboard now to work with us through any technical issues there any questions that come up. If you start filing entry summaries now you don't have to file any of your -- all of your entry summaries you can choose the amount you wish to file but we are really looking to increase our trade onboarding sooner rather than later. The chart on the right does provide a picture of what can be done via EDI in ACE and what can be done via the portal and ACE. We have recently received some questions on whether entry summaries could be filed via the portal and we will not be building entry summaries via the portal and the 2016 timeframe. This lays out what can be done via EDI and when can be done through the portal. We would say to importers if you don't know, if your transactions are being filed an ace please talk to your brokers. If they are not been filed an ace please ask your broker with the timeframe as and the plan to transition to ACE and to brokers we would say please work with your software vendors to ensure that if you're not failing in ACE you know the plan and the timeframe to begin filing in ACE so you are well be -- I had of the mandatory dates and prepared well in advance. Client reps are out there very willing and able to help everybody with the on boarding process. We are working a very targeted approach to onboarding our trade users. We've set up a task force to reach out to the filers to discuss if they are not yet filing in ACE why they are not filing in ACE we know we have some myths out there that we are trying to debunk and there's also some legitimate issues and we are trying to work around this to make sure we make the assessment as possible. You have the contacts for a transition outreach approach on the slide and we recommend that you contact your client reps for any questions that you have. We really do encourage filers to begin the transition process and begin at CNN rather than later. With that I would like to show in the webinar over to Ms. Barbara Dorsey who is going to walk us through the document image system.

Good afternoon I am Barbara Dorsey I'm like the ace training team and I wanted tell you a little bit about the document system board DIS. The CBP office of international trade and the office of information and technology have worked together to create the system that allows participating trade partners to submit document images to us CBP electronically. DIS will accept images of official documents and supporting information that you currently submit the a hard copy to both us and PGAs. Once documents are submitted to us will process them and we will securely store them so that we will bring them up, review them, and adjudicate them. What are the benefits of using DIS. First

there's some cost savings by eliminating paper document. Plus, you can get your cargo or your documents reviewed faster in your cargo released sooner. How does DIS work? For the trade it's pretty simple. You simply submit a document that CBP are one of our partner government agencies has requested we will receive the document and we will let you know that we have received it. CBP and the PGAs will go and and they will look at your document image and determine whether we can accept it or we have to reject it if we reject a document that you have submitted, we will send a message back to you explaining why it was rejected. Off the top of my head sometimes it will be a poor image quality and we will ask you to resubmit that document again. And the cycle kind of begins. From the CBP side CBP will retrieve your documents associated with an entry and we will look at then we will review them and we will look at our PGAs to determine whether we can it -- accept or reject it. What documents does DIS accept? Well we accept cargo entry and entry summary documents as well as expert manifest documents. You will see a link at the bottom of this particular slide. Quincy at the slide I highly recommend that you select this link and get a complete list of those documents. Just some of the CBP documents that we will accept include single transaction bonds activity type I importer security filing bonds, activity type XVI and that is a PDF attachment via email. We accept 3299's declaration for free entry of unaccompanied articles work SEF 4455 certificate of registration. Cf. 4457 certificate of registration for personal effects taken abroad. A 3229 certificate of origin. Vehicle title, permanent, for ocean expert manifest we accept those tech the expert manifest 1302 a declaration of entries and then there are several other documents that are spent -- accepted that are not specific to any agency. Right now EPA is a participating in our pilot for DIS but soon to come on board will be know where the Centers for Disease Control aphis food safety and infection -- inspection service as well as the Defense contract management agency. Like I said please when you get your slide please click on the link to view all of the documents that are partner government agencies and the rest of the things that CBP will accept. So how do I get started with DIS collects you can submit documents to DIS electronically using ABI or email. If you use ABI DIS uses XML to format the metadata the acceptable data communication methods include secure FTP, secure web services, and existing ABI and queue mechanism. Ocean expert manifest documents can only be submitted via email and cargo released documents if you are participating in the cargo release pilot test can be submitted via email or EDI. If you want to start using DIS you need to become an ACE entry simile filer -- summary filer. You can also call your client Representative or your software provider. With that I would like to trim the presentation over to Carlos who will be like any through the ACE portal.

