USER GUIDE

AUTOMATED COMMERCIAL ENVIRONMENT (ACE)

REPORTS FOR THE TRADE

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

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Getting Started

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

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Introduction to Reports for the Trade User Guide

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

Bold Title Case	Used for data fields, menu items, button names, and option names.
Italics	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 **Tools**.
3.	Select **Sun Java Console**.
4.	Verify Java Plug-in Version
	NOTE: If a pop up window appears asking if you want to upgrade to the latest version of Java, CBP recommends you **NOT** upgrade to a version higher than Java 1.7

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).

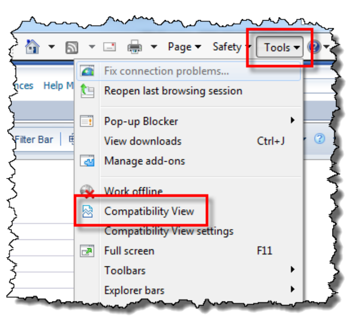


Figure 1: Compatibility View Settings

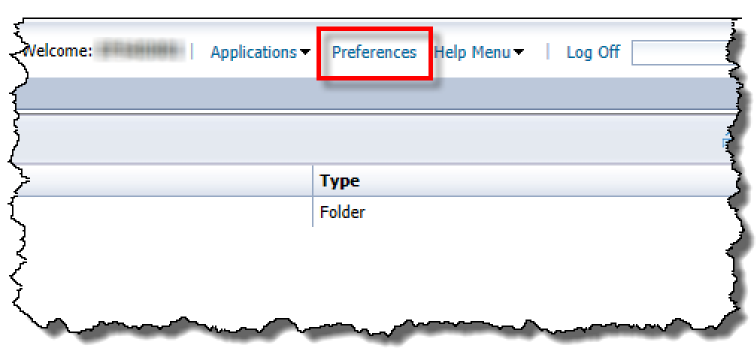
Table 2: Access ACE Reports

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

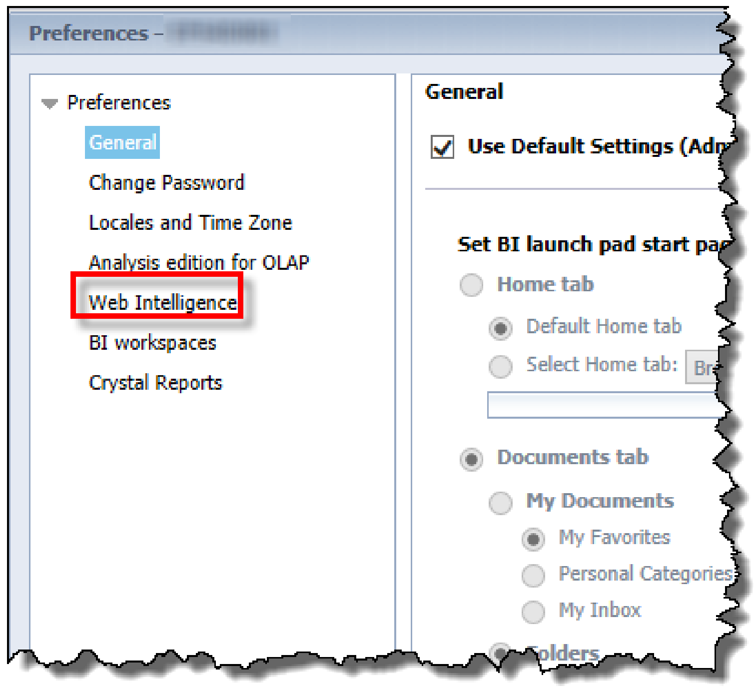
Table 3: Set Report Viewing and Modifying Preferences

Step	Action
1.	Select the **Preferences** link at the top of the ACE Reports window. 

Set Report Viewing and Modifying Preferences

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>

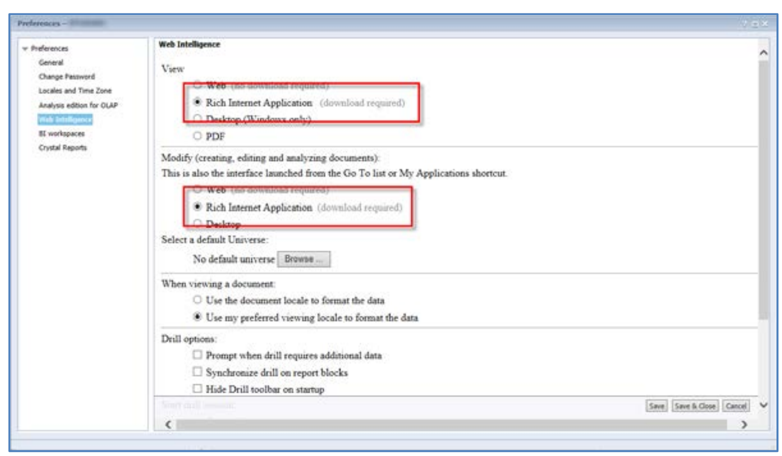
When the **Preferences** dialog box displays, select the **Web Intelligence** option.



NOTE: Setting Preferences is covered in more detail under Table 5: Setting Preferences.

</td></tr>
<tr><td>3.</td><td>

Ensure that **Rich Internet Application (download required)** is selected in both the **View** and **Modify** preferences.



</td></tr>
</table>

Set Report Viewing and Modifying Preferences

Step	Action
4.	Select the **Save & Close** button. If the **Preferences** dialog box does not close, use your web browser's **Refresh** icon to reload the ACE Reports tool.

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
Universe	The top level of the data hierarchy. It is a collection of loosely related data objects, representing all the data available in one query.
Class	The second level of the data hierarchy. It is a specific grouping of closely related data elements, represented as a folder within a universe.
Object	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.
Query	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.
Filter	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.

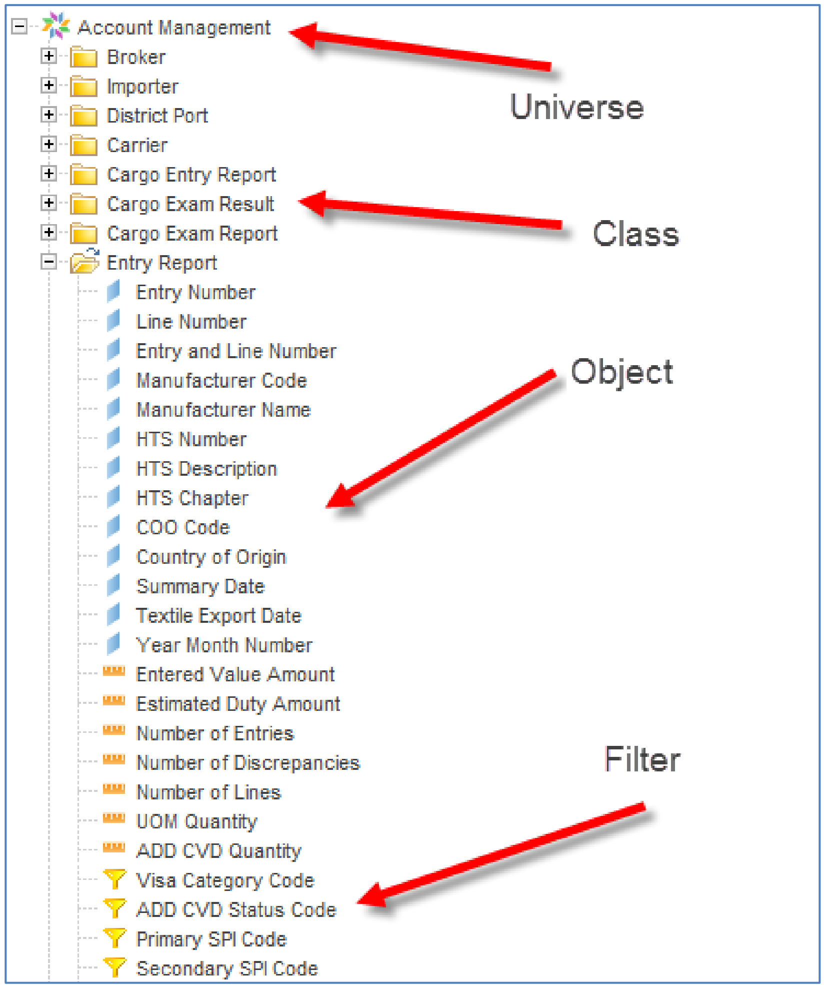
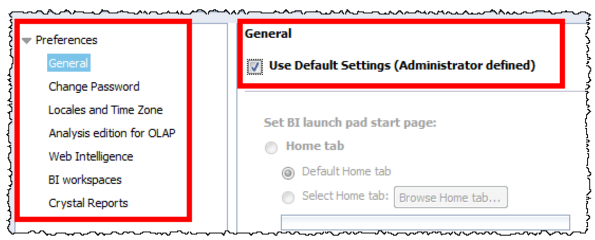
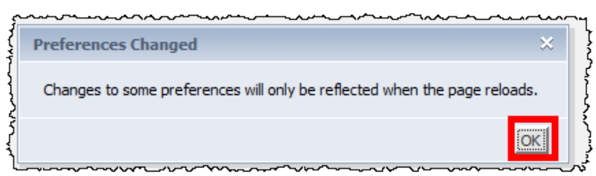


Figure 2: ACE Reports Data Structure

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 **Reports** hyperlink and select **Launch Tool**, the **Documents** tab will display.
2.	Select **Preferences from the main menu.** 
3.	The **Preferences** screen will display with options to: • Accept or change the default settings • Change Password • Locales and Time Zone • Analysis edition for OLAP • Web Intelligence • BI Workspace • Crystal Reports 
4.	Once you have set up all your preferences, select the **Save and Close button**.
5.	A pop-up box will appear notfying that the changes will be reflected when the page reloads. Select **OK.** 

Summary of Changes

ACE uses SAP Business Objects®, a Commercial Off The Shelf (COTS) Web-based reporting tool to generate reports. The **ACE Reports** application can be used to report on any data stored in the ACE system. Since 2006, ACE has used a Business Objects® application to run its reports, and in 2013, ACE received an upgrade from Business Objects® Web Intelligence® XI to SAP Business Objects® in an effort to improve usability and performance. Table 4 provides a summary of changes.

Table 6: Summary of Changes

Web Intelligence XI (Old)	SAP Business Objects (New)
The Web Intelligence Interface contained one screen showing all available information	The SAP interface includes several report and interface tabs, including a **Home** tab, a **Document** tab, and tabs for each report being viewed.
Web Intelligence showed all folders in one pane.	SAP shows user folders like **Favorites** and **Inbox** separately from the public folders.
Web Intelligence allowed you to view one report at a time.	SAP allows you to run multiple reports simultaneously, displaying each with tabs
Web Intelligence used hyperlinks to access reports and the available options (Modify, Schedule, History)	SAP uses a menu-driven interface. Double-click to open a report. Select the report and select an option from a menu to schedule, organize, etc.
Page view in Web Intelligence paginates the report based on an estimate of the number of lines on a page	SAP's page mode displays the pages as they would print in a "What You See Is What You Get" (WYSIWYG) format, providing a more accurate look at the report.

Web Intelligence XI (Old)	**SAP Business Objects (New)**
Web Intelligence uses the following terms: • **Edit Query** to modify an *ad hoc* report's query • **Alerters** to highlight certain cells in a table based on their value • **My InfoView** for an optional start page displaying different pieces of information • **My Folders** for a root folder containing folders only available to the current user.	SAP uses the following terms: • **Edit Data Provider** to modify an *ad hoc* report's query • **Conditional Formats/Format Rules** to highlight certain cells in a table based on their value • **Home** for an optional start page displaying different pieces of information • **My Documents** for a root folder containing folders only available to the current user.
Web Intelligence required reports to be viewed in PDF mode to be printed.	SAP includes a print icon in the standard report view that exports the report to a PDF file for printing.
When creating or editing a variable, Web Intelligence used a three-tab dialog box showing **Data**, **Functions**, and **Operators**.	When creating or editing a variable, SAP displays **Available Objects**, **Available Functions**, and **Available Operators** on one page in the dialog box.
When filtering data, filters had to be added, modified, and deleted in a filter pane.	The **Report Filter** dialog box allows you to manage all filters more efficiently.

Interface Changes

The new ACE Reports tool has a completely new user interface which is very different from the previous version of ACE Reports.

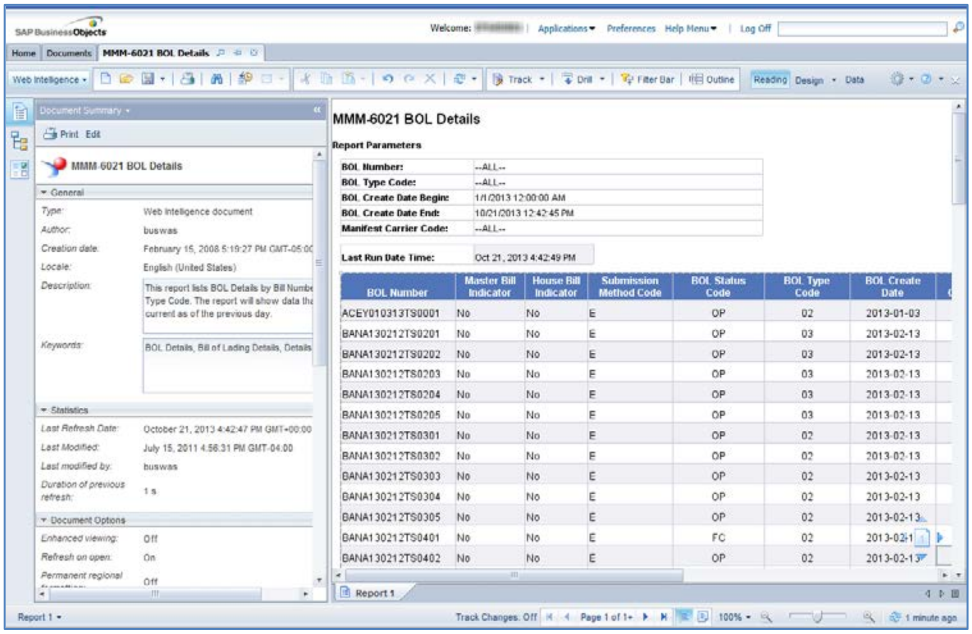


Figure 3: New ACE Reports User Interface

The most apparent new feature is the use of tabs to display different pieces of information. This allows you to seamlessly switch between views without exiting a report. It also allows you to open several reports at the same time to compare data.

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.

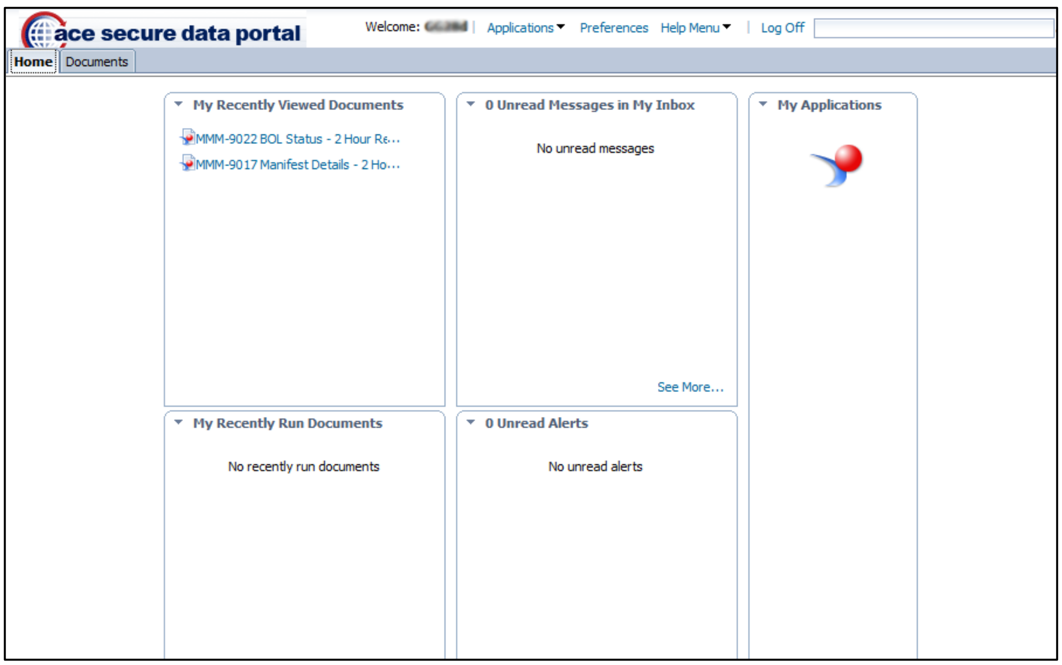


Figure 4: The Home Tab

Export Options

ACE Reports will now export reports to Microsoft® Excel 2007 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 now a control on the report page which will take you to the top, bottom, left, and right edges of the report.

