

QUICK REFERENCE GUIDE

AUTOMATED COMMERCIAL ENVIRONMENT ACE

DATA EXTRACTS



**U.S. CUSTOMS AND BORDER PROTECTION
OFFICE OF INTERNATIONAL TRADE**

**VERSION 1.0
OCTOBER 2013**

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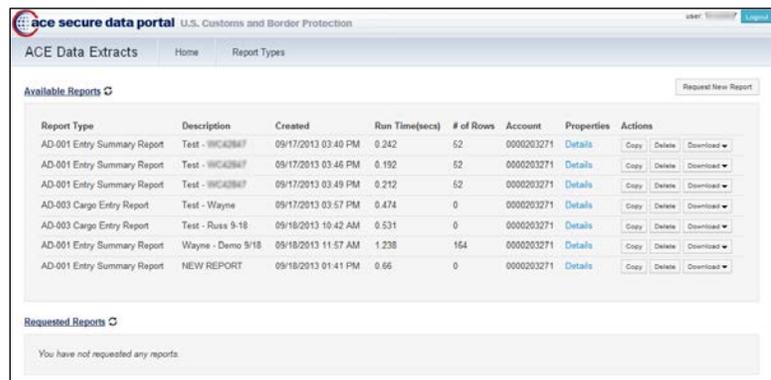
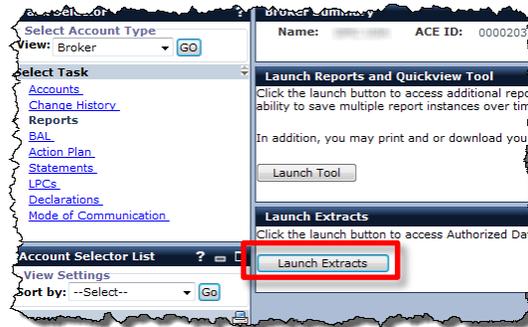
Topic 1: Access Data Extracts

Introduction

The **ACE Data Extracts** are mass data downloads from the ACE Data Warehouse. The extract reports can display as many as 2,000,000 rows of data. With the update to the ACE Reports interface, the Data Extract reports have been relocated to a separate interface. The interface can be accessed by authorized users from the **Accounts** tab in the ACE portal.

Table 1: How to Access ACE Data Extracts

Step	Action
1.	Log in to the ACE Secure Data Portal.
2.	Select the Accounts tab.
3.	If necessary, select either Broker or Importer from the Account Type drop-down list in the Task Selector portlet.
4.	Select Go .
5.	Select the Reports link from the Task Selector portlet. The Launch Extracts portlet displays.
6.	In the Launch Extracts portlet, select the Launch Extracts button. The ACE Data Extracts application displays.

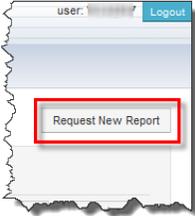
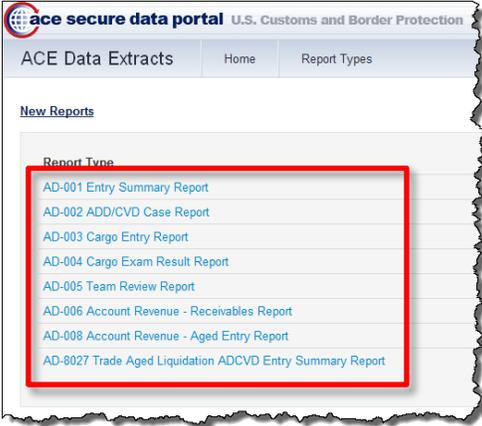