Thank you. Good afternoon everyone. My name is Carlos Reich -- Rodriguez I am with the ACE business office seven a national trade and very happy to give you presentation on ACE reports. For those of you who have not run ACE reports in a while, back in November last year with our first ACE deployment we did an update to the ace reporting tool. This update was really to be able to continue receiving support from the product vendor so the report the same reports that you up and running and the system it's just a navigated to the interface has

changed. Today I am going to highlight some tips and show you some shortcuts and hopefully we can get you back into running reports. Without go ahead and switch from this presentation to the live environment. So give me one moment and I will share my desktop. [Silence] okay. Hopefully everyone can see the secure data login screen and just as a reminder make sure when you are entering your username and password be careful with the password because you only get three attempts to login for your account is disabled if your account becomes disabled you can always account service desk and have your account activated again and for those of you who are not aware look at the very bottom of the ACE portal login page you will see the phone number which you may call. I will go ahead and login to our account. Also keep in mind that the system will change your password every 90 days. It's really important that the new password that is created has not been used previously as a system can remember old passwords and when you change your password I always recommend that you close all of your Internet browser sessions and just open up a new one when you are logging in with the new password. So the screen that you are looking at rainout has come up because of classic and access and this is a feature that is available in a secure data portal that the trade account on a can grant another trade account owner so I will select the account that I want to work in today selecting continue what we will see when we log into the portal is the home job and from the home tab I'm going to switch to the account stab and one thing she always remember when you are in the account tab it's really important that you switch to your account via before you launch is reports I will wait a few seconds to make sure the page the and it's really important for importers to do this step because of an importer remains and the broker you and tries to run a report what will happen is data will not generate in the reports if you run a report you won't get any data there's a chance you are probably in the wrong view to make sure that you exit from the portal and the login and the appropriate field. From the accounts tab I will click on the reports link under the my test selector and no open up a new Portland on the right-hand side just to give you a click desk quick reminder on the Treo. It will never change the port looks at the change are the one on the right-hand side. Once I click on reports you will see a report let Colin -- called launch reports and report till. It's really important that your Internet browser and pop-up blocker is disabled or the reports interface will not open. Another thing I want to mention is with the update that we had back in November authorized data extract reports have now been moved to its own individual module so you won't find them under the folder area any longer they are outside of is reports. We will take a look at that after we going to the report still and that will open up the is reports interface. One recommendation that I have for all users is when you launch it support

-- ACE reports is to maximize the browser window otherwise you will not cease reports when the program opens. The first screen we see now is the home tab. With this update that we have, we are now able to display multiple reports at one given time so users will be able to navigate different areas within the ace report still -- ACE reports tool and I think that's great because previously a user could only work on one report on one screen at a time. So the first thing that we see on the very top of the right-hand side is a couple of links the first

one is applications which this launches the report total editor and this allows users to create customized reports so if you are an ACE reports superuser which is what I call folks that work a lot in the reports tool you will be able to customize your own reports work the application think allows you to create a report from scratch and basically all that is involved is the user selecting the universe in which they want to use to customize a report work for applications the next link that we have his preferences. The screen is very important that each user go into prior to running reports because there are some settings that are not set so before you can actually launch a report and fill in prompts you need to review the section. Under preferences I am going to select the web intelligence link on the left inside and the most important area to look at as under view and modify. The options that we recommend to select our rich Internet application for both of you -- for both of view and modify on some users have reported that selecting web has improved performance of ACE reports. So if you have rich Internet application selected for both areas and then you want to switch to web you can do so and you will see that sometimes the reports will run a little bit faster that way so keep in mind that this is something that needs to be verified before running ace reports. I will go ahead and hit save and close and you will see a message asking you to reload the page so I will just go ahead and say okay and then I will click on the refresh icon at the top so it launches a reporting tool again once you are back at the home tab -- this new page that we land on basically is a workload view showing you recently opened and recently scheduled report so under my recently reviewed documents if you are running reports and exit from the program and log back in rather than going to the actual root port and running it again from beginning or the starting point you can actually see a list of the report name under my recently viewed documents. You can click on it and it will open up the report. No depending on its now you say the report when you first run a if you say that so it always displays the prompts when you launch the report it will open up the prompts box when you open up the report. If you say the report to save the data that was generated on a report it can also open up and display the data that was last ran in the report. So my recently viewed documents is just a shortcut to access reports that underneath we see a panel this is my recently run document and this is where reports that are scheduled for the user review. There's another way to actually access the scheduled reports but if you just want a quick view of the scheduled reports he can actually click on the report name that will last under this box. My inbox and my alerts these are boxes that are not currently used from the home tab I'm a go ahead and move to documents in this is the primary tab that you will be working on the most tech those of you that would prefer the documents to display first -- you do have a way that you can control which tab defaults. You can also indicate which panel for this example I have my documents but you can change these things around. From the documents tab in the previous interface we had all of our folders and all of the report folders together now they are separated into drawers. I'm going to go ahead and close my documents drawer. On the very top of the drawers we have a menu that provides commands that allow you to control the contents of the drawers. On the right-hand side you will see a set of arrows and the page number box. The right-hand side of the panel is where you are always going to see