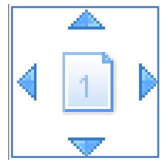


Figure 5: Scroll Icons

Preview Pane

In *ad hoc* reporting, when you edit the query, you can now 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

No longer on top of the **Workspace Panel** but there are now two options: the left-hand side panel and next to the **Log Off** hyperlink.

Session Timeout Warning

ACE will now 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.

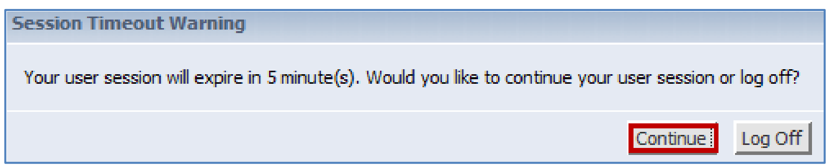


Figure 6: Timeout Warning Message

Reports Tab

The report tab, shown in Figure 7, displays a report that has been run. You can run multiple reports in ACE Reports, so you may have more that one report tab, each displaying the name of the report being run.

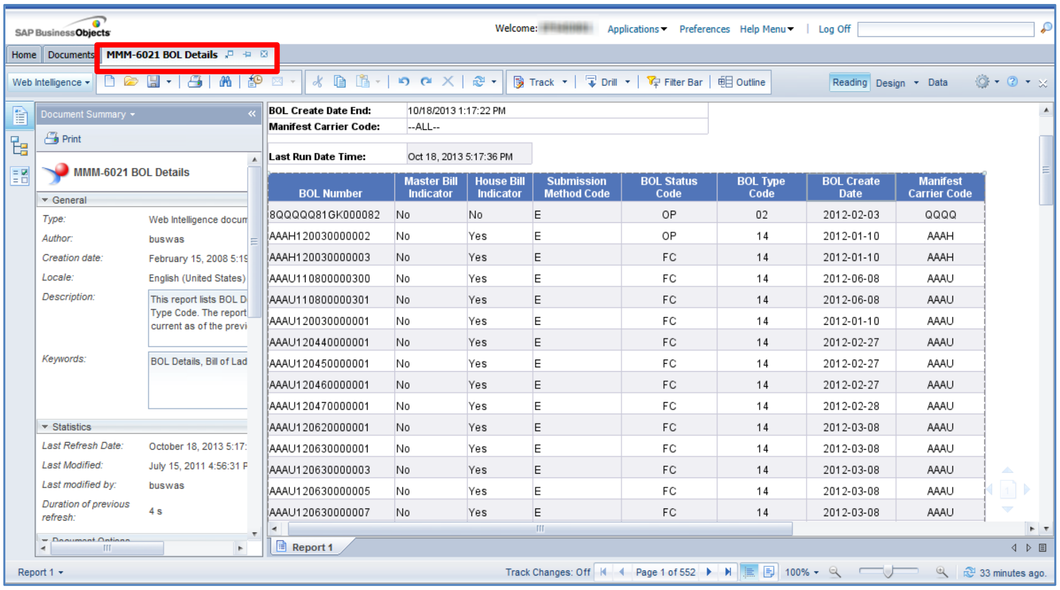


Figure 7: Report tab

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

Description for each report is no longer available but appear as a tip when you hover over the report name. **Schedule, History** and **Properties** are no longer under the report name but will display if you right-click on top of the report name.

Saving Reports

An icon displays to save reports and the user now 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 now a stand-alone icon with the **Data to Comma Shared Value** (CSV)option.

Modifying a Report

Reports will now 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** hyperlink is gone but the user may right-click over the report name or select the **More Actions** drop-down menu.

Header Panel

At the top of the screen, called the **Header panel** (shown in Figure 8), is a series of menus and tabs allowing you to navigate and access information in the Reports tool. Table 7 lists the menus and commands in the Header panel in the **Documents** tab.

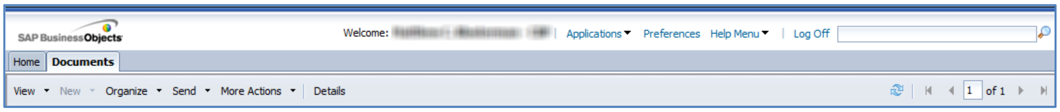
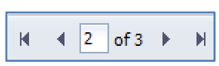


Figure 8: Header Panel

Table 7: Header Panel Commands

Icon/Menu	Purpose
Applications	Starts the internal **Web Intelligence** application. Allows you to create a new report.
Preferences	Accesses the **Preferences** dialog box, which is covered in table 1: **Setting Preferences**.
Help Menu	Provides two options: • **Help** displays the SAP Business Objects online help feature. • **About** displays software version information.
Log Off	Logs you out of the ACE Reports tool.
	Search box for reports.
View	Provides two options: • **View**, available only when a report is selected, runs the selected report. • **Properties** display information about the selected report or folder.

Icon/Menu	Purpose
New	Only available in the **My Favorites** folder. Provides two options: • **Local Document** allows you to upload documents from your computer to the Reports tool. This function is disabled in ACE Reports. • **Folder** allows you to create a subfolder within the selected folder.
Organize	This menu is only active when a report or folder is selected. Provides up to six options depending on what is selected: • **Create Shortcut in My Favorites** places a link to the selected report in your **My Favorites** folder. • **Cut**, available only in the **My Favorites** 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. • **Copy** 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. • **Copy Shortcut**, places a link to the selected report on the ACE Reports clipboard • **Paste**, available only in the **My Favorites** folder, places the ACE Reports clipboard contents into the selected folder. • **Delete**, available only in the **My Favorites** folder, removes the selected report or folder. If a folder is deleted, its contents are deleted as well.
Send	The only option in this menu, **BI Inbox** is disabled in ACE Reports.

Icon/Menu	Purpose
More Actions	Only active when a report is selected. Provides five options: • **Modify**, available only in the **My Favorites** folder, opens the report in the *ad hoc* mode to modify the report. • **Schedule** allows you to run the report on a schedule, either once at a later time, or on a recurring basis. • **History**, only active when a previously scheduled report is selected, allows you to view previous scheduled instances of the report. • **Categories** is disabled in the ACE Reports tool. • **Document Link** provides a hyperlink to the selected report. You can copy the link and paste it elsewhere.
Details	Displays a pane with information about the report. Displays the **Owner** of the report, a brief **Description**, the type of document (Web Intelligence or PDF), the number of times the report has been scheduled successfully (as **Instances**), and the date of the last scheduled instance (as **Last Run**).
	Refresh icon.
	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.

On the Left side of the screen is the navigation pane, shown in Figure 9 Figure 10, and Figure 11. The navigation pane allows you to look for reports either by viewing the contents of the different folders or by searching for a report.

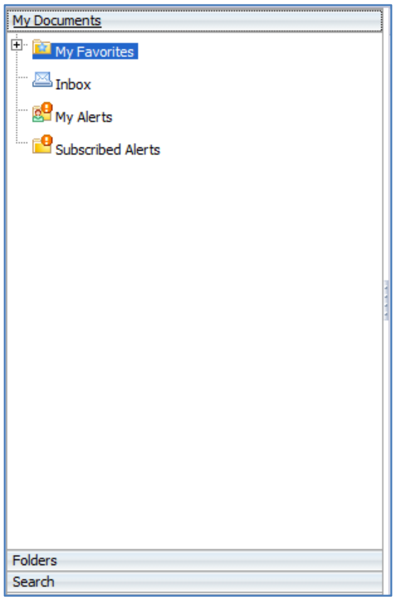


Figure 9: My Documents Navigation

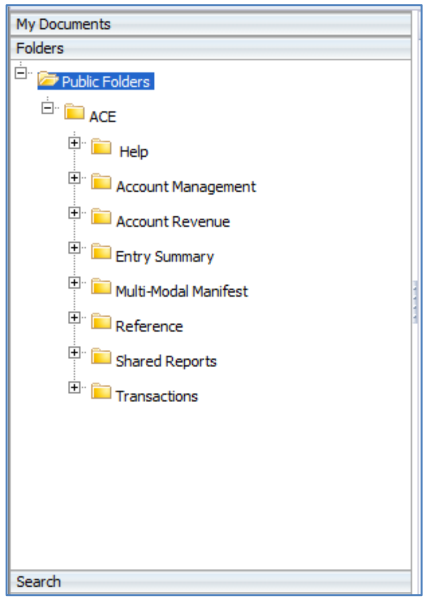


Figure 10: Folders Navigation

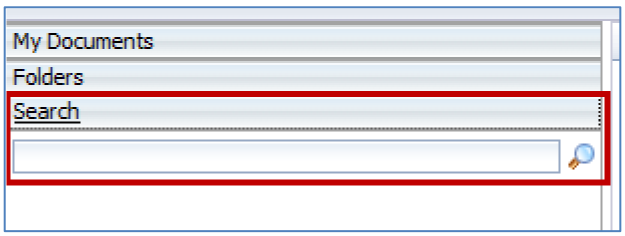


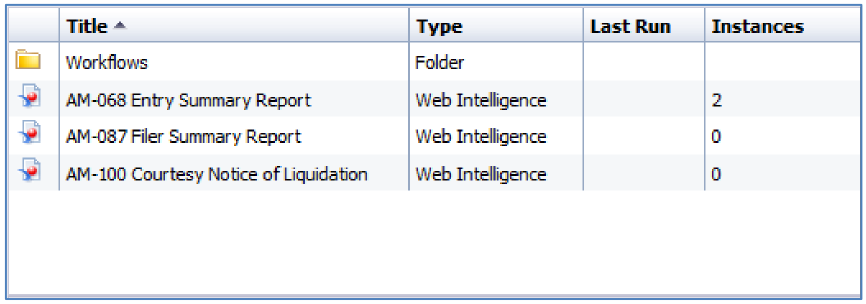
Figure 11: Search Navigation

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

The report list, shown in Figure 12, 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

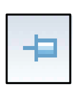
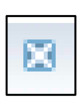
Figure 12: Report List

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 8: Report Tab Icons

Icon	Purpose
	The **Open in a new window** 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 **Public Folders**) you will be prompted for data in the new window.
 	**Pin this tab** allows you to have a particular report open immediately the next time you open ACE Reports. **Unpin this tab** turns that feature off. If the report is set to refresh on open, you will be prompted for data when you open ACE Reports.
	**Close this tab** 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**.

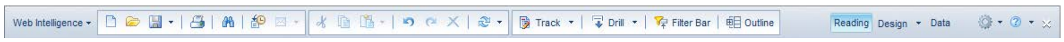


Figure 13: Reading mode Toolbar

Web Intelligence Menu

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

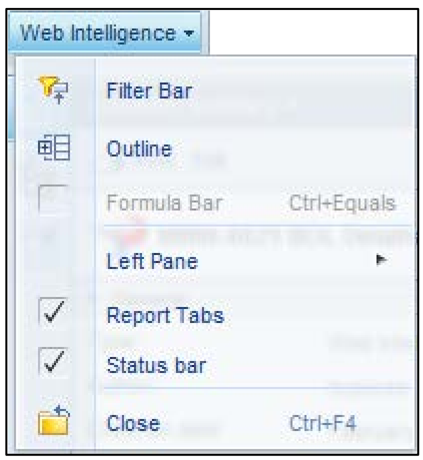


Figure 14: Web Intelligence Menu

Table 9: Web Intelligence Menu Options

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

Option	Purpose
Left Pane	Sub-menu that provides two options: • **Normal** displays the full **Left Pane** • **Minimized** displays only the **Left Pane** icons. For more information on the **Left Pane**, see **Error! Reference source not found.**.
Report Tabs	Toggles the display of the report tabs on the bottom of the window.
Status Bar	Toggles the display of the status bar at the bottom of the window.
Close	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.

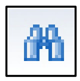
The following figures and tables cover the toolbar icons and menus.

The first group of icons generally concern file operations.

Figure 15: First Group of Toolbar Icons

Table 10: 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.

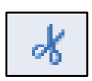
Icon/Menu	Purpose
	Provides two options: • **Save** saves the report without renaming it or changing its location. This is only available in the **My Favorites** folder. • **Save As** allows you to save the current report to a new name or location. **Save As** also allows you to export the report.
	Exports the report to PDF format for printing.
	Searches for any text on the current report.
	Displays the history of scheduled instances of this report.

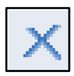
Second Icon Group

The second group of icons generally concern edit operations.

Figure 16: Second Group of Toolbar Icons

Table 11: Icons and Menus in the Second Group on the Toolbar

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

Icon/Menu	Purpose
	**Paste** provides two options: • **Paste** places the clipboard contents at the selected location. • **Paste Special…** provides options to paste **All** components of the clipboard data (the data, the structure, and the formatting), the **Data and Structure** without formatting, the **Structure and formatting** without the data, or the **Structure Only** without the data or formatting.
	**Undo** reverses the last action. **Redo** reverses the last **Undo**.
	**Delete** removes the selected element from the report.
	Provides at least two options: • **Refresh Query #** refreshes only one query in the report, if there are multiple queries. • **Refresh All** refreshes all report data. If there is only one query in the report (which is normal) then these selections have the same effect. Reports with multiple queries are not covered in this user guide.

Third Icon Group

The third group of icons generally concern interactivity operations.

Figure 17: Third Group of Toolbar Buttons

Table 12: Buttons and Menus in the Third Group on the Toolbar

Button/Menu	Purpose
Track	A drop-down menu that contains three options: • **Track** allows you to turn on the **Track Changes** feature. To turn on **Track Changes**, you can also select the **Track** button rather than the drop-down arrow. • **Show Changes** toggles the change display on or off. • **Display Options** allows you to set up how you want changes to display.
Drill	Toggles the drill mode on or off. Drill mode switches between detailed and summary data in a report. Drill mode is not covered in this User Guide.
Filter Bar	The **Filter Bar** is not used in ACE Reports.
Outline	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.

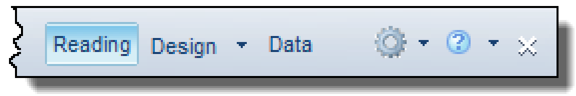
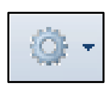


Figure 18: Last Group of Toolbar Buttons and Menus

Table 13: Buttons and Menus in the Last Group on the Toolbar

Button/Menu	Purpose
Reading	Switches to the **Reading mode**, the default mode when you run a report.
Design	Switches to the **Design view**, where you can edit the report. The drop-down arrow displays two options: • **With Data** displays the full report in **Design view**. • **Structure Only** displays an empty copy of the report showing the data objects that provide information to each column.
Data	Displays the query or queries that generate the data in the report.
	The **Tools** icon provides two options: • **Manage BI Services** is not used in ACE Reports. • **Options…** opens the **Web Intelligence Options** dialog box which allows you to select the unit of measure (Centimeters or Inches) and whether to display and snap to a design grid.
	The **Help** icon provides three options: • **Help Contents** opens the SAP webpage and provides online help on the Web Intelligence application. • **Tutorials** do not function. • **About…** shows version and intellectual property information about the Web Intelligence application.

Button/Menu	Purpose
	**Close** 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.

