



# Running a Standard Report

*ACE Reports*

*January 2024*



U.S. Customs and  
Border Protection



## INTRODUCTION

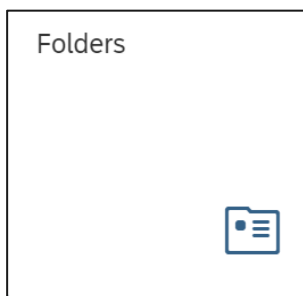
Standard reports are:

- Pre-built reports designed to meet business needs.
- Have pre-established data objects and query filters and are developed by the ACE Reports team.
- Located in the subfolders of **Public Folders**.
- Modified by selecting **Design** mode.

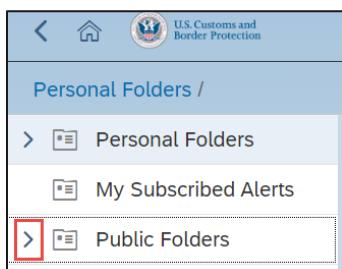
**Folders** provide access to standard reports in **Public Folders**, categorized by subject areas such as Cargo Release, Entry Summary, Manifest, etc.

## NAVIGATE TO A STANDARD REPORT

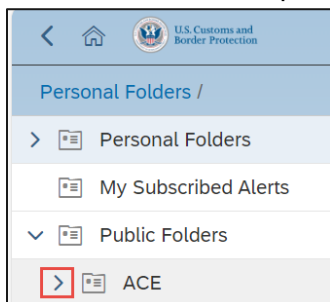
1. In the **Home** page, select the **Folders** tile.



2. Select the arrow to expand the **Public Folders** accordion menu.



3. Select the arrow to expand the **ACE** accordion menu.

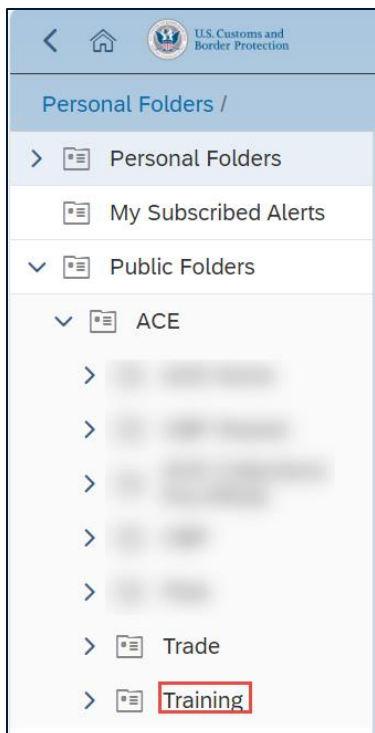


A list of additional folders display, depending on your user role.