the contents of the different drawers these lists will grow. So as a start saving reports he will have a net -- way to navigate between pages so this is so it just lets you move from one page to the other thing can type in the page number as the list grows. On the left-hand side where the folder drawer so the first one is my documents and I will go ahead and opened up again and this is the area where you will find folders that you can save reports and the system and they will belong to you. They are not mixed in with the list or public folders so my documents contain a folder, my favorites and under that you are able to root -- create new folders or subfolders we can start a reports. I normally suggest offices with multiple ACE users to create folders for the different users because of people go in and start creating their own reports and saving them it is a more organized way to keep them under individual folders in rather all under my favorites keep that in mind you can create a subfolder and once you create this folders you'll have the ability to delete them or move them around if you need to put them in special order. That is pretty much what my document provides a remove next to folders and that is where you will see the public folder and that is where you provide the report

Next a public folders there is a + which I will go ahead and click on to expand you will see a new folder which we did not have before but you will see all the standard folders we had before. You will have a help older which is where you will find the ace reports user guide as well as the a supports dictionary. I'm going to go ahead and click on the subfolder and on the right-hand side you will see the contents of the folder which in this case is the reports dictionary. I will move back up one level II the help trade subfolder and that is where you will see the user guide for ace reports. So this document is something good to have saved on your computer so you can reference it as you are running ACE report underneath the help folder we have account Anna Schmidt and just to give you some this is where you will find reports for ACS and ACE entry summary transactions for this is broken down into account profile. There's an account profile sub folders of this will just give you account information than we have aggregate reports and we have detailed reports which will give you cargo entry which will be the 3461 data as well as entry summary reports which is your 7501 data. They are split this way because aggregate reports which is give you summarized information whereas detailed reports will give you very detailed information on the entry summary transaction. This is where we will provide you with a lot of information this is where they are divided into additional categories and sub category

This is your 3461 records cargo -- cargo exams which are all the exams for the 3461. Then you have entry summary then you have a couple of entry summary compliance reports now one thing I do want to mention. A lot of times when you click on the + next to the subfolders you will see additional subfolders con workflows. I get a lot of questions on what is underneath workflows. What you will find there are reports that can be generated within a main report. So for example let's say you are in an a.m. 008 entry summary line-item veto report NEC hyperlinks on certain columns in certain data when you click on this hyperlinks the system will open up an additional report. Those

