

# ACE Collections - Release 4 Billing

User Manual Version 1.0

October 2021



U.S. Customs and  
Border Protection



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# 1.0 - Introduction

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## 1.1 - Resources

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### [ACE Portal Training](#)

Provides navigational descriptions of the ACE Portal and detailed step-by-step instructions on different ACE Portal functionalities.

### [ACE Reports Training](#)

Provides user guides covering topics such as accessing and navigating ACE Reports, running reports, saving and exporting a report, modifying query filters, creating ad hoc reports, and more.

## 1.2 - Contact Information

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### General Assistance

- For assistance with the ACE Portal, contact the Technology Service Desk: (800) 927-8729, [cbp.technology.service.desk@cbp.dhs.gov](mailto:cbp.technology.service.desk@cbp.dhs.gov)
- For Billing inquiries, please contact the Revenue Division at (317) 614-4811 or [billinginquiry@cbp.dhs.gov](mailto:billinginquiry@cbp.dhs.gov). For Entry inquiries, contact the [relevant Center](#).
- For questions about future ACE Collections development, contact: [ACECollections@cbp.dhs.gov](mailto:ACECollections@cbp.dhs.gov)

For Deferred Tax questions, contact your ABI Representative, Client Representative, or member of the Office of Finance Revenue Division team.

### ACE Reports

For questions related to ACE Reports, contact the ACE Reports team: [ace.reports@cbp.dhs.gov](mailto:ace.reports@cbp.dhs.gov)

### 1.3 - Release 4 – Billing Overview

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ACE Collections Release 4 Billing transfers open bills from ACS to ACE, and enhances bill management workflow, including creation of the bill record. Liquidation bills have been moved to ACE Collections, improving the accuracy of Importer bills.

Release 4 features an interface between ACE Collections and the print vendor for printing and distribution of the CBP Bill Form PDFs to the Trade community. Generation of CBP Bill Form PDFs are automated (including automated rebilling for subsequent bills), and the system sends bills as a batch to the print vendor daily. Bill PDFs are generated as one of two separate bill templates:

1. CBP Bill Form (DT) is used for Deferred Tax bills and is generated at the Consolidated bill level. The Bill Number on this Bill Form is the Deferred Tax Consolidated Bill Number.
2. CBP Bill Form is used for all other bills.

In addition, Release 4 introduces the REV-405 Trade Open Bills Report in ACE Reports, which allows an Importer or Filer to view all their unpaid (open) bills with details from the bill PDF. This reporting tool displays real-time data **and may not align with the most recent bill PDF**. This report is for informational purposes only – the bill PDF is the legal version of the bill.

ACS remains the system of record for Bills until Release 5. Budget Clearing Account (BCA) transactions will continue to be adjusted in ACS, and Ports will continue to collect bill payments in ACS, until Release 7.

#### Key Benefits:

- **Efficient Liquidation Workflow:** Liquidation process that eliminates manual fixes needed to correct liquidation bill errors that exist in ACS today. Automatic processing of liquidation bills and reliquidation bills has been introduced as a part of the liquidation workflow.
- **Daily Billing:** Automated rebilling and bills distributed to print vendor daily.
- **ACE Reports:** Bill details and payment data viewable by CBP in ACE Reports. Members of the Trade have visibility into their unpaid (open) bills within ACE Reports for informational purposes.

# 2.0 - ACE Reports – Step-by-Step Instructions

## 2.1 - ACE Portal and ACE Reports Access for Trade Users

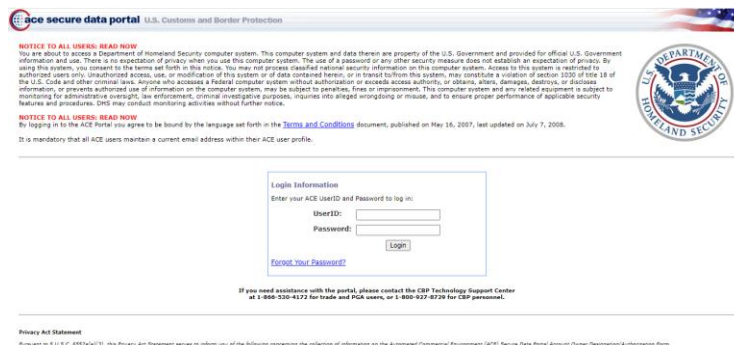
REV-405 Trade Open Bills Report allows an Importer or Filer to view all their unpaid (open) bills with details from the bill PDF. Complete the following steps to access the Trade Billing Report:

1. Before gaining access to ACE Reports, you need to apply for an ACE Portal account by filling out the [PDF application form for an ACE Secure Data Portal Account](#).