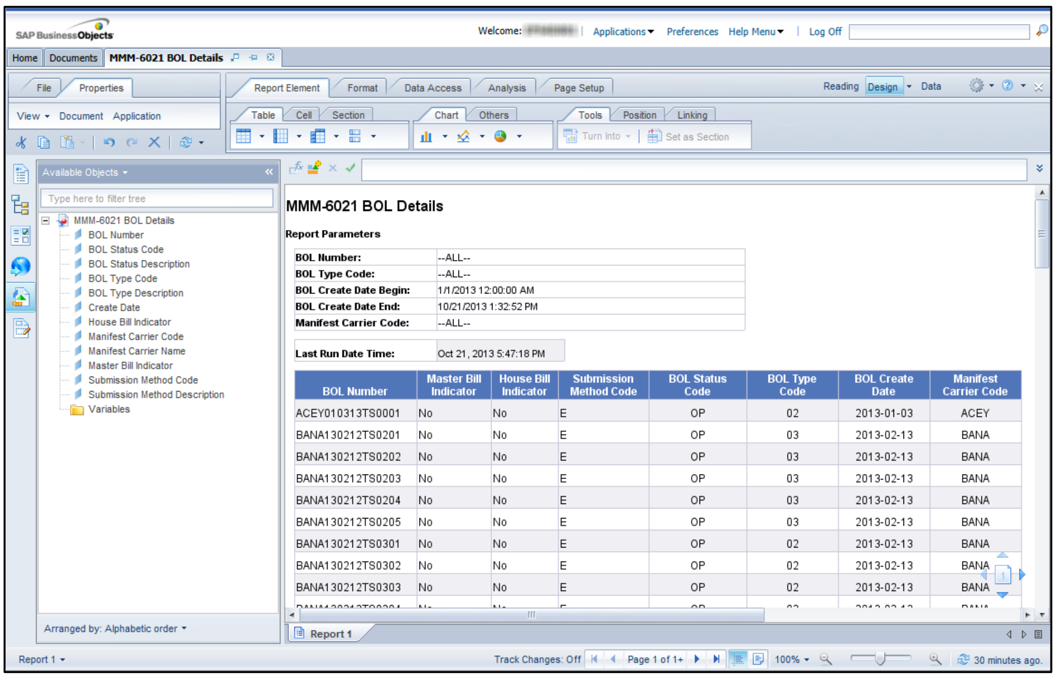


Figure 19: The Report Tab Showing Design view

File Toolbar

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

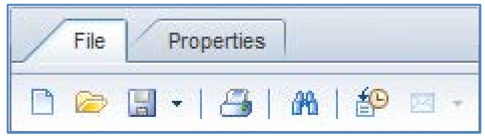


Figure 20: File Toolbar

Table 14: 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: • **Save** saves the report without renaming it or changing its location. This is only available in the **My Favorites** folder. • **Save As** allows you to save the current report to a new name or location.
	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.

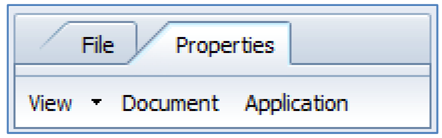


Figure 21: Properties Toolbar

Table 15: Toolbar Icons and Menus

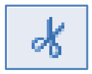
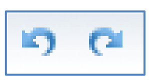
Icon/Menu	Purpose
View	This menu provides four options: • **Filter Bar** activates a bar that allows you to filter for information in the report.. • **Outline** turns on the “Outline” feature. When the “Outline” feature is activated, reports that are divided into sections can be shown as a summary report rather than every, individual, record. • **Left Pane** provides a submenu with three choices: **Normal**, displays the full **Left Pane**; **Minimized**, hides the main portion of the **Left Pane**, but leaves the navigation buttons active; **Off** hides the **Left Pane** completely. The **Left Pane** is described later in this topic. • **Report Tabs** 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. • **Status Bar** toggles the status bar at the bottom of the screen on and off. The status bar is described in Table 38.
Document	Displays the **Document Summary** dialog box, which allows you to change the description, the keywords, and several advanced report options which are not covered in this User Guide.
Application	Opens the **Web Intelligence Options** dialog box which allows you to select the unit of measure (Centimeters or Inches).

Main Toolbar

The main toolbar contains icons for editing the report.

Figure 22: Main Toolbar

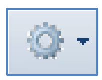
Table 16: Toolbar Icons and Menus

Icon/Menu	Purpose
	**Cut** deletes the selected element and places it on the clipboard.
	**Copy** places a copy of the selected element on the clipboard, leaving the selected item in place.
	**Paste** provides two options: • **Paste** places the clipboard contents at the selected location. • **Paste Special…** provides options to paste **All** components of the clipboard data (The data, the structure, and the formatting), the **Data and Structure** without formatting, the **Structure and formatting** without the data, or the **Structure Only** without the data or formatting.
	**Undo** reverses the last action. **Redo** reverses the last **Undo**.
	**Delete** removes the selected element from the report.
	Refresh icon that provides at least two options: • **Refresh Query #** refreshes only one query in the report, if there are multiple queries. • **Refresh All** refreshes all report data. If there is only one query in the report (which is normal) then these selections have the same effect. 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 17: Tab Bar Icons and Menus

Icon/Menu	Purpose
Report Element, Format, Data Access, Analysis, Page Setup	Select each of the individual toolbars, described on the following tables.
Reading	Switch to a read-only view.
Design	Switches from **Reading** mode to **Design** mode. Provides options to see either the data or the structure.
	The **Tools** icon provides two options: • **Manage BI Services** is not used in ACE Reports. • **Options…** opens the **Web Intelligence Options** dialog box which allows you to select the unit of measure (Centimeters or Inches) and whether to display and snap to a design grid.
	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 23: 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**.

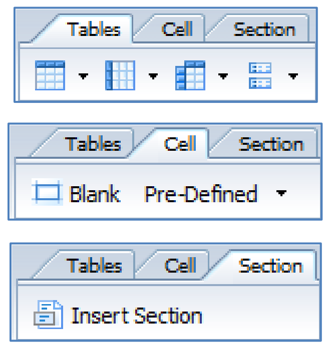


Figure 24: First Group, Report Element Tab

Table 18: First Group of Icons and Menus under Report Element

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

Icon/Menu	Purpose
	**Define Cross Table** – in the **Tables** 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 **Insert Report Element** dialog box will appear to allow you to select the columns, rows, and data you wish to display.
	**Define Form** – in the **Tables** sub-tab – inserts a new table in the report. The new table will be arranged as separate entries for each record. The **Insert Report Element** dialog box will appear to allow you to select the data elements you wish to display.
Blank	From the **Cell** sub-tab, inserts a blank single cell into the report. The formula bar can be used to edit the information in blank cells
Pre-Defined	Drop-down menu on the **Cell** sub-tab that allows you to insert certain standard data values.
Insert Section	From the **Section** 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.

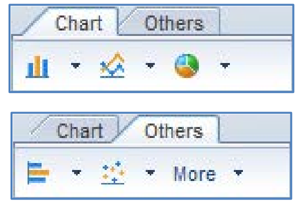


Figure 25: Second Group of Report Element Tabs

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 additon 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.

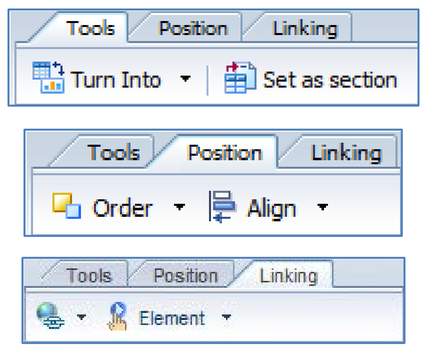


Figure 26: Third Group Report Element Tab

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

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

Icon/Menu	Purpose
Order	On the **Position** 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 **Bring to Front**, **Send to Back**, **Bring Forward**, and **Send Backward**.
Align	On the **Position** sub-tab, allows you to align two or more selected objects on their **Left** and **Right** edges, their **Top** and **Bottom** edges, or the horizontal **Center** and vertical **Middle**. The **Relative Position** option opens the **Format Table** dialog box on the **Layout** page.
	**Linking,** on the **Linking** sub-tab, allows you to add and modify hyperlinks in your report.
Element	On the **Linking** 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

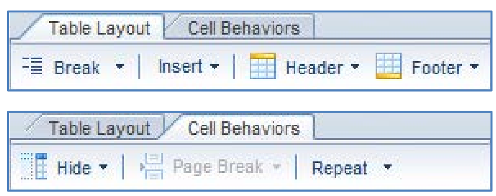


Figure 27: Fourth Group Report Element Tab

Table 20: Fourth Group of Icons and Menus under Report Element

Icon/Menu	Purpose
Break	On the **Table Layout** 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 **Break** menu.

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

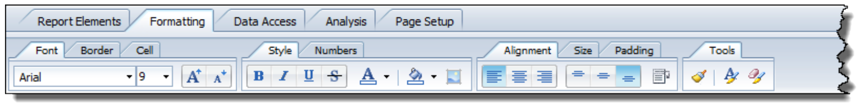


Figure 28: Format Tab.

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**.

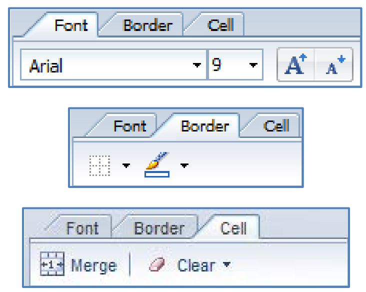
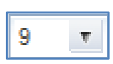


Figure 29: First Group Format Tab

Table 21: First Group of Icons and Menus under Format

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

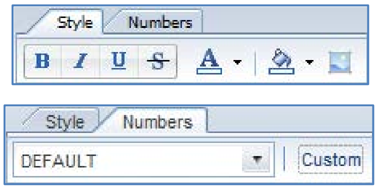
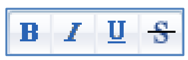
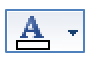
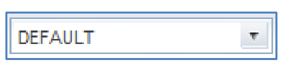


Figure 30: Second Group Format Tab

Table 22: Second Group of Icons and Menus under Format

Icon/Menu	Purpose
	The text style icons on the **Style** sub-tab apply **Bold**, *Italic*, Underline, and ~~Strikethrough~~ formatting.
	**Text Color**, on the **Style** sub-tab, changes the color of the selected text.
	**Background Color**, on the **Style** sub-tab, changes the fill color of the selected element.
	**Background Image**, on the **Style** sub-tab, adds an image to the background of the selected element.
	The number format drop-down list on the **Numbers** sub-tab provides several formatting options for numbers.
Custom	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.

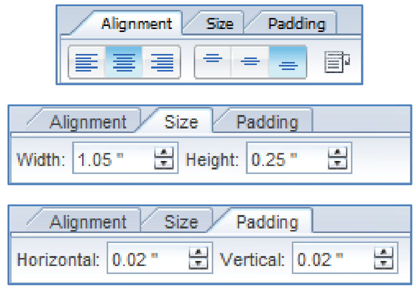


Figure 31: Third Group Format Tab

Table 23: Third Group of Icons and Menus under Formatting

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

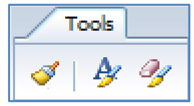


Figure 32: Formatting Tab, Tools sub-tab

Table 24: Icons and Menus in the Tools sub-tab

Icon/Menu	Purpose
	The **Format Painter** copies formatting in one cell and pastes it in another.
	**Formatting** opens a **Format** dialog box specific to the selected report element.
	**Clear Format** 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.

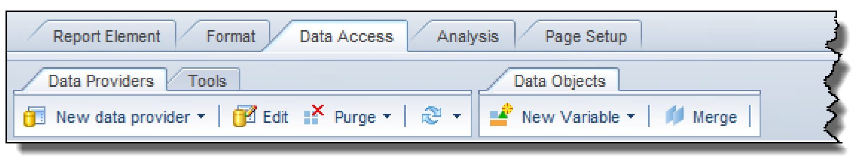


Figure 33: Data Access Tab.

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.

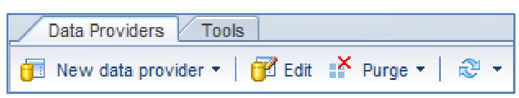


Figure 34: Data Access Tab, Data Providers Sub-Tab

Table 25: Icons and Menus in the Data Providers sub-tab

Icon/Menu	Purpose
Edit	Opens the **Query Panel** dialog box so that you can modify the existing query for the report.

Icon/Menu	Purpose
Purge	Clears all data in the report. If there are multiple queries, they can be cleared individually.
	**Refresh** 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.

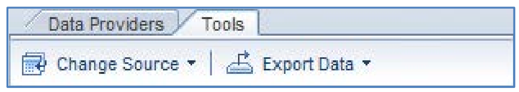


Figure 35: Data Access Tab, Tools Sub-Tab

Table 26: Icons and Menus in the Tools Sub-Tab

Icon/Menu	Purpose
Change Source	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.
Export Data	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.

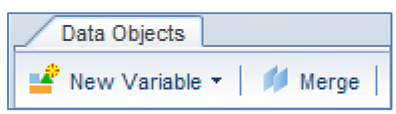


Figure 36: Data Access Tab, Tools Sub-Tab

Table 27: Icons and Menus in the Data Objects Sub-Tab

Icon/Menu	Purpose
New Variable	Opens the **Create Variable** dialog box.

Icon/Menu	Purpose
Merge	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 37: 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 38: Analysis Tab, Filters Sub-Tab

Table 28: Icons and Menus in the Filters Sub-Tab

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

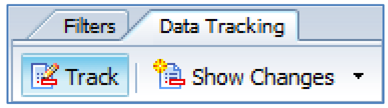


Figure 39: Analysis Tab, Data Tracking Sub-Tab

Table 29: Icons and Menus in the Data Tracking Sub-Tab

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

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

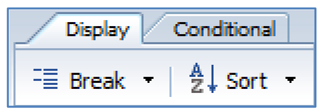


Figure 40: Analysis Tab, Display Sub-Tab

Table 30: Icons and Menus in the Display Sub-Tab

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

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

Figure 41: 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 interractive elements to the report.

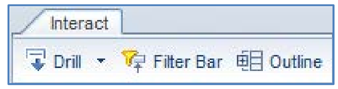


Figure 42: Analysis Tab, Interact Sub-Tab

Table 31: Icons and Menus in the Interact Sub-Tab

Icon/Menu	Purpose
Drill	Toggles the drill mode on or off. Drill mode switches between detailed and summary data in a report. Drill mode is not covered in this User Guide.
Filter Bar	Activates a bar that allows you to filter for information in the report.
Outline	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.

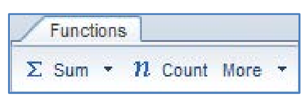


Figure 43: Analysis Tab, Functions Sub-Tab

Table 32: Aggregate Functions Available in the Functions Sub-Tab

Icon/Menu	Purpose
Sum	Gives the total value of all data in a measure column. Found in the **Sum** menu.

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

Page Setup Tab

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

Figure 44: 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.

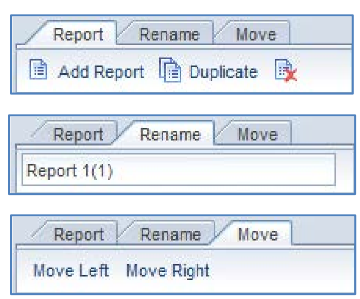


Figure 45: First Group Page Setup Tab

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

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

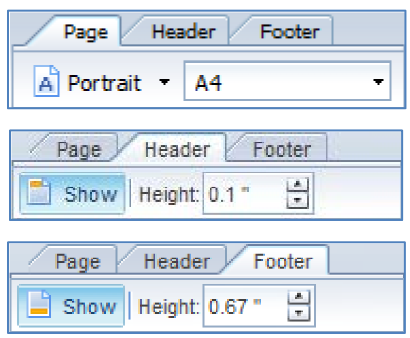
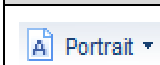


Figure 46: Second Group Page Setup Tab

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

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

Icon/Menu	Purpose
	Page size, on the **Page** sub-tab, provides a list of page size options.
Show	On the **Header** and **Footer** sub-tabs toggles the header and footer, respectively, on and off.
Height	On the **Header** and **Footer** 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.

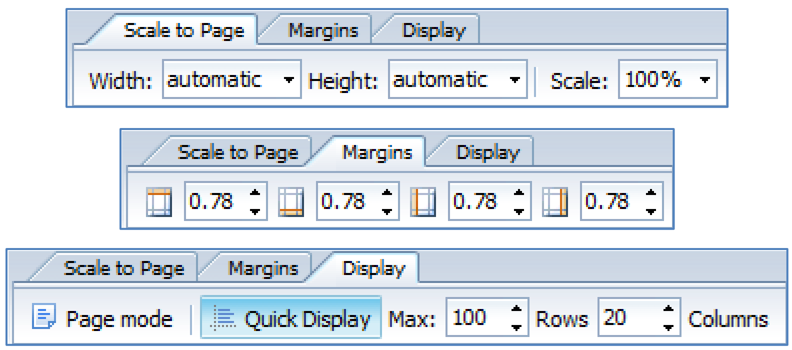


Figure 47: Third Group Page Setup Tab

Table 35: Third Group of Icons and Menus on the Page Setup Tab

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

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

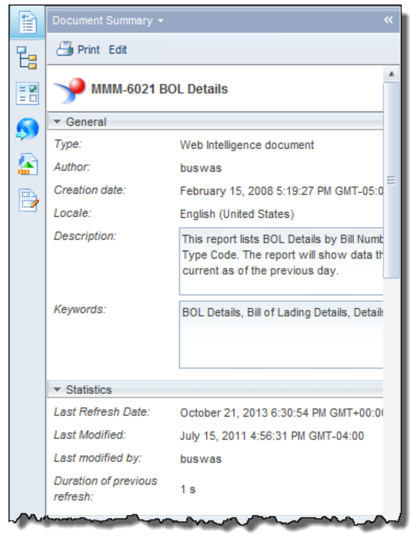
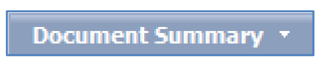
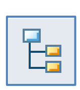


Figure 48: The Left Pane showing the Document Summary

Table 36: Left Pane Icons and Menus

Icon/Menu	Purpose
	The drop-down list at the top of the **Left Pane** contains the four views available to it. Each of those views corresponds to an icon on the toolbar on the left side of the **Left Pane**.
	Minimizes the **Left Pane** in the same way as the **Minimize** option in the **Web Intelligence** menu shown in Table 15.
	**Document Summary** displays properties, statistics, options and information about the current document.
	**Navigation Map** lists all the reports (tabs) in a document. If you select a report name, you will see that report.