additional reports are found within the main report and are listed under workflow so they don't have to go through the step of running the main report first and you don't want to have to dive directly into the underlying report any can visit the workflow subfolder and most of those reports will be listed there. That is just some information I wanted to share with you about the reports and folders. Let me also talk about some of the additional folders. This is where you will find reports that provide periodic monthly statement data so if you are a PMS participant you can run reports under this voter and see your entry summary transactions now if you are not participating in periodic monthly statements you will find those records and any of those reports there. I just wanted to mention that and then under entry summary this is the folder that we hold all of the reports that pull in ACE entry summary transaction so if you are filing ACE entry summaries right now you can actually run the reports of entry summary subfolder. Another is one report that I do want to mention that the trade can actually pull in and about a scenario that I'll show you later on on how to set up for importers and brokers. The ESM 7025 CBP form 28 2946 and 47 report this report provides [Indiscernible] transactions that are delivered to an importer eight -- ACE lookout. As a feature and it is the forms tab that is provided -- that provides the importer a copy of the CBP form that is issued by an import specialist. If the importer did -- designated there is portal accounts to receive electronic forms or the portal and those forms arrived into an importers account the importer or the broker can run this report to see if there is any [Indiscernible] but it is a way for brokers to monitor these activities is to run this ESM 7025 report. Another weather brokers can monitor than information is the importer giving them access to their account. So the importer wants the broker to actually launch and see when those forms arrive into the is for the account. The importer can grant the broker access and in the broker can actually log into the brokers account and monitor those forms. But this is another way that the broker has to actually see of those forms have arrived into an importers account without actually logging into the portal. Notice report I do want to mention that it defaults ace entry summary records only but there is a way that a report can be modified to capture ACS entry summary transactions so I will be showing you shortly about that is a scenario. So moving along back in the folders draw we have multimodal manifest reports which will provide inbound information as well as manifest data. These reports are Stickley for carriers that we to give importers and brokers access to the trader reporting subfolder and there is a report called the MMM 9022 which anyone can actually run and get information so we will then not report start -- shortly so we can actually look at the objects that are available. And then references we have a couple of reports your if you ever need a list of your firm's code we have the MMM 1603 which will provide a lookout list of the firm's code in your reports. You can run and just keep handy then shared reports this is a folder that should be used by all companies and it is a place where a CE report users can actually store reports that they have worked on in the can share with other users in their account work one recommendation as whenever you are customizing or modifying your report and you are going to save it to the shared reports always make a copy and store it on your favorites folder so if anyone goes in and make the change you still have an original copy

saved away. So as far as the data refresh or availability let me just mention that entry summary data is always available the next day. Periodic monthly statement reports found under the account revenue sub folder is refreshed hourly so any reports in their account revenue is refreshed hourly their frequency is a little bit different from reports in the trade of running subfolder this information is updated every two hours that is available and this report is only available for 30 days whereas the other report you can go back for fiscal years plus the current fiscal year so you have five years that you can draw data on these reports with the exception of the multimodal manifest reports so now let's go ahead and that the search panel. So anytime you are running report if you can't find a specific report you can always use the search capabilities any can just type in the name of the report you can type in a keyword and he can actually open up the report from there. With the most frequently run reports under your account management work folder there is the a.m. 001 report this report I always recommend importers to recommend it because this will give you a list because -- of all the filer consider filing transactions so this is a good reports monitor to make sure that only the brokers that you are aware of that a filing transactions on your behalf are actually filing transactions so the a.m. 00 so the a.m. 008 will provide you detailed data so if you have entries with 100 lines this a.m. 00 a report will give you a listing of all those line items records. The a.m. zero 68 will just give you a summarized report of entry summary data and not report I like to recommend people to run it because they can get their liquidation dates of the importers filing recon they can see if there's any recon pleasant actually the a.m. 008 they can see if there's any recon pleasant actually the a.m. 0081 actually provide the recon information. Now the a.m. 100 part before those were sent by mail to the importers now there is a report that is available and the ace portal. Under the entry summary reports folder where the ESM 7008 which is almost the same as the a.m. 008 but it will only drop ace entry summary records. The ESM 7068 assignments the same as the a.m. zero 68 but it will just provide a summaries. The 25 we just talked a little bit about it very important to run this frequently because you will see a list of those forms that arrive into your ace portal and those forms we need to follow up on because they are time sensitive than under the multimodal manifest folder the 9022 report is a good report to run it will give you information as well as manifest details. Under account revenue the AR 007 periodic detail is another report that everyone should run frequently because this report will provide you information on the upcoming periodic monthly statements that are due to U.S. Customs but it also includes entry number information it provides daily statement number information whereas the AR 007 the periodic monthly just gives you the basic periodic monthly data. So these two report sense if the input is not finding their own record and they rely on the brokers to get a copy of the statements the importer can actually log into the ace portal account and see the totals are going to be doing the due date for the periodic monthly statement so cut down on telephone calls to the broker and then information well be a mirror image of the statement. It is not the actual statement because the statements are generated or AVI but you can see the act of any that will be coming up in the actual periodic monthly statement that the broker receives. So now I'm going to go ahead and run a standard report