Note: You must use Internet Explorer, or the form will not download properly. For further questions, please contact the CBP Technology Support Center at 1-866-530-4172 or email [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov)

Your ACE Reports access will be automatically provisioned once you have an ACE Portal account.

2. Log in to your [ACE Portal Account](#).



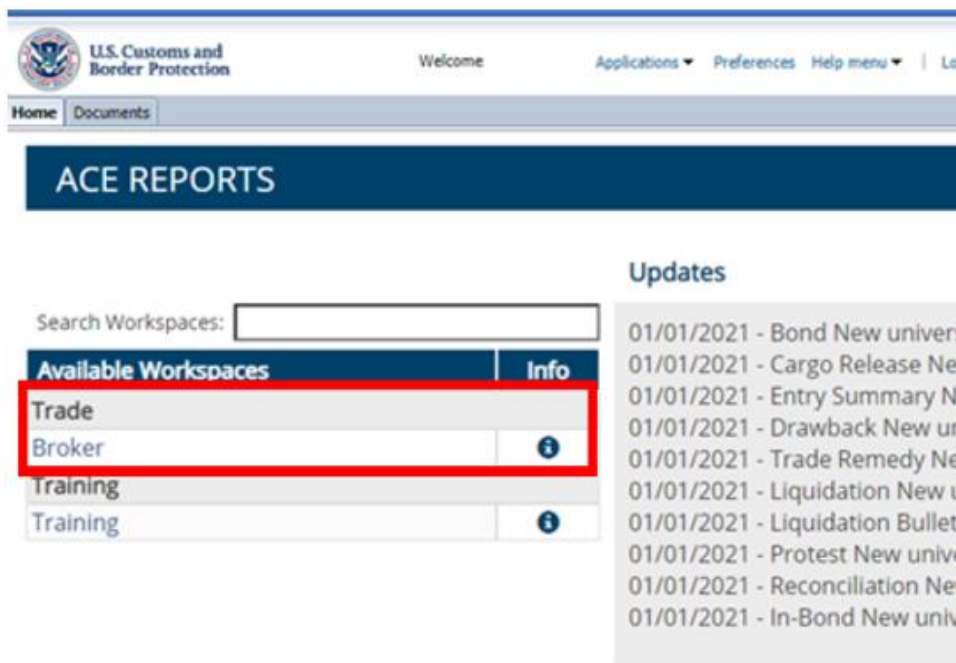
The screenshot shows the login page for the ACE Secure Data Portal. At the top left, it says "ace secure data portal" and "U.S. Customs and Border Protection". On the right is the Department of Homeland Security seal. Below the header is a "NOTICE TO ALL USERS: READ NOW" section with a red border, containing a disclaimer about the system's security and privacy. Below that is another "NOTICE TO ALL USERS: READ NOW" section with a red border, stating that logging in to the ACE Portal implies agreement to the Terms and Conditions. The main content area is titled "Login Information" and contains the text "Enter your ACE UserID and Password to log in:". There are two input fields: "UserID:" and "Password:". Below the password field is a "Login" button. A link "Forgot Your Password?" is located below the input fields. At the bottom of the login area, there is a note: "If you need assistance with the portal, please contact the CBP Technology Support Center at 1-866-530-4172 for trade and PCA users, or 1-800-927-8728 for CBP personnel." At the very bottom, there is a "Privacy Act Statement" link and a small disclaimer: "Pursuant to 5 U.S.C. (552a)(c)(2), this Privacy Act Statement serves to inform you of the following concerning the collection of information on the Automated Commercial Environment (ACE) Secure Data Portal Account Owner Designation Authorization Form."