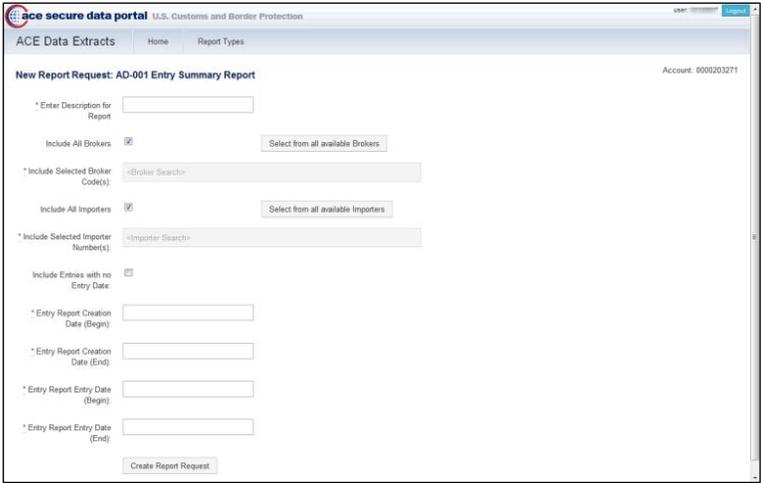
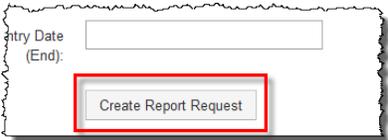
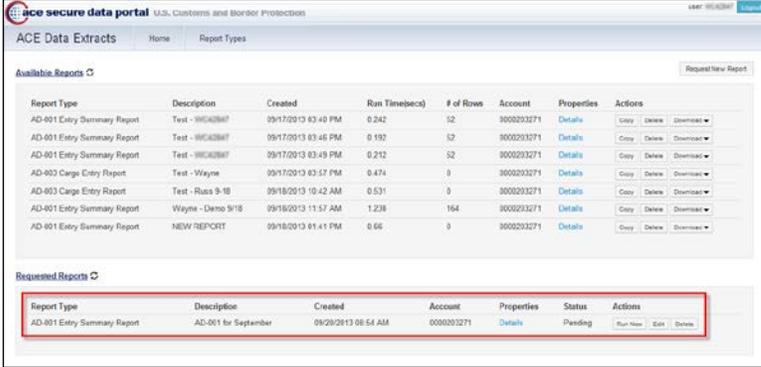
Topic 2: Run Data Extracts

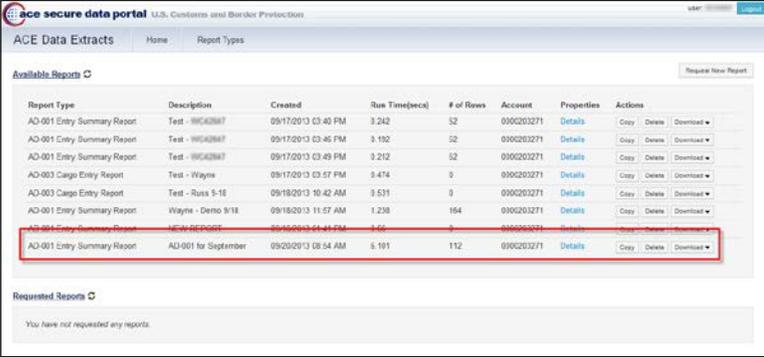
Introduction

Because of their size, data extracts may not be viewed immediately in the **ACE Data Extracts** tool. Rather, the data must be requested from the server and then downloaded.

Table 2: How to Make a Data Extract Request

Step	Action
1.	<p>Select the Request New Report button.</p>  <p>The Report Type list displays.</p>
2.	<p>Select the <i>report name</i> from the Report Type list. The New Report Request window displays.</p> 

Step	Action
3.	<p>Fill out the prompts as required.</p> <p> NOTE: Required prompts will be identified by an asterisk.</p> <p> TIP: Date prompts will display a calendar when selected. You may either type a date or select one from the calendar control.</p> <p> TIP: On prompts that contain a list of values (Brokers, Importers, HTS numbers, Port Codes, etc.), you can select the check box to include all entries in the specified field or select the Select from all available <field name> button to filter for a selection of the items.</p> 
4.	<p>Select the Create Report Request button. The request is added to the Requested Reports list.</p>  