and then I will switch back to the live environment in the report that I am going to run today is the MMM 9022 status to our refresh for the first of running a report is just to double-click on the title of the report now you can also write? And he will get a manual with a view optional lunch the report you can go on that way as well and then the next thing that we see is the prompt spot before human in a report the system will ask you for criteria to run the query so anytime you see the list of prompts with items that are labeled with a red arrow what this means is that you will need to provide us with the criteria. Anything that you see with the green checkmark means that it is defined and the way that we define it as many times we use the default value of all but you have the flexibility to change that and provide specific materia so I recommendation is if you are running reports in your noticing that it is taking a long time to generate results you might want to provide more specific criteria so the query does not take as long and it will provide you with a greater amount of data that you are actually interested in looking for it. So right now the first prompt is enter [Indiscernible] and begin so I can go ahead and type in my dates or I can select it from the calendar and let me go ahead and select today's date is my beginning day and then I will move on to the next prompt which is the end date and I will select today's date as well. Then it will ask me for my manifest create date keep in mind ever report has different set of prompts. So for this example it is asking me for the manifest a and I am just going to use today's date throughout just as an example. Once the prompts are defined let me show you one of the prompts that is already defined . Anytime you are working with the prompt and then there is a list of values that can be provided what you can do is select the prompt and work on the right-hand side which is where you actually specify the values anytime you see this refresh values icon click on it because at times we won't provide you with a list of choices to select from so if you don't know what this particular prompt is you can just click on refresh values and select your option and then just move it over to the right-hand side using arrows . Just going to go ahead and remove all because I don't want the system to Bolin all the data records and I just wanted to specify fully closed transactions so you can is that future as your defining your prompts you can also just provide a default value so for this prompt it will make up a number and I will have to move it over to the right-hand side and I will just hit run query once the prompts are defined in the system will generate results in this case I have a slide that I can show you what it is going to look like with data so this is what the report will display once you find the prompt once the deport -- report displays data you are placed in a reading mode which allows you to perform basic commands for example you can save this report and I'm going to show you how to save the report now. When you are saving a report you can select either to save it to the favorites folder or you can actually save it to your computer and when you save it to your computer you can either select to save it into us/Excel or PDF or text. Now leader on I will show you how it is not available through the reading mode once we get into modifying reports we will switch to the design mode and I will show you how to save it to CSV. Now one thing that I did mention earlier. When you are saving reports if you want to save the data and not have to go through the prompts stuff again this refresh on open box needs to be unselected if it is

selected annually that is selected every time you run the report it will provide you the prompts which you will need to repeat for you run report so keep this in mind now the other thing that I do want to mention. The city right now may look a little bit different than what you are currently running and the reason that happens is because the preference setting impacts on how some of the screens display. So if you're viewed as not look like this don't worry it's because he probably have a different setting than I do. But just keep in mind that the concept is pretty much still the same. Now you have the ability to rename the report if you wish to but it will default to the standard report now from reading mode you can also print a copy of this report of the need to for the print icon will allow you to print this to a PDF format and then there's a couple of other features particularly being able to filter data that you can do run reading mode. Most of the functionality is found under design met. I will not close this report because I want to actually show you how naïve can run multiple reports. I will go back to the documents tab and I am going to run another version of the MMM 9032 status report. This time we are going to modify the report. Notice how on the very top we have the -- we have two MMM 9022 billing status reports that are open. This is how -- this is one of the benefits of this new interface. You can run multiple reports. I am running my second MMM 9022 report and this time of going to modify it. So let's say that I run this report and I don't see certain data objects that I need. With a supports you have the flexibility of being able to modify all reports. So to modify a report there are two ways that you can approach that. I can actually do -- you can actually save about to your favorites folder and select the modify mode or you can just run the report as a standard report. Then when you see the prompts just hit cancel. What will happen is the system will bring you and tell you blank report and all you need to do is click on design. So that switches the view so notice how now you have two sets of tabs which allow you to modify or further enhance the report. So just to go over some of the tabs to make it familiar with what is available on the left-hand side you have two tabs your file and properties. The file tab just contains options for managing the document file. Under properties you have options for displaying the information and modifying the report and this is considered the main toolbar which gives you editing options on the report. On the right-hand side you have report element which contains options are commands for adding removing and modifying different pieces of the report you formatting which allows you to change the appearance of the data cells are the actual table because all these default colors and fonts you can change that as you are working on the report. Net data access is where you are going to find the options to access and modify the query on the report and this is where we are going to move into next analysis and he will have features to renew track and manipulate the data inside the report and in the page setup is just printer options for the report. Will click on the data access and many need to look on the data wrote -- data providers of Ted and click on edit. This is what is going to open the query panel which is what you will use to modify the report there are a couple of changes here with this new interface. You can now under the universe outline which is the area we are going to find all of the classes and data objects for this particular universe and to use for this report you are now going to be