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

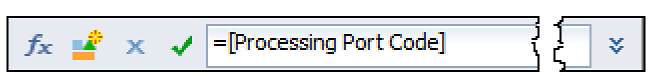


Figure 49: The Formula Bar

Table 37: Formula Bar Icons

Icon	Purpose
	**Edit the Formula** opens the **Formula Editor** dialog box and allows you to modify the formula.
	**Create Variable** 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.
	**Cancel** cancels any edits you make in the **Formula Bar** and reverts to the previous formula.
	**OK** validates the formula in the **Formula Bar**.
	**Expand** 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.

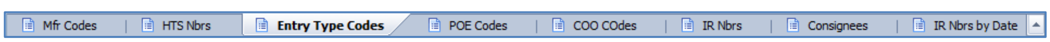


Figure 50: Report Tabs with the Third Tab Selected

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.

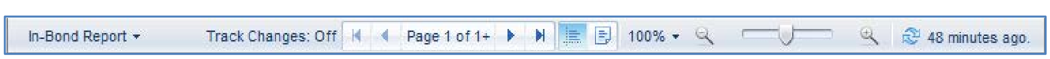
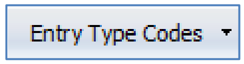
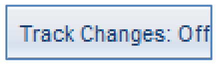
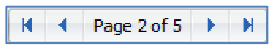
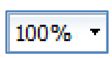
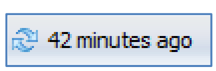


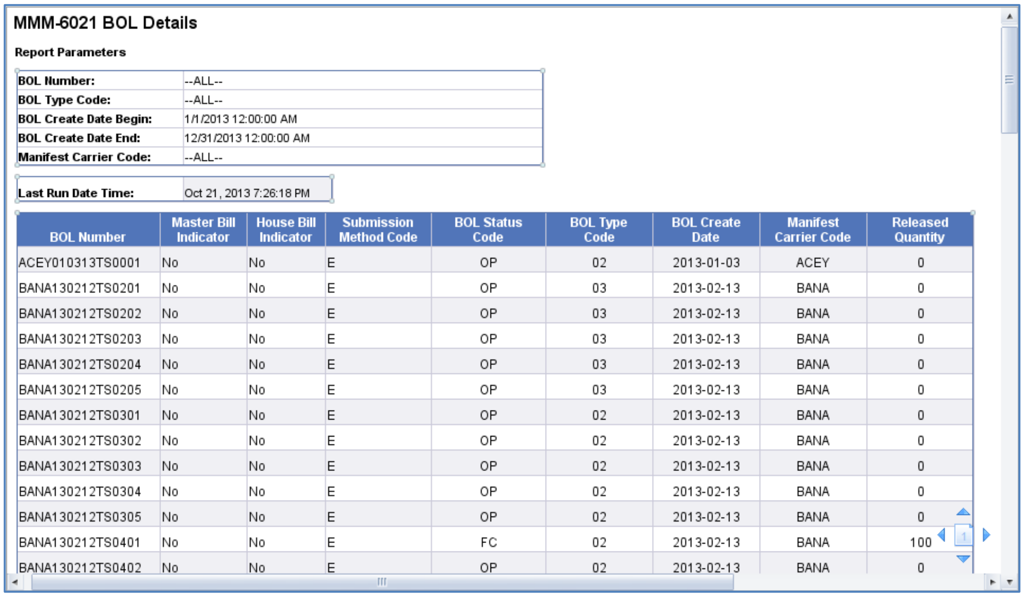
Figure 51: Status Bar

Table 38: 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 **Data Tracking** dialog box which allows you to set change tracking options.
	Moves through the pages in a multiple page report.
	Toggles between **Quick Display** mode and **Page** mode. • **Quick Display** mode formats the report to show more than can be shown on one page. **Quick Display** mode is best used for viewing a report on line. • **Page** mode shows a WYSIWYG view of the report formatted for printing, showing how the report will be paginated.
	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 **Prompts** 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

BOL Number:	--ALL--
BOL Type Code:	--ALL--
BOL Create Date Begin:	1/1/2013 12:00:00 AM
BOL Create Date End:	12/31/2013 12:00:00 AM
Manifest Carrier Code:	--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 52: Workspace

On the lower right corner of the workspace is a group of navigation buttons as seen in Figure 53. Each of these buttons will scroll your view to the top, bottom, far left, or far right ends of the report you are viewing.

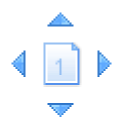


Figure 53: Scroll Icons

Chapter 1: Running a Standard Report

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This Chapter contains the following Sections:

- Section 1 Standard Reports

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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

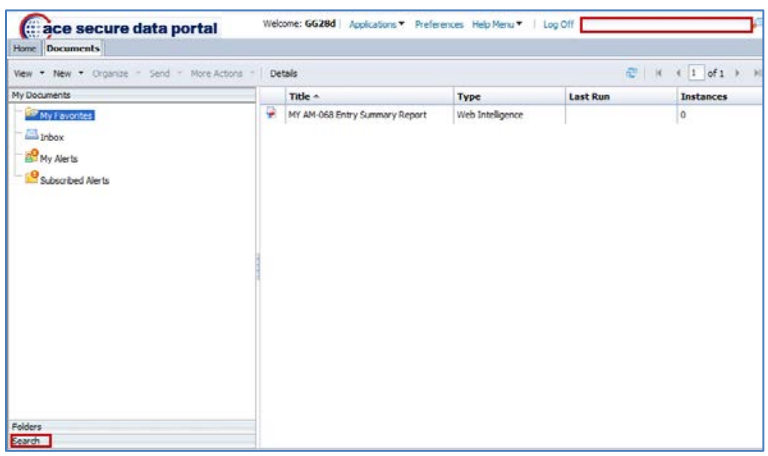
Introduction

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 39 shows how to search for a report.

Search for a Report

Table 39: Search for a Report

Step	Action
1.	From the **Documents** tab, either: a) Select the text box next to the **Log Off** hyperlink or b) Select the **Search** bar on the lower left-hand side of the screen. 
2.	Type in the name of the report you would like to view. **TIP**: 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.

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 40 breaks down the refresh intervals.

Table 40: Data Refresh Intervals

Report category	Refresh interval
Periodic Statement reports	Every 1 hour
Trade Reporting MMM reports	Every 2 hours
Compliance reports	The 29th 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 54.

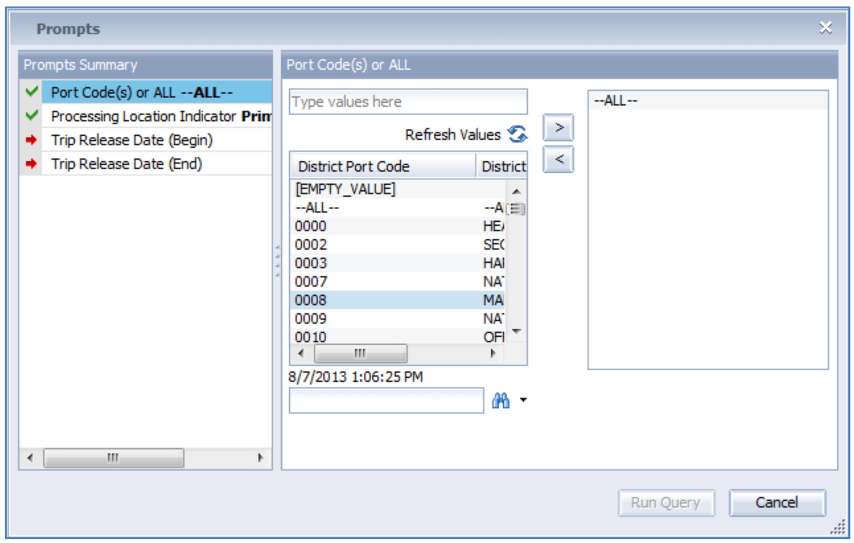


Figure 54: Prompts Dialog Box

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 54. 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 55 shows an example of a report with partial results and Figure 56 shows a close-up of the icon and the tooltip.

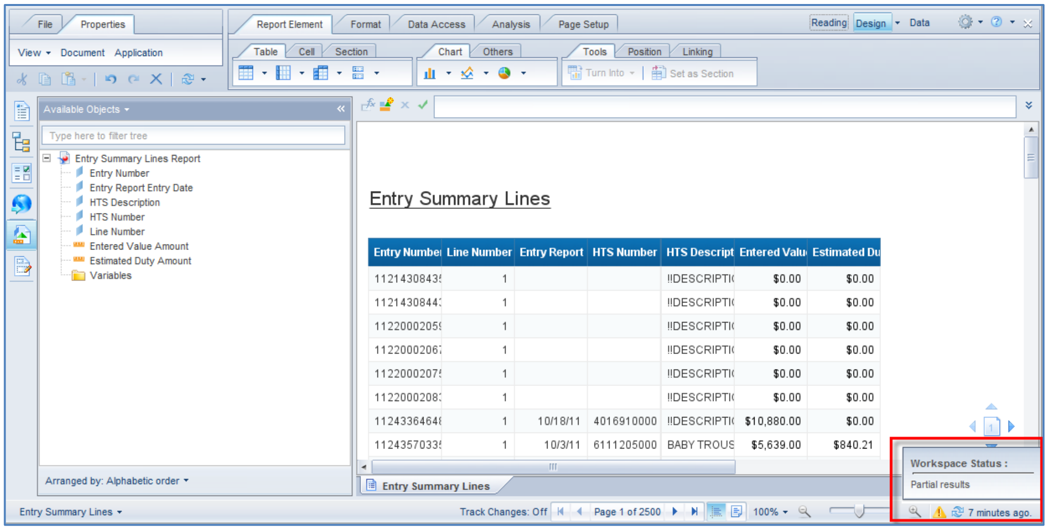


Figure 55: Report with Partial Results

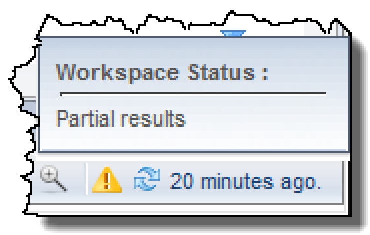
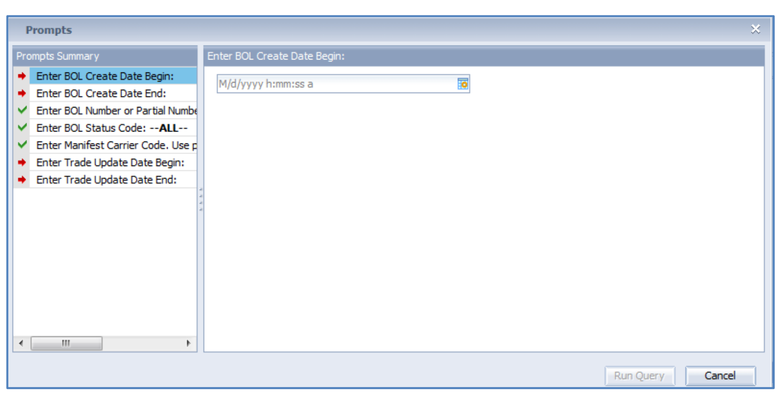


Figure 56: Partial Results Warning Icon and Tool Tip.

Run a Report

Table 41: Run a Standard Report

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

Run a Report

Step	Action
3.	Fill in all required prompts (represented by the icon in the **Prompts Summary** pane) and any optional prompts you wish to use. a. If you are filling out a date, either type the date or select a date from the calendar control. b. If you are filling out a constant that has an --**ALL**-- option as a default setting, select the --**ALL**-- and remove it, then select the value(s) you want and add them.
4.	Select the **Run Query** button. After a few seconds, the report is displayed.

MMM-9022 BOL Status - 2 Hour Refresh

Report Parameters

BOL Number:	--ALL--
BOL Status Code:	--ALL--
Manifest Carrier Code:	--ALL--
Trade Update Date Begin:	7/1/2013 12:00:00 AM
Trade Update Date End:	8/23/2013 12:00:00 AM
BOL Create Date Begin:	7/1/2013 12:00:00 AM
BOL Create Date End:	8/23/2013 12:00:00 AM
Last Run Date Time:	Aug 23, 2013 2:58:18 PM

BOL Number	BOL Version Number	BOL Status Code	BOL.Manifest Carrier Code	Manifest Carrier Name	MOT Code	Master BOL Number	House BOL Number	In-Bond Number
YMLUB951018267	1	OP	YMLU	YANG MING	10	YMLUB951018276		V1009897326

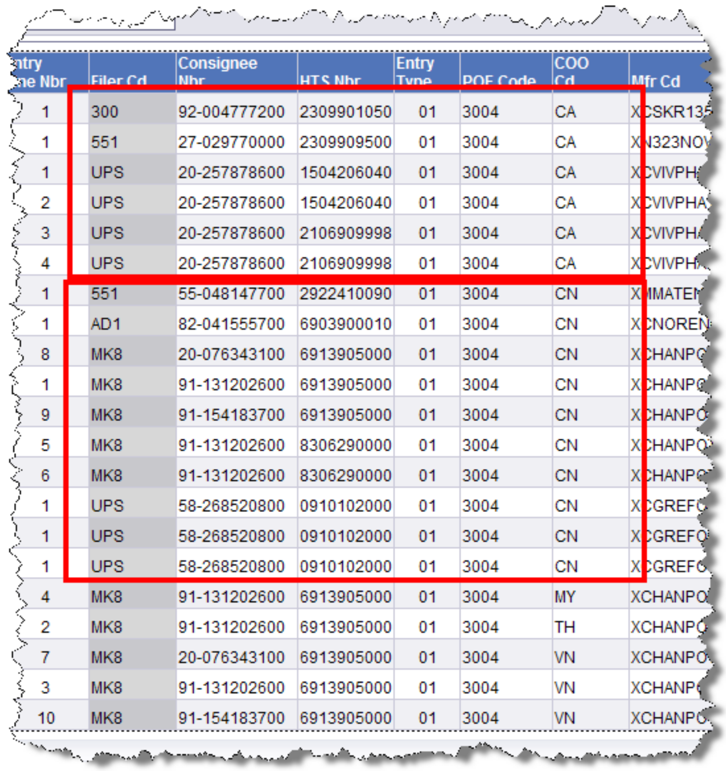
Sort Data

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 57 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.



ntry ne Nbr	Filer Cd	Consignee Nbr	HTS Nbr	Entry Type	POE Code	COO Cd	Mfr Cd
1	300	92-004777200	2309901050	01	3004	CA	XCSKR13
1	551	27-029770000	2309909500	01	3004	CA	XN323NO
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	XCVIVPH
4	UPS	20-257878600	2106909998	01	3004	CA	XCVIVPH
1	551	55-048147700	2922410090	01	3004	CN	XMATEN
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	XCGREFO
1	UPS	58-268520800	0910102000	01	3004	CN	XCGREFO
1	UPS	58-268520800	0910102000	01	3004	CN	XCGREFO
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 57: 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.

Sort Data in a Column

Table 42: Sort Data in a Column

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

Sort Data in a Column

Step	Action
3.	Select the direction of the sort, either **Ascending** or **Descending**.
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 43: Remove Sorts

Remove Sorts

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

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.