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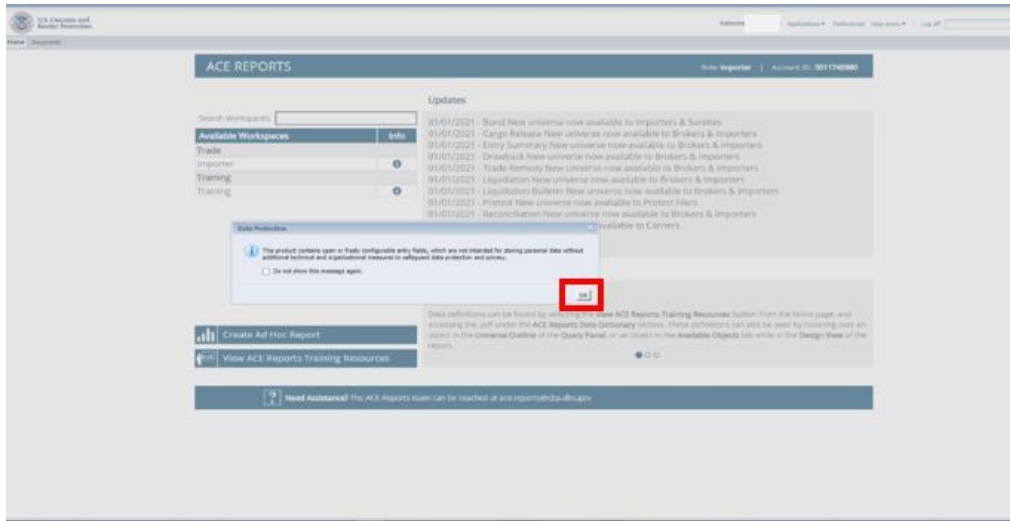
3. Select 'Accounts' at the top.
4. Select 'Importer' or 'Broker' from the Account Type dropdown depending on your user role.
5. Select 'Reports' from the Task menu on the left-hand side.
6. Select 'Launch Tool' to the right.



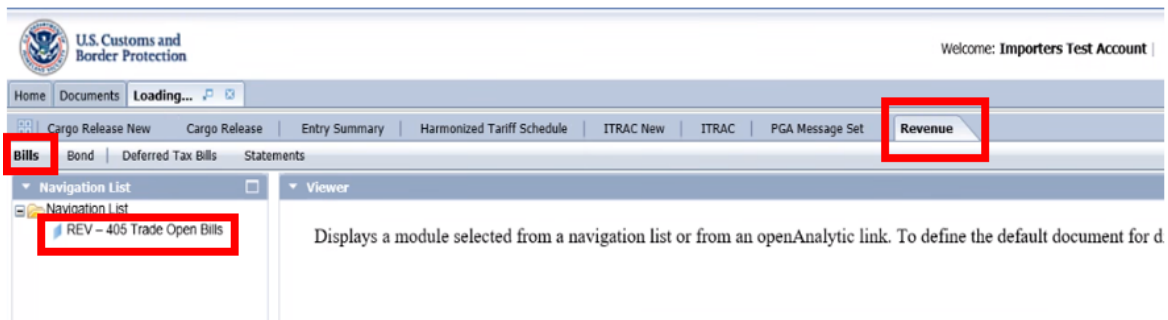
7. Select the 'Importer' or 'Broker' workspace depending on what account type you selected in step 4.



8. Select “Ok”.



9. Select ‘Revenue’ tab at the top. Then select ‘Bills’ tab on the left-hand side. Select REV – 405 Trade Open Bills to open the report.



## 2.2 - REV-405: Trade Open Bills Report

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This report allows an Importer or Filer to view all their unpaid (open) bills with details from the bill PDF. **CBP users will also have access to this report.**

Please note the following about this report:

1. This reporting tool displays real-time data **and may not align with the most recent bill PDF**. This report is for informational purposes only.
2. Deferred Tax Bills are **not** included in this report.
3. This report is hard-coded to only display bills with a Bill Collection Status of Not Paid.
4. This report will always display results for the most recent version of the bill.
5. **This report restricts to bills associated with the Trade user's Importer Number or Filer Code.** CBP users will be able to view all bills in this report.