able to search for objects so if you're not sure where to find it you can just type in the part of the words that you are looking for or you can actually type in the entire value and then the system will only display those data objects and they don't make it a lot quicker find in them. Keep in mind that a lot of these objects are duplicate -- they exist in different classes so my suggestion to you is that if you select one and it does not work or you don't get any data you might want to try the next one because it will at times provide information that you are looking for. When you are late working with the universe outline you can expand classes you can use a zero balance to manipulate the list. On the rain on Friday will have result objects which is where you feel the objects that are part of the standard report any still have the ability to add objects to this panel so let's say that I want to add an airport code I can highlight the data object and just move it over using the arrows are dragging it over and had -- adding it to the list of result objects. You can also remove objects that you don't need by selecting them and clicking on the remove it -- icons to get rid of them. They have the query's filter where you can also add objects you can add data query objects into the query filter and you can also drag objects from the result objects panel and these objects when you add them to the query filters you have the ability to add conditions or add specific values so there is a lot of filtering method that you can run when you are modifying a report. All of the filters will do is provide you specific information and it will speed up the processing time to get results the one thing that you may have noticed that the icons used on the data objects is changed as well before we used to Luvox to identify the measures and dimensions and how is the blue diamonds now before we used to see pink circles and the rulers are so identified with the gold funnels. So the thing features that were available before can still be used when you are working with the query panel this is another screen that might look different based on your preference settings and other users may have a different look to a the same steps apply for both versions. So just keep that in mind. What I am going to do next is go ahead and just add a couple of objects to the result objects panel because there is one more step involved when you modify a report. Once you have the objects in your ready to run the query you will click on the run query button then he will see the prompts again which you will need to complete and I would -- I will just select my two-day stay as a default date . And now the run query button is available slow click on it now when the report is modified there is an additional step that we will need to -- that each user will need to do and that is dragging the objects into the table. So I will go ahead and drug the airport code and then I believe I added the create date so whenever you modify a report there's an extra step to add the objects again and to the table. So every time you add an object into the table the system will refresh and it will provide you with the information. I have a slide that I can slowly -- show you with the data here does. So just like a standard report when you extra -- extract that into Excel or the other formats it will display in this manner. Now going to go ahead and show you how to export a report in CSV such a export import into CSV you will be able to do it from the radiant panel that you will be able to do it from design. Now I will have to go and change a few setting so we can see the option row? So just one second. I will go ahead and refresh the screen for a second. I will switch and

the documents and I will look for the MMM 9022 report again okay. So I will switch into design mode and that should come up shortly .

So now once the report is up and going to switch to design mode and I will click on cancel because I don't have any data. Under design mode if you click on data at assess you will see a tools tab and there will be an option called expert data. So this will give you the option to save the report to CSV. When you're working when you are working on a modified report you say that from the save icon under the file tab you won't see the CSV option because you only see PDF excel or text. If you need to save it to a CSV format you can always go to the data access tab select tools and then select expert data. From there you will see CSV. Going to go ahead and hit cancel off the again just like you did with the standard report when we want to save the report which is click on the save icon and you will have the ability to save to be a supporting's -- tool and he can save a tiered computer annual Dick Tate which format to save it under now. I brought some examples and I will go ahead and slit -- switchover to the slides to show you some of the available functionality that I mentioned earlier. For example when you are modifying a report we now have the ability to list MPF and HMS values on the ESM reports previous to these objects being added the only way that users will actually get a breakdown of this piece was to modify an account rid of the new -- revenue report and what happened was those users that were not protected -- participating in monthly statements were not getting any results so we recently added the new data objects there is a new date ash -- issue now that we are addressing and we're not been drawn from the header level instead a lot of users will see designated to the line item level and that is actually being address as we speak but just to show you how to get those objects into the report I prepared a screenshot of the query panel and notice how under the