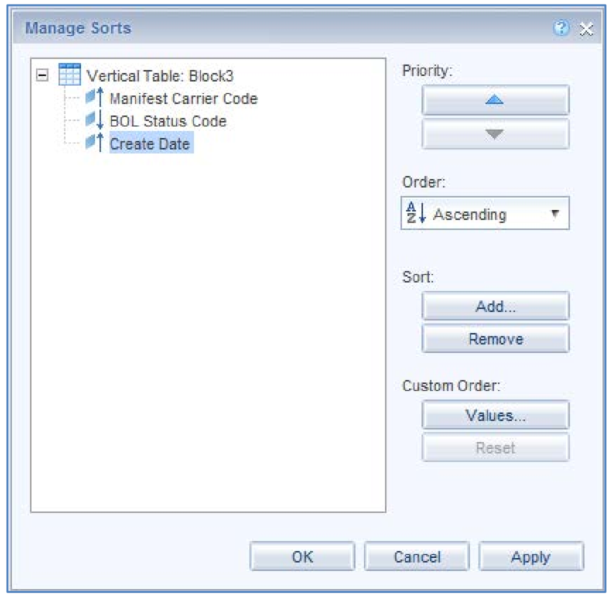
Table 44: Manage Sorts

Manage Sorts

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

Manage Sorts

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Select Manage Sorts. The Manage Sorts dialog box will appear.



</td></tr>
<tr><td>4.</td><td>Perform the necessary actions:

Use the arrows under Priority to move the selected column up or down in the priority list. Higher priority columns are sorted first.
Use the Order drop-down list to change the sort of the selected column between Ascending and Descending.
Select Add… to add another sorted column.
Select Remove to remove a sorted column.
Select Values… to set a custom sort order for a column. This can be used to sort status codes by priority rather than alphabetically, for example.
Select Reset to reset a custom sort to its original order.
</td></tr>
<tr><td>5.</td><td>When finished, select OK.</td></tr>
</table>

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.

Quick Filter

Table 45: Quick Filter

Step	Action
1.	From **Design** mode, highlight the column you want to filter by clicking below the column header. This will highlight the entire column.  **NOTE**: Click inside the column and not on the column header.
2.	Right-select on the column and elect the  option.
3.	Select **Add Filter**.
4.	You have 2 options: a) Select the **In List** drop-down arrow to select the filtering options. For example, the "*greater than or equal to*" option. 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 **OK**. 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.

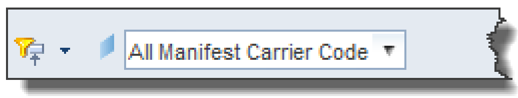


Figure 58 The Filter Bar

Use the Filter Bar

Table 46: Use the Filter Bar

Step	Action
1.	Select the **Filter Bar** button on the toolbar. The **Filter Bar** will be displayed. **NOTE**: In the **Design** view, the **Filter Bar** button is on the **Interact** sub-tab under the **Analysis** 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 **All *<object name>***.

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 47: Report Export Options

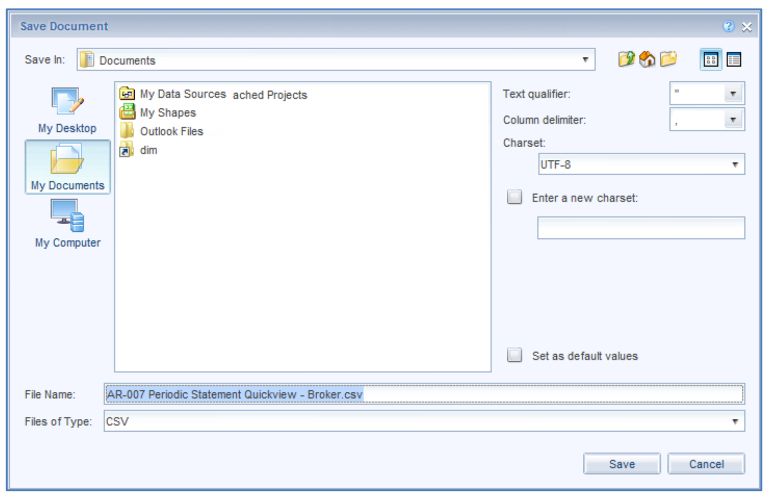
Option	Definition
PDF	Opens in Adobe® Acrobat or Acrobat Reader. Static, printable document that can be used to present a report to management. Export options include selecting only the current report tab, and only exporting a selected page range of the report. Saved as a .pdf file.
Excel 2007	Saves 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.
Excel	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.
Text	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 48: Export Report Data to CSV Format

Export Report Data to CSV format

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>
From Design view, select:
a) The Data Access tab.
b) The Tools sub-tab.
c) The Export Data button.
The Save Document dialog box will appear.



</td></tr>
<tr><td>2.</td><td>Select a location. Enter a <<i>file name</i>> in the File Name text box if you do not want the default report name.</td></tr>
</table>

Export Report Data to CSV format

Step	Action
3.	Select a **Text qualifier** and **Column delimiter** as necessary: • **Text Qualifiers** 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. • **Column delimiter** specifies whether the columns will be separated by commas, semicolons, or tabs.
4.	Select **Save**. The document will be saved with the option to access later. **NOTE**: It is recommended to leave the **Charset** settings at their defaults.

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 49 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 49: Chart Types

Term	Definition
Column Charts	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
Line Charts	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.
Pie Charts	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. 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.
Bar Charts	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.
Point Charts	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
Box Charts	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.
Radar Charts	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.
Tree Maps	Tree maps display the values of two data points as colored boxes. The relative size and color of the boxes each indicate values.
Heat Maps	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.
Tag Clouds	Tag clouds show data as words of different text sizes. The size of the text indicates the value of the data point.

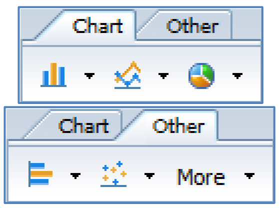
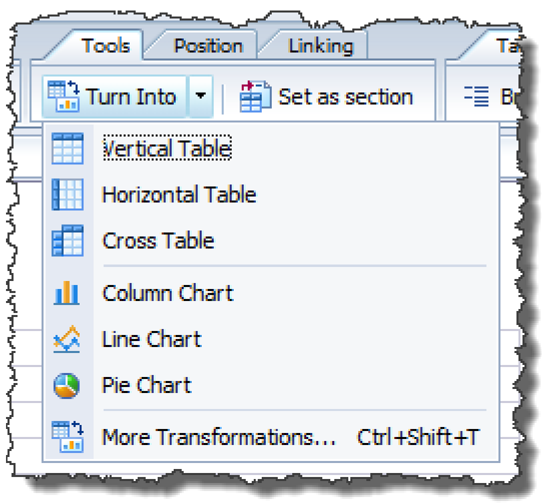


Figure 59: Chart Menu

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 50: Add a Chart to a Standard Report

Add Chart to Standard Report

Step	Action
1.	Run the desired report.
2.	In **Design** mode, select inside the columns you do not want to be included in the chart and right-click your mouse.
3.	Select **Delete.** The column will now be removed from the report.
4.	Highlight the columns you wish to be in the report. **NOTE:** Hold the <CTRL> key down and select each column.
5.	Select the **Turn Into** drop-down menu and select the desired chart. 
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 **Available Objects** panel and dropping them inside the chart.
8.	If you prefer a different chart, move the cursor inside the current chart: a. Right-click your mouse. b. Select **Turn Into** and select a different chart.

Remove a Chart from a Standard Report

Table 51: Remove a Chart from a Standard Report

Step	Action
1.	In **Design** mode, select inside the chart to highlight. **NOTE:** 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 **Delete.** The chart is now removed from the report.
3.	If necessary, select each filter title and select the **Delete** 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.

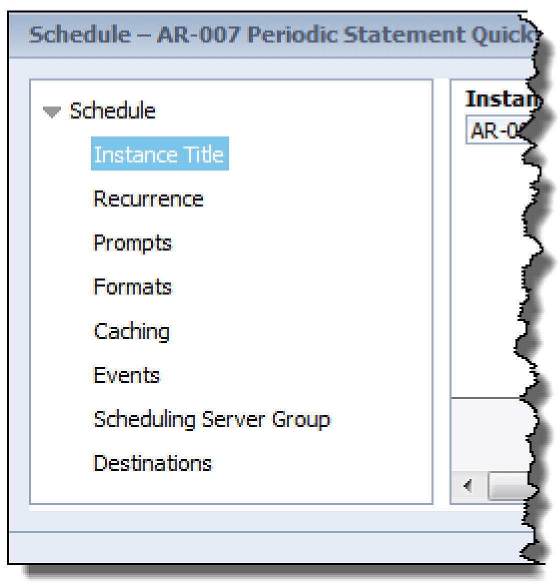


Figure 60: Schedule Dialog Box

Table 52: Report Schedule Options

Option	Use
Instance Title	Enter a title for the scheduled report. This will appear in the **History** list for that report.
Recurrence	Sets how often the report will be run. Reports can be set to run once or on a repetitive schedule. Additionally, except for the **Now** option, a start and end date and time can be set to determine how long a recurring report will be run. See Table 53 for more information.
Prompts	If the report has user prompts, they can be completed here.
Formats	Choose whether to run the report as a **Web Intelligence**, **Microsoft Excel**, **Adobe Acrobat**, or **Comma Separated Values (CSV)** 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.
Caching	Caching is not used by ACE Reports.
Events	Events are not used by ACE Reports.
Scheduling Server Group	These options are disabled.
Destinations	Selects the destination for the scheduled report. Currently the **Default Enterprise Location** 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 53. 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 53: Report Schedule Recurrence Options

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

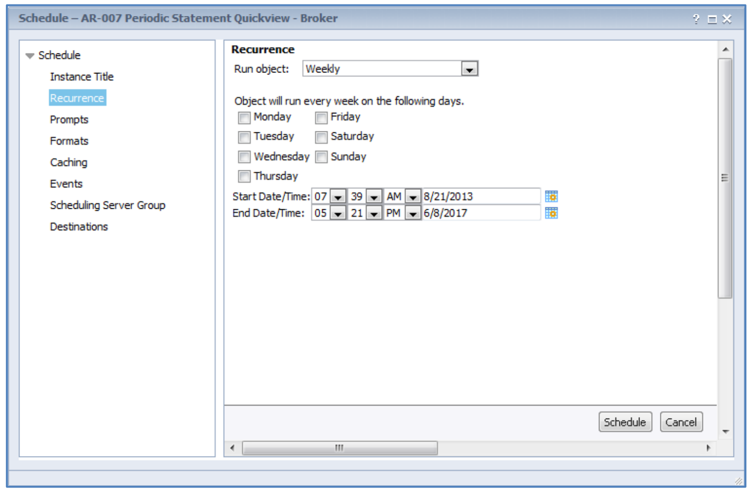
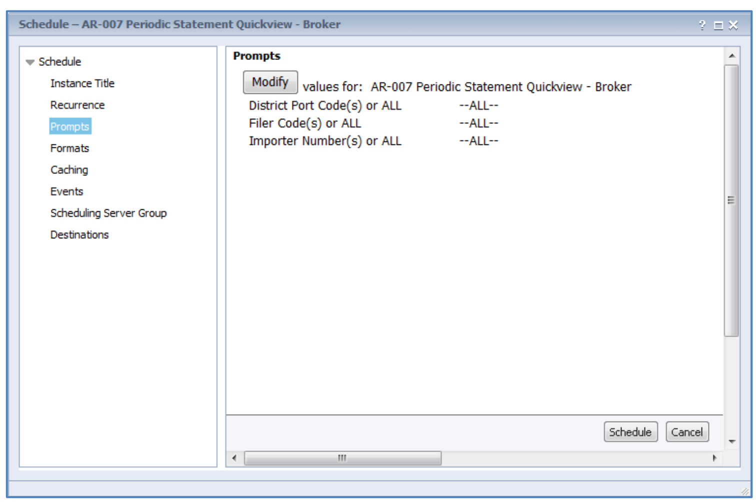
Option	Use
Monthly	The report will run once each month on the date used for the **Start Time**. Select the interval in the **Month (N) =** drop-down list to run the report once each *N* months (1 to 12).
Nth Day of Month	Runs the report every month on the specified date. Select the day of the month in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

Schedule a Report

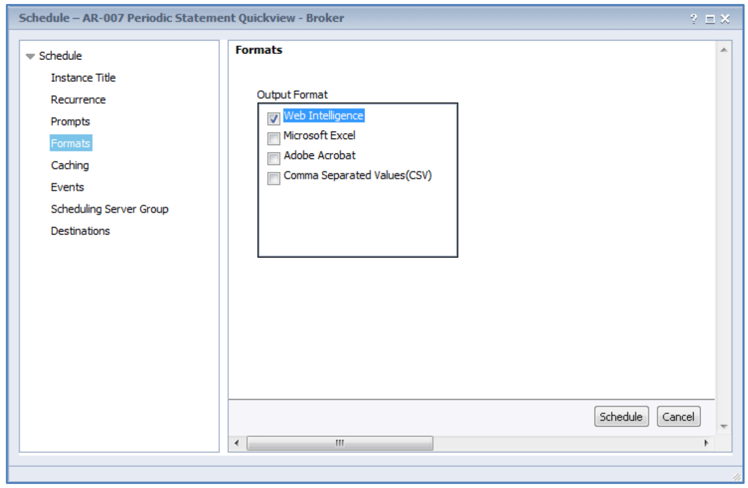
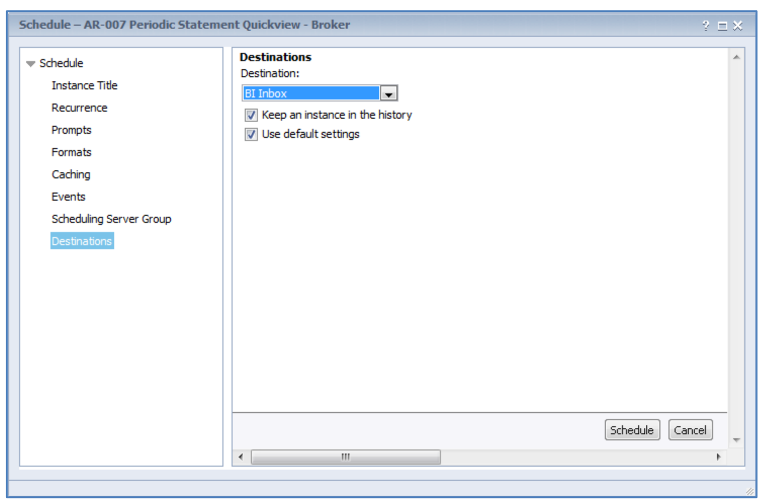
Table 54: Schedule a Report

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

Schedule a Report

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

Schedule a Report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Select
a) Formats.
b) Select a format from the Output Format list.

</td></tr>
<tr><td>11.</td><td>Select Destinations.
NOTE: Caching, Events, and Scheduling Server Group are disabled in ACE Reports.

</td></tr>
<tr><td>12.</td><td>Select Default Enterprise Location from the Destination drop-down list.</td></tr>
<tr><td>13.</td><td>Select Schedule. The report will be scheduled automatically and the History dialog box will be displayed.</td></tr>
</table>

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.

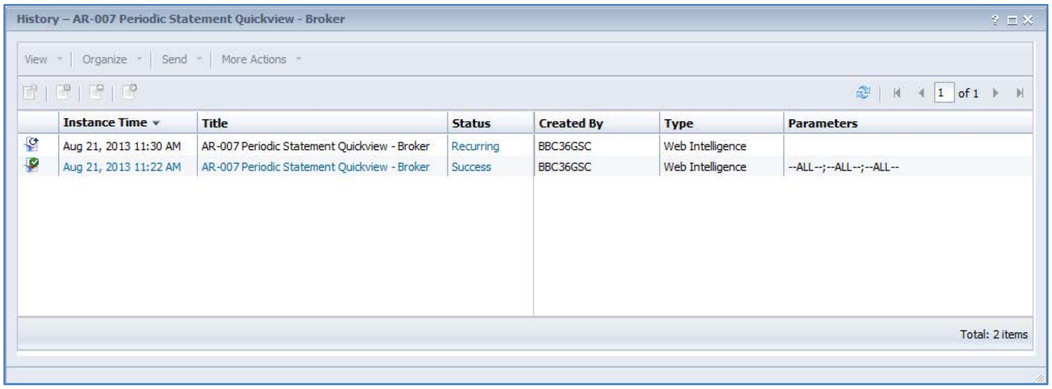


Figure 61: History Dialog Box

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

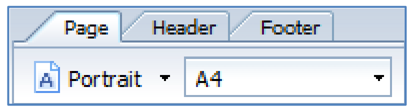


Figure 62: Page Sub-Tab

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

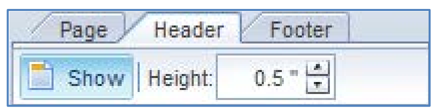


Figure 63: Header Sub-Tab

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

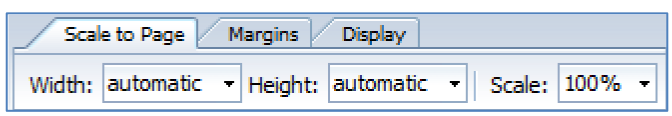


Figure 64: Scale to Page Sub-Tab

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

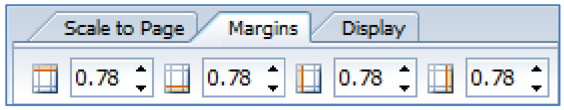


Figure 65: Margins Sub-Tab

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.