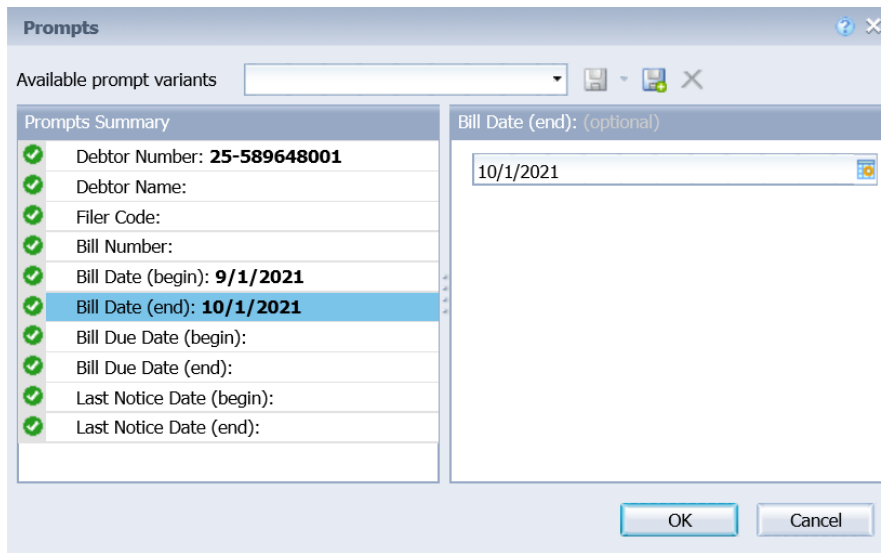
To run the Trade Open Bills Report:

1. Input parameters for any of the following to narrow down results:
  - **Bill Date:** Input a date range for the original bill date.  
**Please note: this report will display the following data:**
    - a. **Bill Dates prior to 10/16/2021 (Release 4 Go-Live):** Only unpaid open bills from ACS were converted to ACE during Release 4 Go-Live. Data from those bills can be displayed in this report.
    - b. **Bill Dates after 10/16/2021 (Release 4 Go-Live):** The report can display data for all bills.
  - **Bill Due Date:** Input a date range for the bill due date.
  - **Bill Number:** Input one or more bill numbers.
  - **Company Name:** Input a company name.
  - **Debtor Number:** Input a debtor number. **Required field.**
  - **Last Notice Date:** Input a date range for the date that the bill PDF was generated.



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Once desired parameters are inputted, select “OK” to run the report.



**Prompts**

Available prompt variants: [Dropdown]

Prompts Summary		Bill Date (end): (optional)
✓	Debtor Number: <b>25-589648001</b>	10/1/2021
✓	Debtor Name:	
✓	Filer Code:	
✓	Bill Number:	
✓	Bill Date (begin): <b>9/1/2021</b>	
✓	<b>Bill Date (end): 10/1/2021</b>	
✓	Bill Due Date (begin):	
✓	Bill Due Date (end):	
✓	Last Notice Date (begin):	
✓	Last Notice Date (end):	

OK Cancel

- The results displayed will show all the debtor’s unpaid (open) bills within the inputted parameters.



**REV - 405 Trade Open Bills** FOR O

Report Parameters:

Debtor Number: 25-589648001	Debtor Name: ALL	Filer Code: ALL
Bill Number: ALL	Bill Dates: 09/01/2021 to 10/01/2021	Bill Due Dates: ALL to ALL
Last Notice Dates: ALL to ALL		

**SENSITIVE BUT UNCLASSIFIED**

This reporting tool displays real-time data, and may not align with the most recent CBP Bill. This report is for informational purposes only. Please Confirm debtor's current address in the account section of the ACE Portal. Deferred Tax Bills are not included in this report. These bill reports can be accessed in the Deferred Tax Bills Reports within ACE Reports. Payments should be remitted to U.S. Customs and Border Protection, P.O. Box 979126, St. Louis, MO 63197-9000.