4. Select the desired subfolder by clicking on the folder's name.



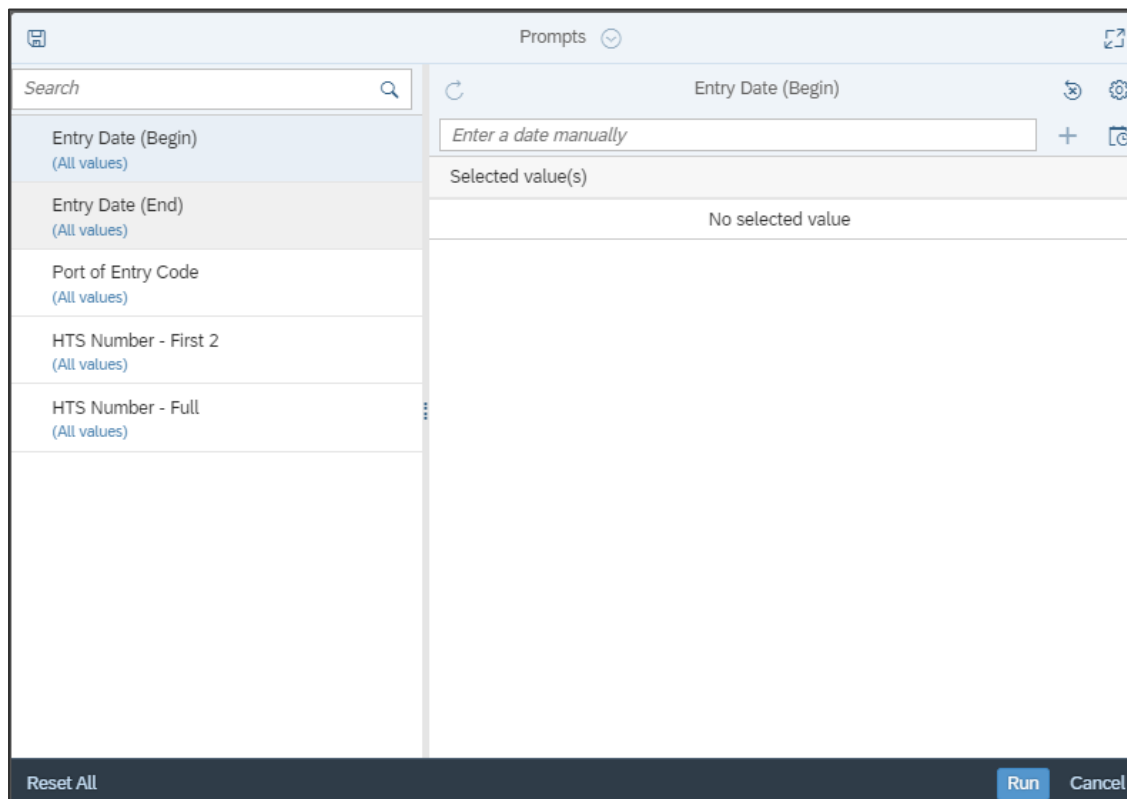
**NOTE:** Additional subfolder selections may be required, depending on the **ACE** folder selected.



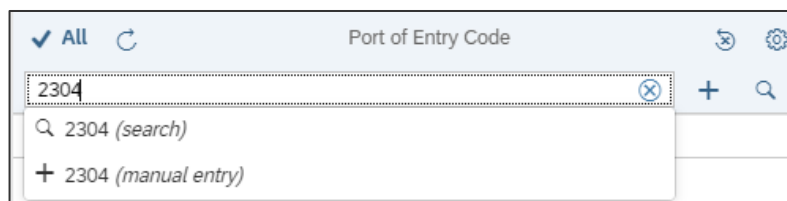
5. Select the report you wish to view.

## RUN A STANDARD REPORT

1. Select the report you wish to run.  
A **Prompts** pane for the report displays.
2. In the **Prompts** pane, type or select criteria to run the report.

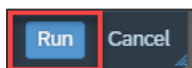


**NOTE:** You can enter a date manually or by using the calendar icon. You can enter other fields manually, or you can use **search** functionality.



**TIP:** To add multiple values at once, type the values together, separated by a semi-colon and no space (e.g., 38;39;84;85).

4. Select the **Run** button.



The report displays.





**Train-002**  
**Commodity Entries by Port**

FOR OFFICIAL USE ONLY UNLESS OTHERWISE AUTHORIZED

Report Parameters:

Entry Dates Between: ALL to ALL	Port of Entry: ALL	HTS Number: ALL
HTS Chapter: ALL		

Port of Entry Code	Port of Entry Name	HTS Number - First 2	HTS Number - Full	HTS Description	Number of Entries
		01	0102294024	OTH MALE LV BVNE ANM <90 KG EA	1
		10	1007900000	SORGHUM GRAIN: OTHER	2
		72	7207190030	IRON/NALLOY STL;< .25,CIR X SEC	1
		96	9603100500	WHISKBROOMS <=\$0.96 EACH,61655	2
		99	99038062	STL PR,AR,BR,KR,REL QUANT LIM	1
					1,808,263