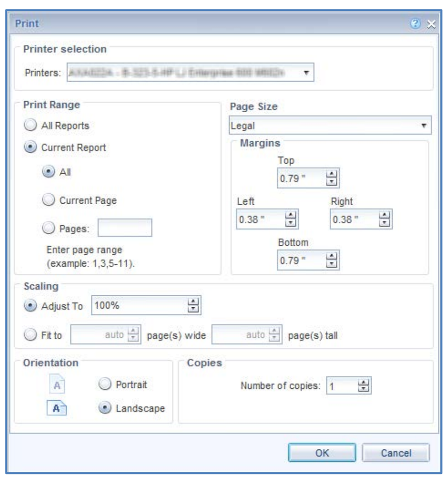


Figure 66: Print Dialog Box

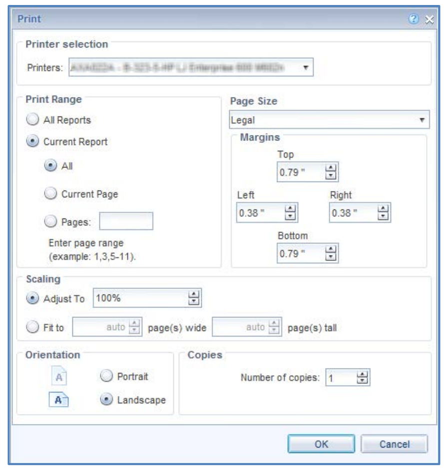
Table 55: Print Dialog Box Options

Option	Definition
Printer selection	Select the **Printers** drop-down list to select a printer on your network.

Option	Definition
Print Range	Specifies what part of the report will print. The options are: • **All Reports** – All tabs in the current document if there are multiple tabs • **Current Report** – You can print **All** of the currently visible report, only the **Current Page** or a specified range of **Pages**.
Page Size	Selects the page size (Letter, Legal, or any of the other sizes available). This is also available on the **Page Setup** tab.
Margins	Sets the margin sizes. This is also available on the **Page Setup** tab.
Scaling	Adjusts the size of the report to print larger or smaller. • **Adjust To** zooms the printed report in or out. Zoom values can be between 10% and 400%. • **Fit To** sets the maximum number of pages in width and height a report will display. **Fit To** may reduce the zoom level of a report, but will never increase it. This is also available on the **Page Setup** tab.
Orientation	Sets either **Portrait** or **Landscape** arrangement. This is also available on the **Page Setup** tab.
Copies	Sets the number of copies to be printed.

Print a Report

Table 56: Print a Report

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

Print a Chart

Table 57: 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 **File** tab.
2.	The **Print Dialog** box displays. Make any necessary adjustments based on the chart selected.
3.	Select **OK**.

Topic 1.1.5: Troubleshooting

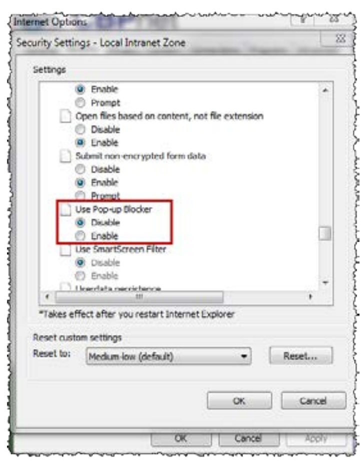
Introduction

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 to set to enable.

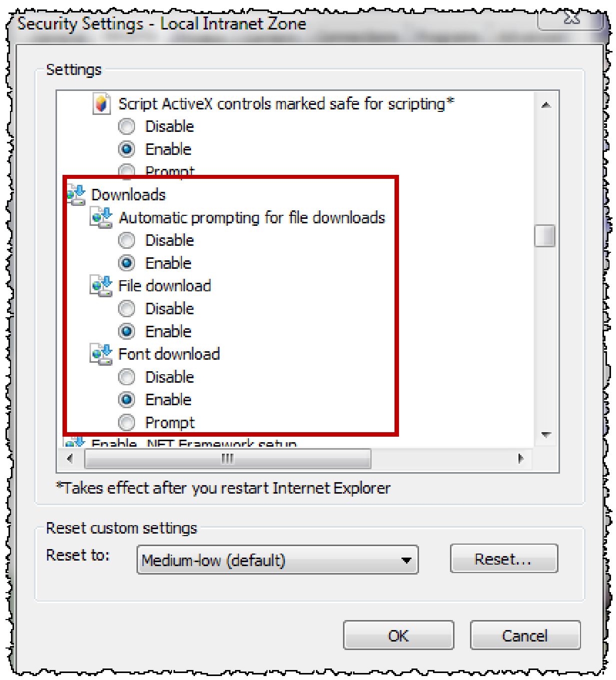
Disable Pop-up Blocker

Table 58: Disable Internet Pop-up Blocker

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

Enable Downloads

Table 59: Enable Downloads

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

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.

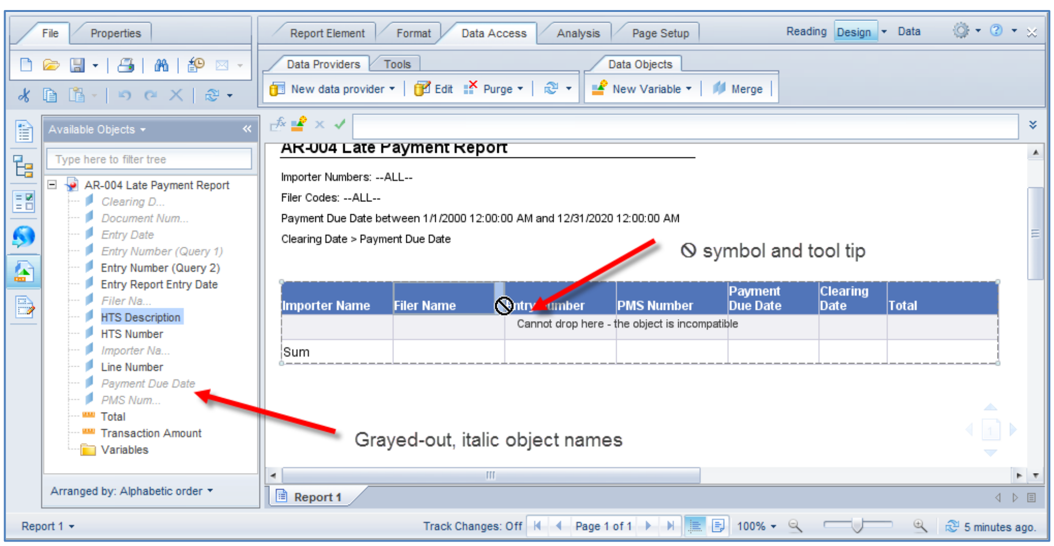


Figure 67: Attempting to Add an Incompatible Object.

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.

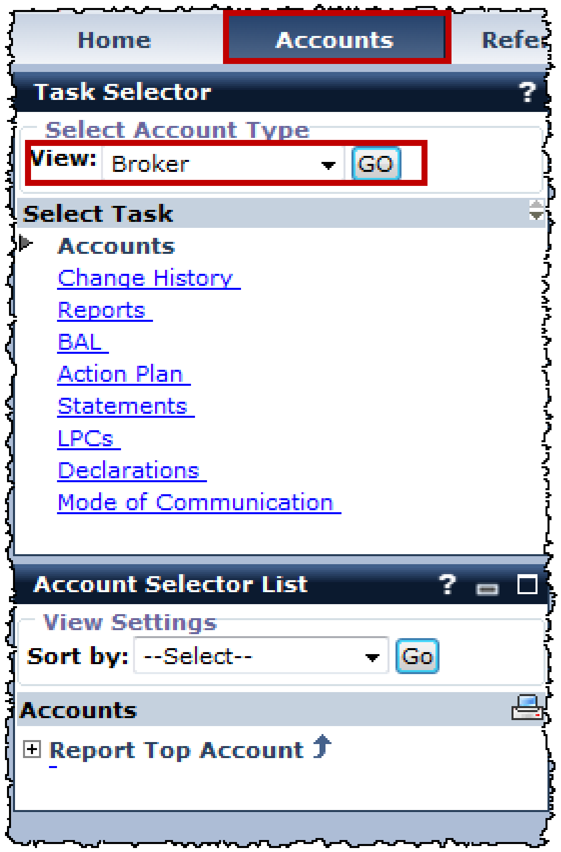


Figure 68: Task Selector Panel

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.

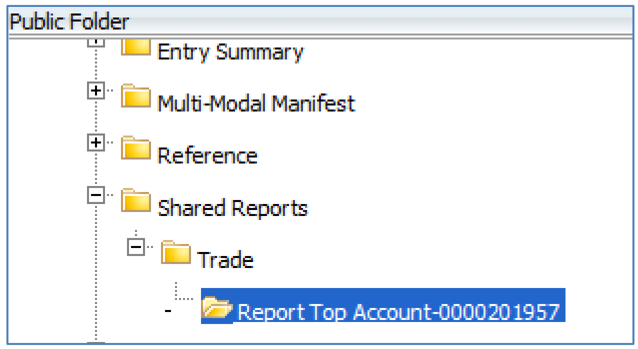


Figure 69**: ACE ID Folder**

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.

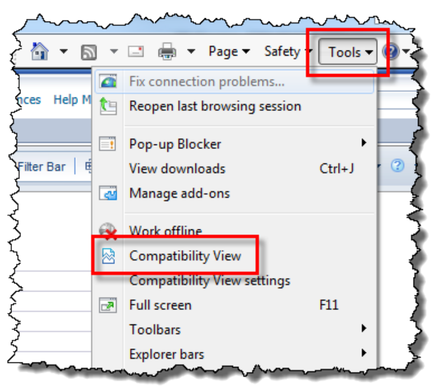


Figure 70**: Compatibility View Setting**

Chapter 2: Running a Modified Report

Chapter 2

This Chapter contains the following Sections:

- Section 1 Modifying Reports

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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 60 describes how to modify a report from **Design** mode, which is the preferred method for modifying a report.

Modify an Existing Report from Design Mode

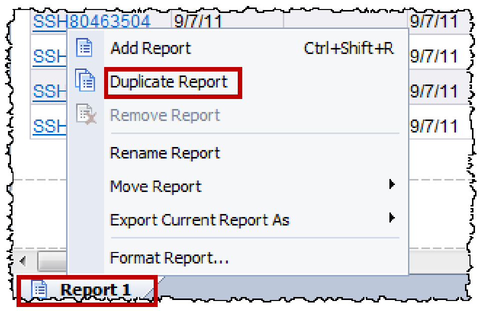
Table 60: Modifying an Existing Report from Design Mode

Step	Action
1.	From the **Documents** tab, double-click an existing report in the **Folders** panel.
2.	From the **Prompts** text box, select **Cancel**.
3.	Select the **Design** mode tab.
4.	An empty report appears. Select the **Data Access** tab from the main menu bar.
5.	Select **Edit**.
6.	The **Query Panel** 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 61.

Duplicate an Existing Report

Table 61: Duplicate an Existing Report

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

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.

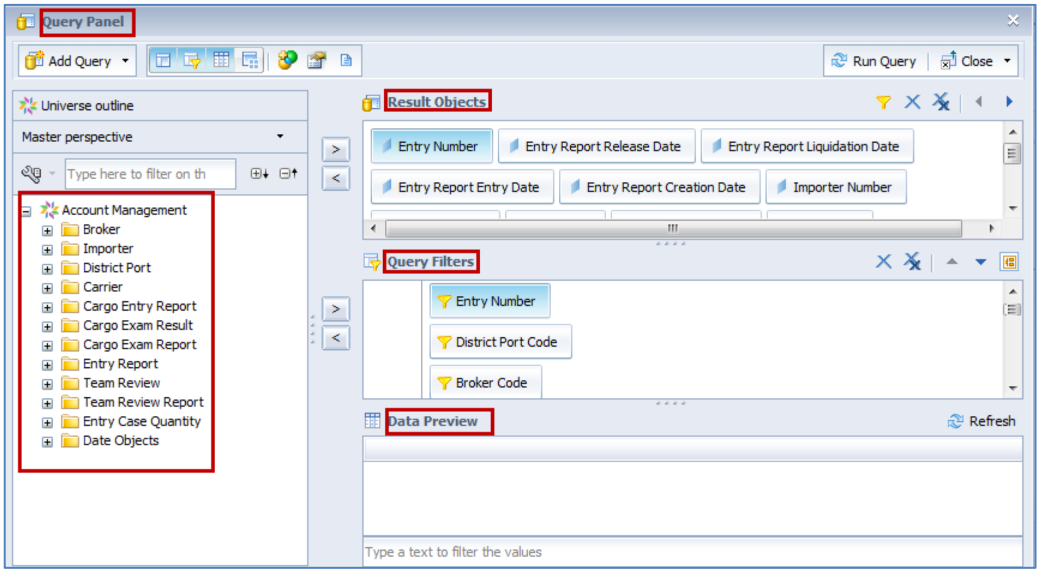


Figure 71: Query Panel

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.

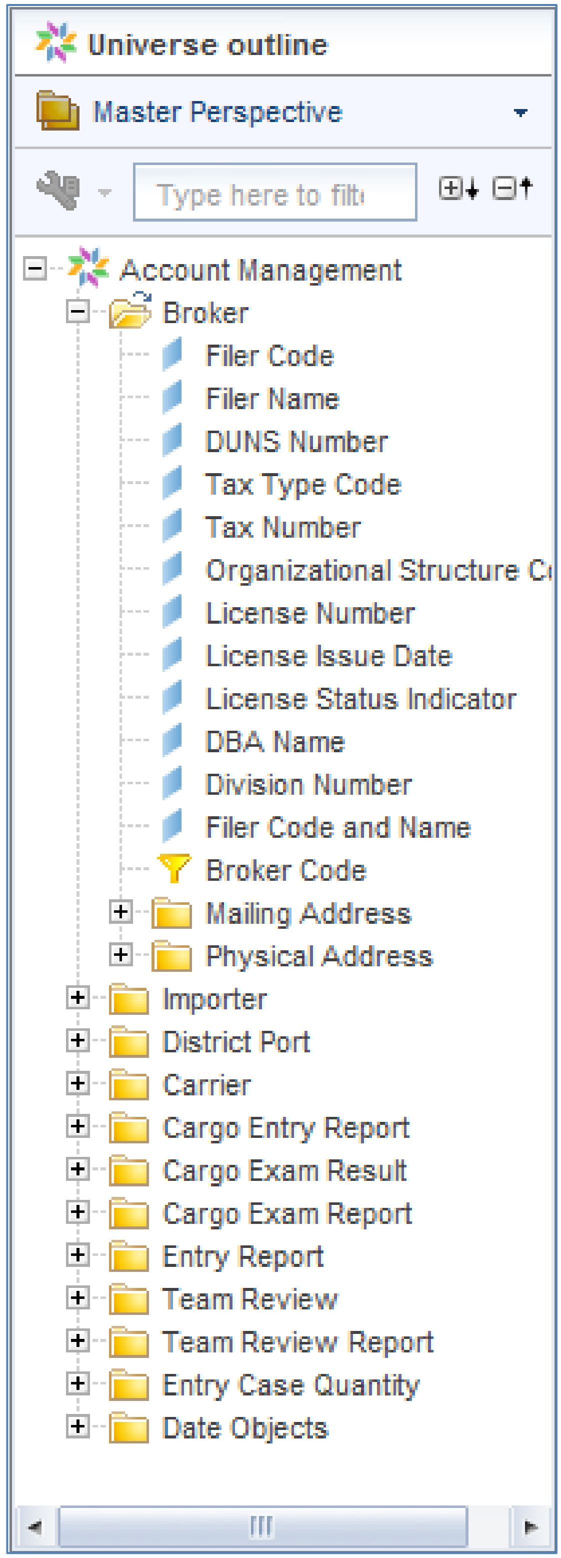


Figure 72: Query Panel - Data Outline

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

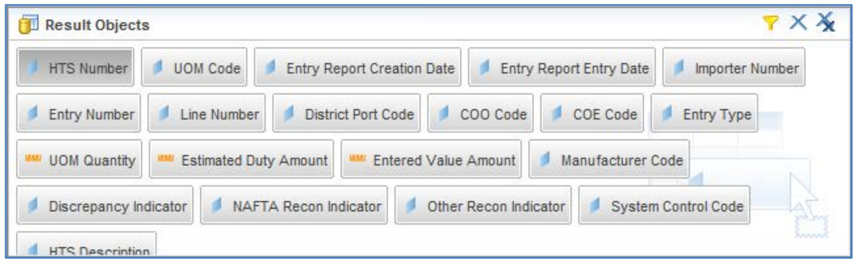


Figure 73: Query Panel - Result Objects

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.