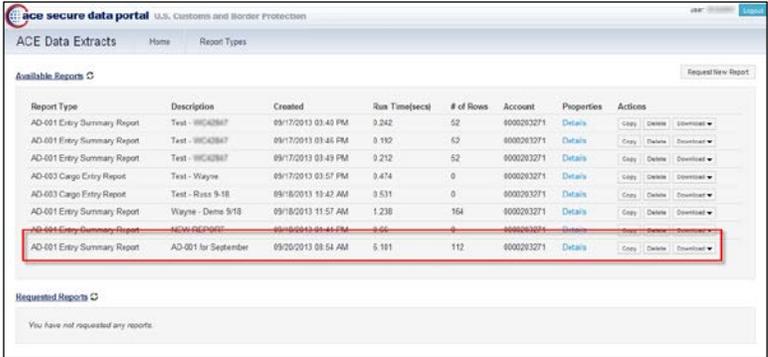
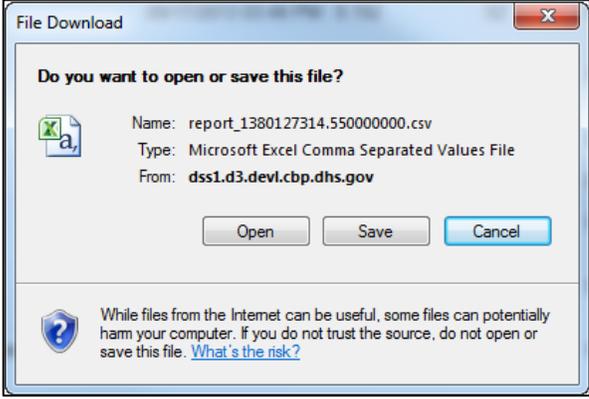
Step	Action
5.	<p>Select the Run Now button to run the report. The Status will change from Pending to Queued.</p>  <p>NOTE: The report queue can contain a maximum of nine requests. Additional requests after nine will cause the oldest request to drop out of the queue.</p>
6.	<p>Select the Refresh icon on the Available Reports list.</p> <p>The queued report is moved to the Available Reports list.</p>   <p>NOTE: Extracts will be available for download for 90 days after they are requested.</p> <p>TIP: If the report is expected to be large, it is recommended to log out of ACE Data Extracts and log back in at a later time. Larger reports – those approaching the maximum of 2,000,000 lines, may take as much as an hour to run.</p>
7.	<p>Download the data into Comma Separated Values (CSV) or ZIP format, as applicable. (See Table 3: How to Download Data Extracts to CSV Format and Table 4: How to Download Data Extracts as Zipped Files.)</p>

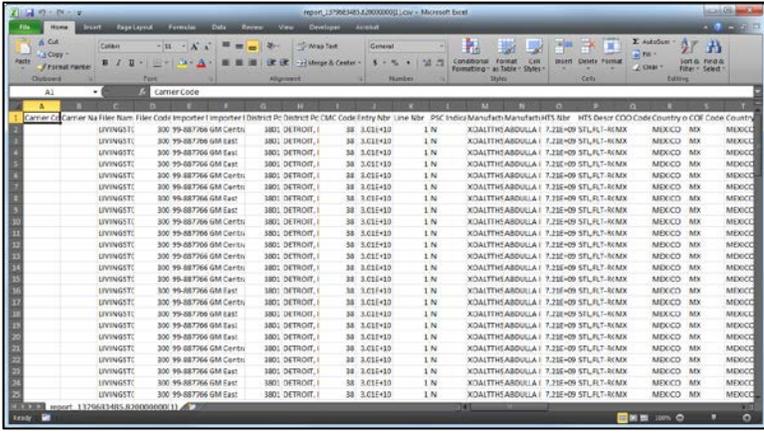
Topic 3: Download Data Extracts to CSV Format

Introduction

Smaller extracts, those with fewer than 100,000 rows, can be downloaded and viewed immediately as Comma Separated Values (CSV) files. CSV files are text files arranged in tables and can be viewed in Microsoft® Excel.

Table 3: How to Download Data Extracts to CSV Format

Step	Action
1.	<p>When the report has finished running, find it on the Available Reports list.</p> 
2.	<p>Select the Download drop-down menu and select Download as CSV. The File Download dialog box will be displayed.</p> 
3.	<p>Select either Open or Save from the File Download dialog box.</p> 