Total Open Bills		74
Total Open Bill Due Amount		\$112,853.21

Bill Number	Bill Version Number	Bill Date	Last Notice Date	Debtor Number	Port Code	Port Name	Center ID Code	Team Number	Transaction Date
60002978	1	9/2/21		25-589648001	1822	FORT MYERS			9/1/11
60002978	1	9/2/21		25-589648001	1822	FORT MYERS			1/7/01

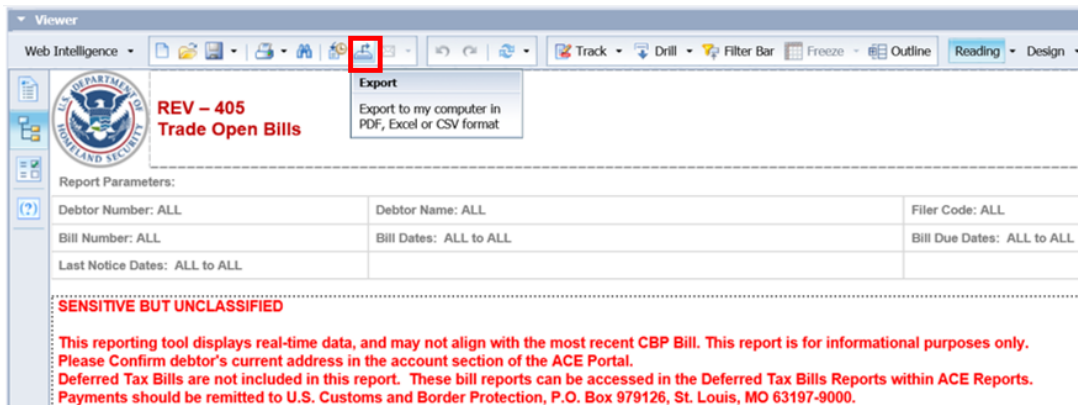
*Screenshot contains mock data*

- Please note the following about the report results:
  - The Bill Number and accompanying data may display in **repeat lines** on this report, once for each Transaction ID on that bill.

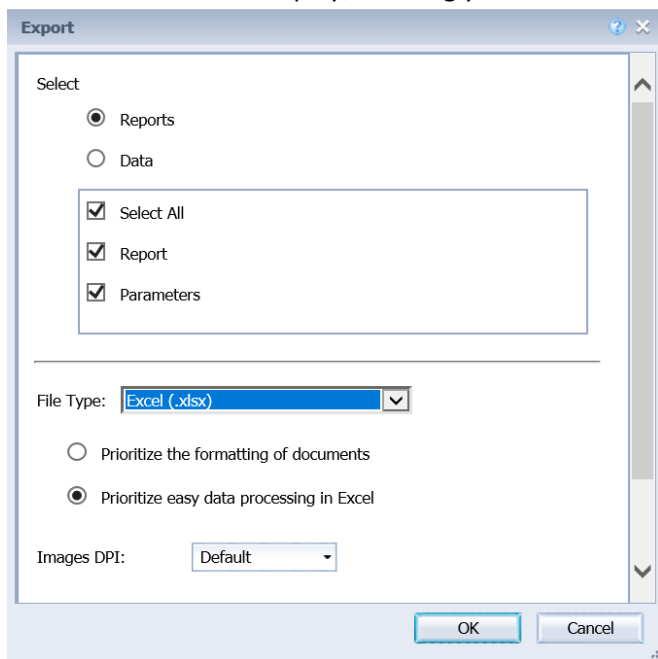
### 2.3 - Exporting Reports

After a report is run, you can download and save the report as an Excel or CSV format (reports can also be exported as a PDF but this report is not fully optimized for PDF export).

1. On the main Reports View window, hover over the toolbar and select the Export icon.



2. Another window will display, allowing you to customize how the report is saved.



The checkboxes under Reports show each individual tab of the report.

The File Type allows you to change the format of the export.

Click "OK" to complete the export.