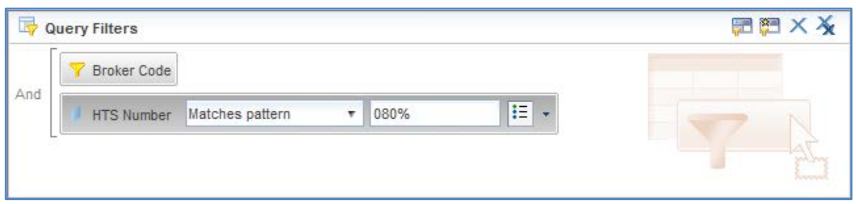


Figure 74: Query Panel - Query Filters

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

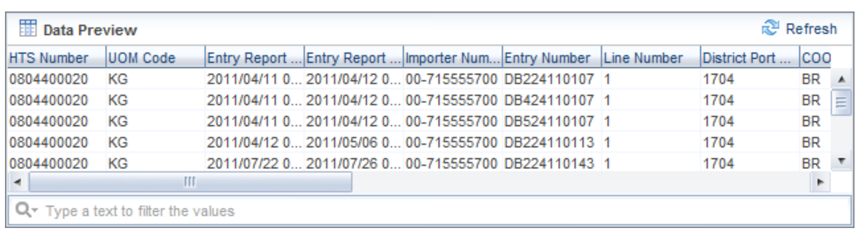


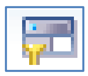
Figure 75: Query Panel - Data Preview

Query Panel Icons

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

Table 62: Icons and Menus in the Query Panel

Icon/Menu	Purpose
Add Query	Allows you to add a second query to this report. You have three choices: **From Universe**, **From Bex**, and **From Analysis View**. Of these, only **From Universe** works in ACE Reports.
	**Data Outline Panel** toggles the **Data Outline** panel on and off.
	**Query Filters Panel** toggles the **Query Filters** panel on and off.
	**Data Preview Panel** toggles the **Data Preview** panel on and off.
	**Scope of Analysis Panel** toggles the **Scope of Analysis** panel on and off. ACE Reports data does not support using the **Scope of Analysis** feature.
	**Add a combined Query** 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.
	**Query Properties** displays the **Query Properties** dialog box.
	**View script** 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.
Run Query	Closes the **Query Panel** and refreshes the report data. Displays the **Prompts** if applicable.
Close	Provides options to close the **Query Panel** 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 **Data Outline** panel filters the objects in the **Data Outline** panel to show those objects that contain the typed text anywhere in the name.
	**Insert quick filter**, in the **Result Objects panel**, applies an “in list” filter to the selected dimension. It does not work on measures.
	**Remove**, in the **Result Objects** and **Query Filters**, **panels** deletes the selected object from that panel.
	**Remove all**, in the **Result Objects** and **Query Filters panels**, clears the contents of that panel.
	**Add a sub query**, in the **Query Filters**, creates an advanced type of filter that queries the data within the main query. Sub queries are not covered in this User Guide.
	**Add a database ranking** inserts a “Top *x*” query, which displays only the top or bottom *x* values in a column.
Refresh	In the **Data Preview** panel, refreshes the query to show a preview of the data selected.

Topic 2.1.2: Adding Data Objects, Queries and Query Filters

Introduction

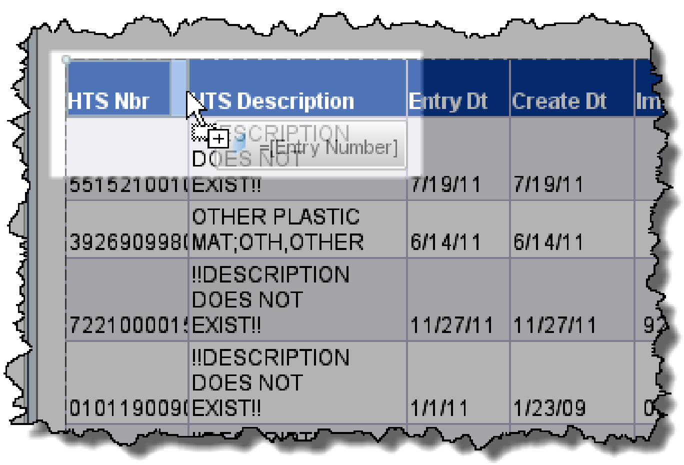
This topic will describe how to add or remove columns, date objects and query filters to a report.

Table 63: Add and Remove Columns in a Report

Add and Remove Columns in a Report

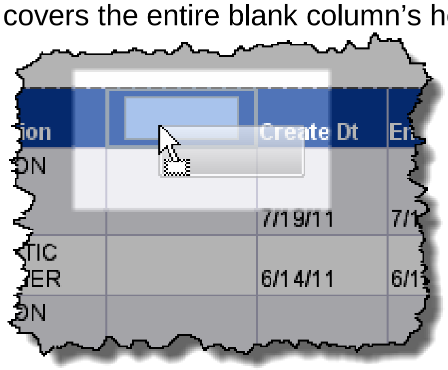
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From Design mode, select the Available Objects option in the Left Pane.</td></tr>
<tr><td>2.</td><td>In Available Objects, select the object you wish to add and drag it onto the table, between two existing columns or at the left or right end of the column header row.

NOTE: 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.

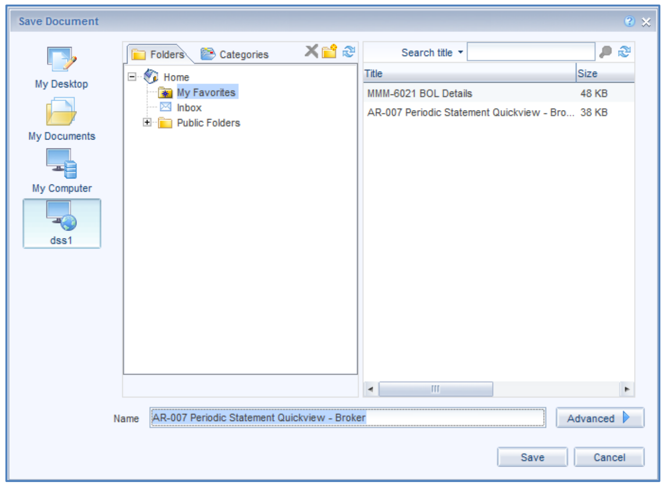


NOTE: Once the query is refreshed, the data for each element in the Result Objects pane is downloaded. When those objects are added to the report, the data appears immediately.</td></tr>
</table>

Add and Remove Columns in a Report

Step	Action
3.	To remove a column, select the column, and select the **Delete** icon ( ). **NOTE**: You will also find **Delete** if you right-click the column.
4.	To insert a blank column: a. Right click any column in the data portion of the table b. Select the **Insert** sub-menu c. Select either **Column to the left** or **Column to the right** as necessary. **NOTE**: Inserting a row in the data portion of the table is not recommended. **TIP**: 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.
5.	To move a column: a. Insert a blank column at the desired location in the table b. Select the column to be moved and drag over the blank column. Make sure the rectangle covers the entire blank column's head 

Add and Remove Columns in a Report

Step	Action
6.	When you finish editing the report, save it. a. If you want to overwrite the original file, select the **Save** icon () on the **File** tab. b. If you want to save the report with a new name, select the drop-down arrow on the **Save** icon and select **Save As…** The **Save Document** dialog box will appear. 
7.	To access advanced options, select the **Advanced** button on the lower right side of the dialog box.

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.

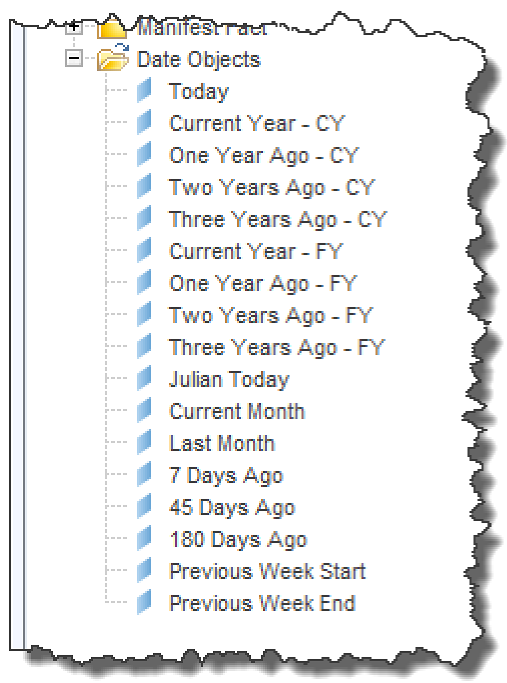


Figure 76: A Sample of Date Objects

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.

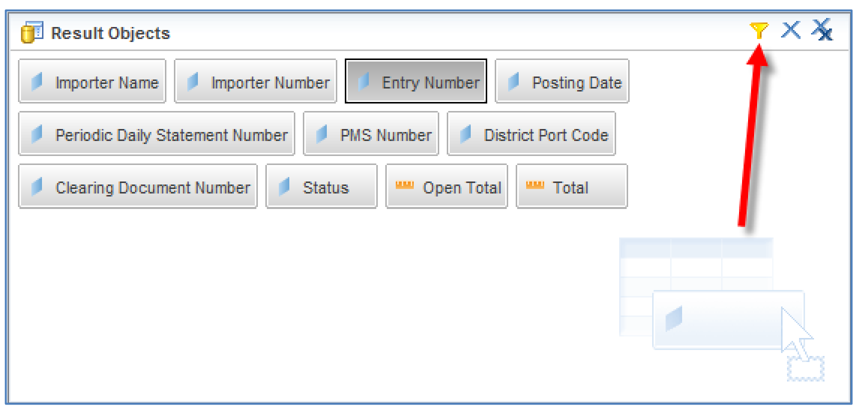
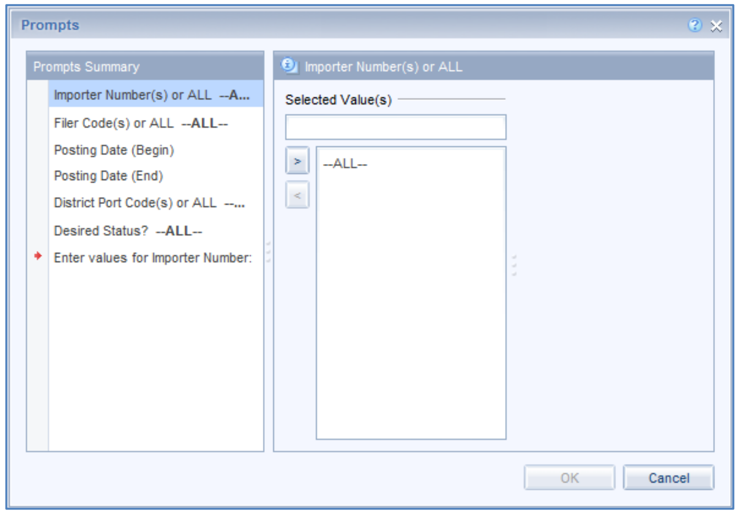


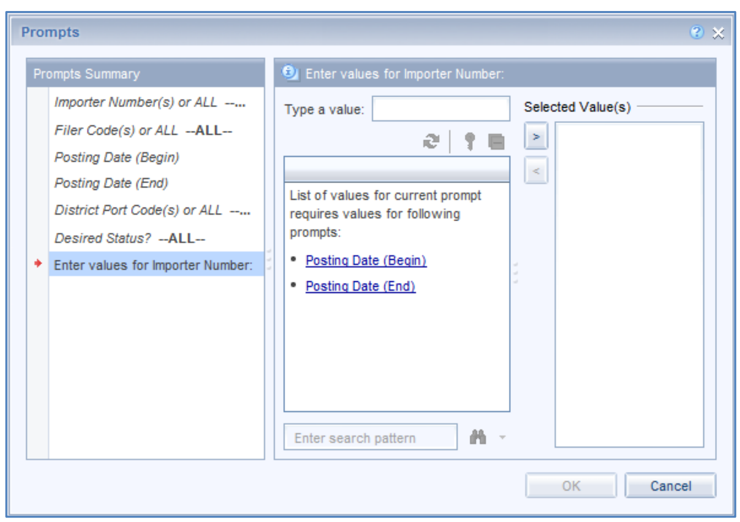
Figure 77: The Result Objects Panel with the Quick Filter Icon Highlighted

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.

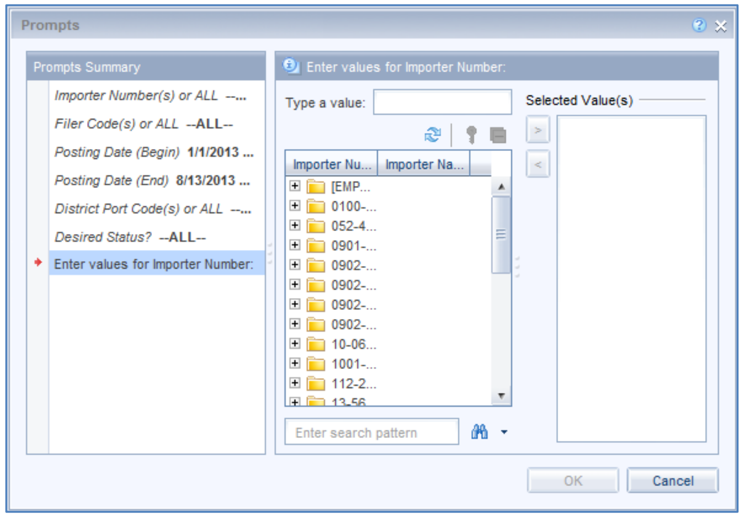
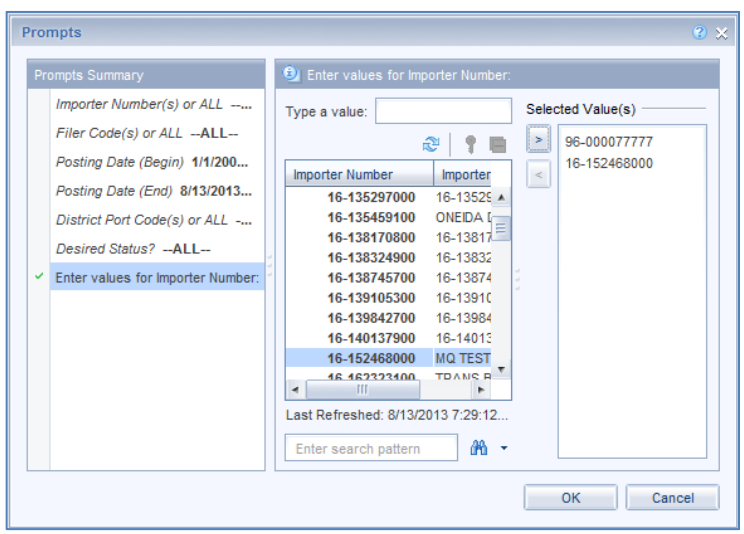
Insert a Quick Filter

Table 64: Insert a Quick Filter

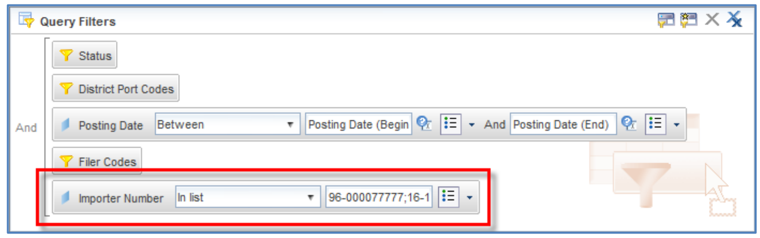
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>In the Result Objects panel, select the object you wish to filter, and select the Add a quick filter icon ( ). A Prompts dialog box will be displayed.