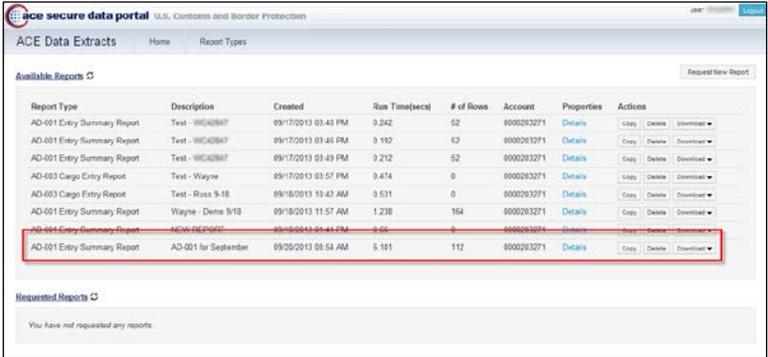
Step	Action
4.	<p>If Save is selected:</p> <ol style="list-style-type: none"> Select a location in the folder list. Type a <file name> in the File Name text box. Select Save. Select Open from the File Download dialog box (if you want to view it immediately).
5.	<p>In Excel, review, manipulate, and save the file as necessary.</p>  <p>The screenshot shows an Excel spreadsheet with the following columns: Carrier, File Name, Importer, District, PC, Code, Entry Nbr, Line Nbr, PSIC, Index, Manufact, ManufactHS Nbr, HTS Descr, COO Code, Country, COE Code, Country. The data rows contain information such as 'LIVINGSTON 300 99-887766 GM Cerbu 3801 DETROIT, I 38 3.CE1+43 1.N XGALITHSABDULLA 7.2E+09 STL,LT-R/MX MEXCCO MX MEXCCO'.</p>

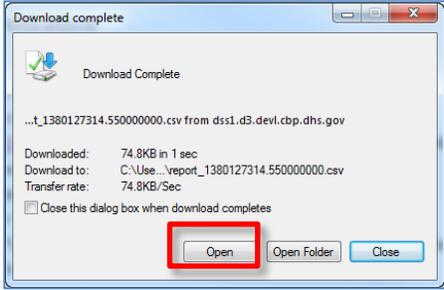
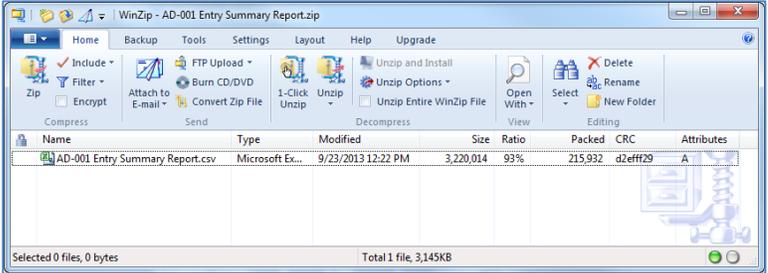
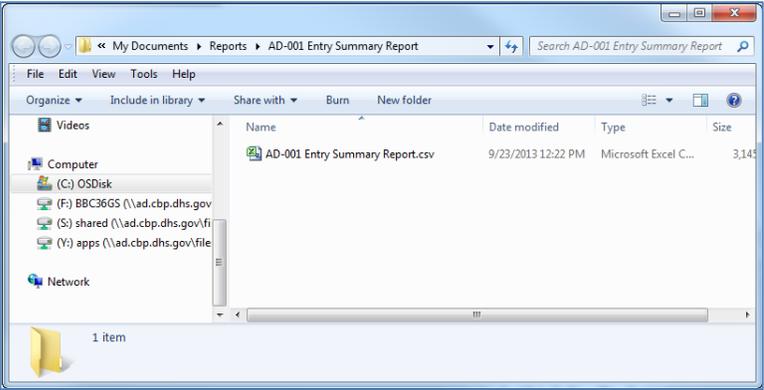
Topic 4: Download Data Extracts as ZIP Files

Introduction

By default, larger Data Extracts, those over 100,000 rows, are downloaded as ZIP files. The ZIP files contain the CSV file in a compressed format, to reduce storage space and download time. Files under 100,000 rows can be optionally downloaded in this format as well.

Table 4: How to Download Data Extracts as Zipped Files

Step	Action
1.	<p>After a report has finished running, locate it on the Available Reports list.</p> 
2.	<p>Select the Download drop-down menu and select Download as ZIP. The File Download dialog box will be displayed.</p> 
3.	<p>Select Save from the File Download dialog box.</p>
4.	<ol style="list-style-type: none"> Select a location in the folder list. Type a <i><file name></i> in the File Name text box. Select Save. The Download Complete dialog box appears.