universe outline we have three new data objects one is called merchandise processing fee the second is called harbor and a third one is other fees which now can be added to the result objects panel and then when you run this report in the give you a breakdown of those fees. Those who -- so this is something in a new they haven't run a before I would encourage you they are found in the entry summary universe under the financial class and the collection subclass. Now another scenario that I have brought with me today is modifying the ESM 7025 CD3 forms 2829 report and I mentioned that this report defaults only [Indiscernible] to capture entry summary transaction such as do that you modify the report you could be much modify the ESM 7025 and there's a default query filter call the summary source code that specifying a century summaries only if her -- if you remove that query filter any run the report in Poland both ACS next scenario is using while cards and adding query filters and get a bigger scope of data if you don't know the exact or full value we do is use a wildcard and each object has a condition which you will need to select matches pattern and the key to using wildcards is using a percent symbol next to the value that is constant. So make sure that the condition changes to match the pattern any provider value is mentioned for -- information that you know on the value and add a percent symbol they can also change the query filter positions and is a the and and or signs that we see below and any time that you run a report illness the query filters panel as a list of filters and the condition for all those filters is

and that if you click on the word and you can change it to in our condition or you can use nested clear -- query filters and what that means is basically you are dragging to objects and adding the second condition to the query filters panel. In addition to all these objects being considered when looking for information you can add a second condition and then he can also change it to and or condition anybody is always criteria's for the reports. With that, all I want to say really quick how to schedule a report. You can schedule a report by right clicking the title of the report and clicking schedule and you can also do that from either the folders panel and from the documents one new feature that we have available now is that you can email the scheduled reports so as you are completing the values for the scheduled report there's a place called destinations that allows you to select email is one of the destinations places and all you do is provider email address and the scheduled report needs to be sent to and you will get an email message with your actual report. So that is another feature that I highly recommend. And last the authorized extract I mentioned it now than on separate module they are now part of the standard reports found under this reporting tool and one new feature is that we now are able to run of the report at the present moment and we don't have to wait until midnight to get those authorized extract reports any longer. So these are the nine reports that you can schedule for an authorized data as struct -- extract and what their generated he can import them into Excel or access to view the information. On that note we will go ahead and open it up since we are little short on time we will open it up to the questions and answer session. Thank you very much for your attention.

One of the questions is if an incorrect document is scanned and by trade to DIS with a broker or IOR are they able to retractor Julie the incorrect document the document will never be accepted a CBP and you will receive a message back to saying that the document that you submitted is not one of the documents that we accept. So in essence you don't have to retrieve it because it never was accepted.

Another question is why would an importer record run the BLL status report. This report the NNN 9022 is similar to a query that's available in ADI where a fire can actually type in a [Indiscernible] get details so that Eminem report can provided that information. So if you are not a filer any don't have an ABI system you can use this report to capture that information if it is on file with CBP. Another question is what is the best contact for help in modifying or creating reports I would suggest contacting me base account service desk and basically they can assist you modifying reports if you have any questions on running reports also there's a lot of training materials on these reports available in CBP.of Governor and I'm sure any of the links that are available there's also web-based training and a reports dictionary that you should download and they will provide you with a lot of definitions on the available reports. Another question is any reports that capture a list and of all unliquidated in liquidated entries. We do have a couple of reports of the trade can run to see if an entry is liquidated or not the a.m. zero 68 will provide you with liquidation date information that you can run and it will provide you with that information. Another question on when will the importer be

able to CPSC is that are submitted by a Finder while we don't have a PSC report per se but you can modify the ESM 7068 or even the a.m. zero 68 and there's a couple of PSC data objects that are available that can provide you details whether an entry has a PSC filed or not.

Another question is does DIS have a reports capability? No it does not. Is that something that is going to be built-in clocks in the future?

I have not heard that it is but I will check. >> I think this is a DIS question. I think the first question pertains to if the incorrect form is uploaded acceptable form by CDP how can this form be deleted? There is not a delete function as part is to -- as part of DIS but I will check.

Another question. Whether be anyone -- other webinars specifically on reports? We have posted a couple in the past I would suggest visiting the ACE outreach for trade page on CBP.gov and if you scroll the way to the bottom you will see a listing of past recordings and presentation slides. The Mac -- just keep visiting the website because we host future webinars we will be hosting them there as well P --. If you are not already subscribed I would suggest signing up for the carbo systems messaging service because we are announcing upcoming webinars the other channel as you can see there's the link to actually subscribe to the messages and you can also visit CBP.gov and search for CMS this and search for messages with that thank you for your participation this afternoon and we look for to seeing you in future webinars. Have a nice day.

[Event Concluded]