Step	Action
5.	<p>In the Download complete dialog box, select Open. The Zip file will open in the appropriate application.</p>  <p>NOTE: These instructions are written using the WinZip® 14.5 interface. The steps below may vary according to your software and version.</p> 
6.	<p>Select one of the following:</p> <ol style="list-style-type: none"> Select the 1-Click Unzip icon to extract the file to a sub-folder in the folder containing the ZIP file. Select the Unzip icon to select a location for the extracted file. Select the drop-down menu under the Unzip icon to choose a recently used folder. <p>A window will open showing the folder containing the extracted CSV file.</p>  <p>NOTE: WinZip® users can also navigate to the folder containing the ZIP file, right-click on the ZIP file, go to WinZip and select one of the Extract options.</p>

Topic 5: Manage Data Extracts

Introduction

As you download data extracts, you may need to copy, edit, or remove some **Available** or **Requested** reports. There are several buttons available in the **ACE Data Extracts** interface to complete these actions.

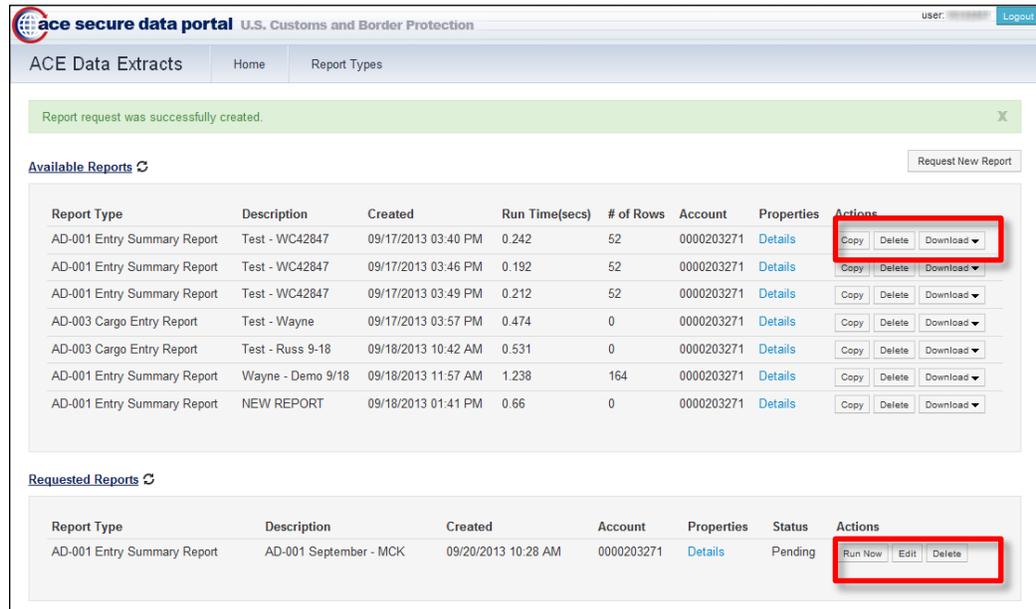


Figure 1: ACE Data Extracts Main Window

Table 5: Controls in the Available Reports List

Control	Action
Details	Holding the mouse pointer over the Details hyperlink will display the prompt inputs for this report.
Copy	Creates a new report request using the same prompt information as the selected report.
Delete	Removes the report instance from the Available Reports list.  NOTE: Extracts are stored for a maximum of 90 days, after which they are automatically deleted.
Download	Allows you to retrieve a copy of the report. See Table 3: How to Download Data Extracts to CSV Format and Table 4: How to Download Data Extracts as Zipped Files for more information.

Table 6: Controls in the Requested Reports List

Control	Action
Details	Holding the mouse pointer over the Details hyperlink will display the prompt inputs for this report.
Run Now	Sends a Pending request to the server to download the data.
Edit	Allows you to modify the prompt values on a Pending request.
Delete	Removes a Pending or Queued report.

Table 7: Additional Controls

Control	Action
Home	Returns you to the main view if you are viewing the Report Types list.
Report Types	Lists the available reports. From the Report Types list, you can generate a new data request.
Request New Report	Displays the Report Type list.
Logout	Ends the ACE Data Extracts session and returns you to the ACE portal.
	Refreshes the contents of each respective list.