</td></tr>
<tr><td>2.</td><td>Select the prompt marked with a red arrow. This is the object you are filtering.

NOTE: 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.

</td></tr>
</table>

Insert a Quick Filter

Step	Action
3.	If necessary, complete the suggested prompts and select the marked prompt, again. 
4.	Either: a. Select the desired values from the list or b. Type values in the **Type a value** text box. Then select the **>** button. **NOTE:** 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. 

Insert a Quick Filter

Step	Action
5.	The quick filter will be added to the bottom of the query filters. 

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 78: 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.

Use a Wildcard in Query Criteria

Table 65: Use a Wildcard in Query Criteria

Step	Action
1.	Add a Dimension data object to the **Query Filters** panel.
2.	Select the operator drop-down list and select **Matches Pattern** or **Different from Pattern**. **NOTE**: **Matches Pattern** includes records with the filtered data. **Different from Pattern** excludes records with the filtered data.
3.	Type the criteria in the text box. Place the **%** character as appropriate: • 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.) • 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) • 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.) • 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)

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.

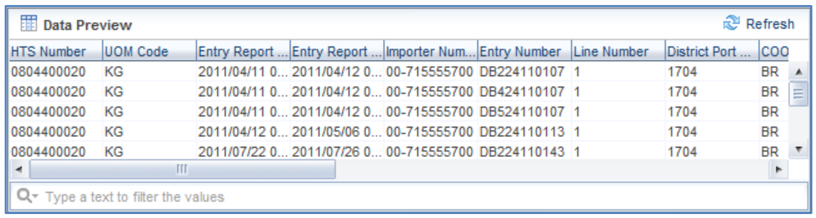
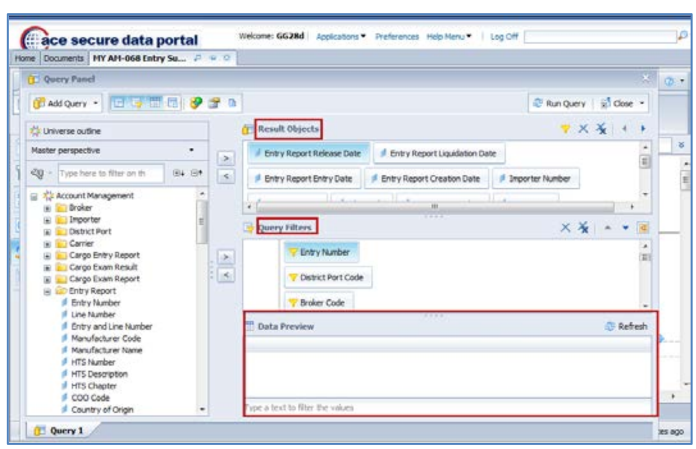


Figure 79: Query Panel - Data Preview

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

Table 66: Data Preview

Previewing Data in a Report

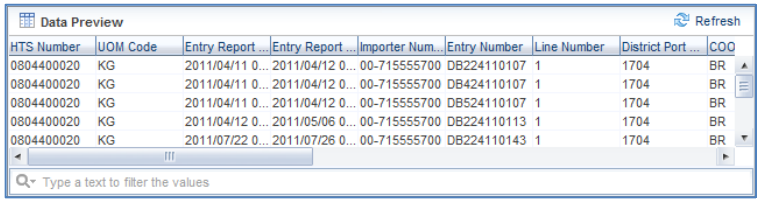
Step	Action
1.	Select and run a report you wish to modify.
2.	Select the **Data Access** tab.
3.	Select the **Edit** tab.
4.	The **Query Panel** displays. 

Previewing Data in a Report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Complete the necessary updates.</td></tr>
<tr><td>6.</td><td>Select Refresh.

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.



</td></tr>
</table>

Chapter 3: Creating a Customized Report

Chapter 3

This Chapter contains the following Sections:

- Section 1 Create a New Report

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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

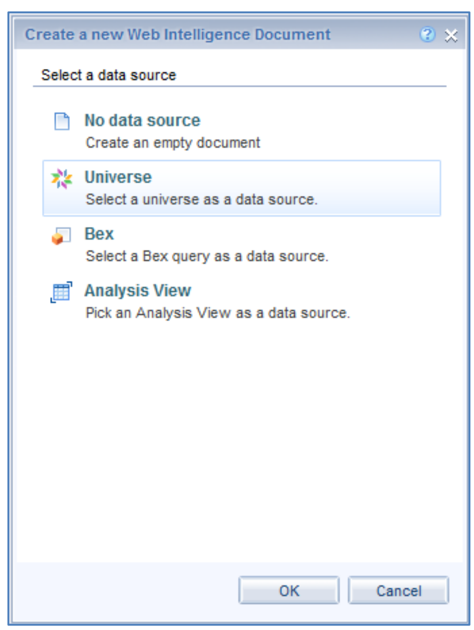
Introduction

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 67: Create a Report

Create a Report

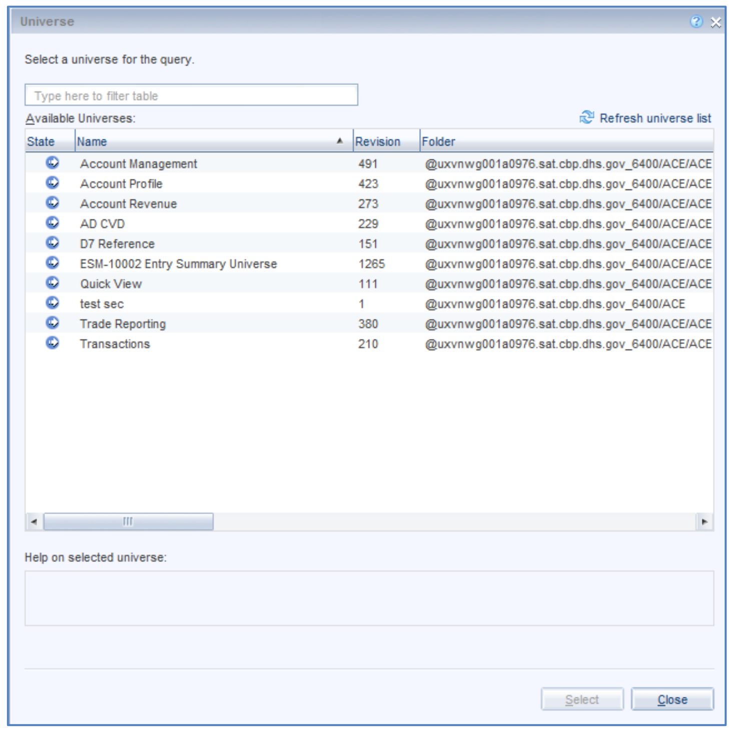
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select the Applications menu from the main ACE Reports screen.</td></tr>
<tr><td>2.</td><td>Select Web Intelligence Application. The Web Intelligence tab will appear.

NOTE: You can also go to the Home tab and select the Web Intelligence Application icon:
</td></tr>
<tr><td>3.</td><td>Select the New icon () from the tool bar. The Create a new Web Intelligence Document dialog box will appear.

</td></tr>
</table>

Create a Report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Select Universe.</td></tr>
<tr><td>5.</td><td>Select OK. The Universe dialog box will appear.

NOTE: The other options in the Create a new Web Intelligence Document dialog box do not work in ACE Reports.


</td></tr>
<tr><td>6.</td><td>Select the desired universe.</td></tr>
<tr><td>7.</td><td>Select the Select button. The Query Panel will appear.</td></tr>
<tr><td>8.</td><td>Refer to Table 68 beginning with step 6 to develop the query.</td></tr>
</table>

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.

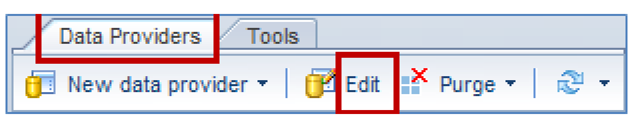
To add data to any part of a query, drag it from the **Data** panel to the desired location. **Data Objects** can also be added to the **Result Objects** pane by double-clicking the **Data Object**.

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.

Modify a Report Query

Table 68: Modify a Report Query

Step	Action
1.	Select the **Data Access** tab.
2.	In the **Data Providers** sub-tab, select **Edit**. 

Modify a Report Query

Step	Action
3.	In the **Result Objects** pane, select any objects you wish to remove and press the DELETE key on your keyboard **NOTE:** You may also select the **Remove** icon to remove a **Result Object**. ( ). If you wish to clear the entire pane, select the **Remove all** icon ( ).
4.	In the **Query Filters** pane, select any objects you wish to remove and press the DELETE key on your keyboard **NOTE:** You may also select the **Remove** icon ( ). If you wish to clear the entire pane, select the **Remove all** icon ( ).
5.	To add objects to the **Result Objects** panel, double-click the desired objects in the **Data** panel. **IMPORTANT:** 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. **TIP:** You may also drag objects from the **Data** panel to the **Result Objects**. 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. **TIP:** To find a specific object, select the text box at the top of the **Data** panel, and type any part of the name of the object.

Modify a Report Query

Step	Action
6.	To add **Query Filters**, do one of the following: • Double-select filter objects (with a gold funnel ( ) icon) to add them to the **Query Filters** panel. • Select an object in the **Result Objects** panel to filter and select the **Add a quick filter** icon ( ). • Drag data objects into the **Query Filters** panel. **TIP:** You may also drag data objects from the **Result Objects**. This will ensure that you have the correct data objects in the **Query Filters** panel.
7.	If desired, select the **Refresh** button on the **Data Preview** panel to view a preview of the data. **TIP:** The **Data Preview** 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 **Data Preview** panel displays a maximum of 200 rows.
8.	Select the **Run Query** button and complete the prompts. The report will display *without* the modifications. **TIP:** If you want to modify the report layout without waiting for the data to refresh, you can select **Apply Changes and Close** from the **Close** menu to go to a blank copy of the report. From there, select the **Refresh All** icon ( ) to see the data.

Topic 3.1.3: Create an Object Filter

Introduction

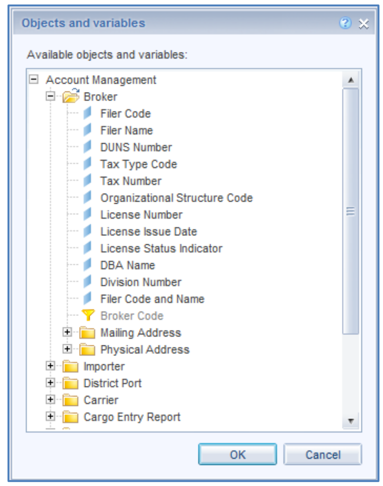
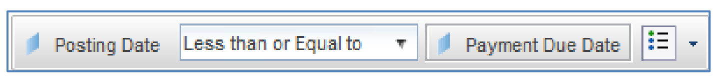
This topic explains how to create an Object filter for a customized report.

Table 69: Create an Object Filter

Create an Object Filter

Step	Action
1.	Add a data object to the **Query Filters** panel.
2.	Set the filter operator to any of the following: • **Equal to** • **Not Equal to** • **Greater than** • **Greater than or Equal to** • **Less than** • **Less than or Equal to** • **Between** • **Not Between** **NOTE**: **Matches Pattern** and **Different from Pattern** allow you to use **Object from this query**, but the data in ACE Reports does not support it.

Create an Object Filter

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

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 80: 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.

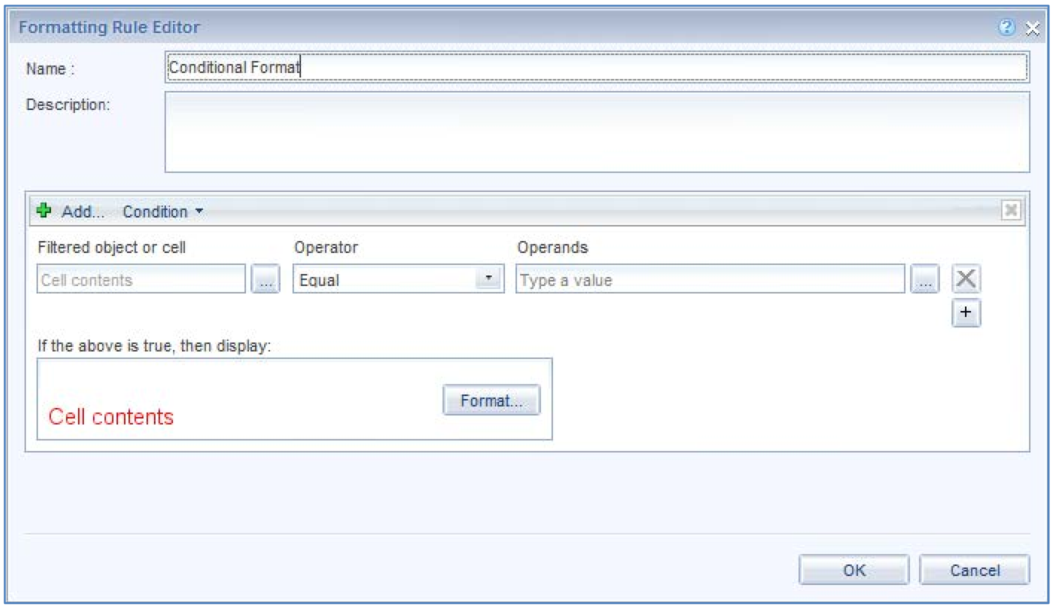


Figure 81: Formatting Rule Editor Dialog Box

Table 70: Formatting Rule Editor Dialog Box

Control	Definition
Name	A unique name for this formatting rule.
Description	Optional text describing the formatting rule.
Add…	Add a new format and set of conditions.
Condition	Select whether to show a condition or a formula.
Filtered object or cell	The cell or column being checked against the conditions. **Cell contents** indicate the contents of the selected cell. One cell can be formatted based on its own value or that of another cell.
Operator	The comparison operator used for the condition.
Operands	The value or values being checked.

Control	Definition
	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.
If the above is true, then display	Displays the format being set by that set of conditions.
Format…	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

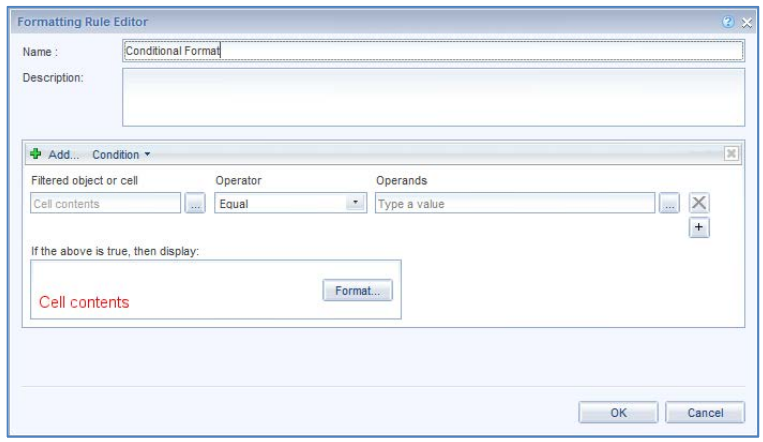
Figure 82: A Report with Conditional Formatting

Add Formatting Rules

Table 71: Add Formatting Rules

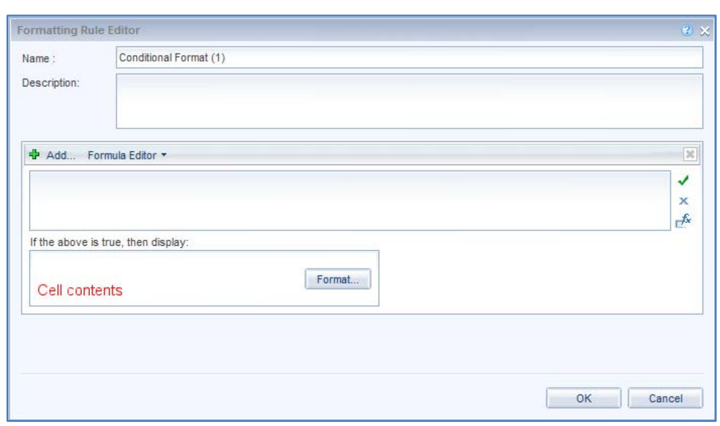
Step	Action
1.	Access the report you wish to run in **Modify** mode: a. Locate the report either in **My Favorites** in my folder or using **Search**. b. Right-click the report and select **Modify**. c. Complete the **Prompts** dialog box as necessary and select **Run Query**.

Add Formatting Rules

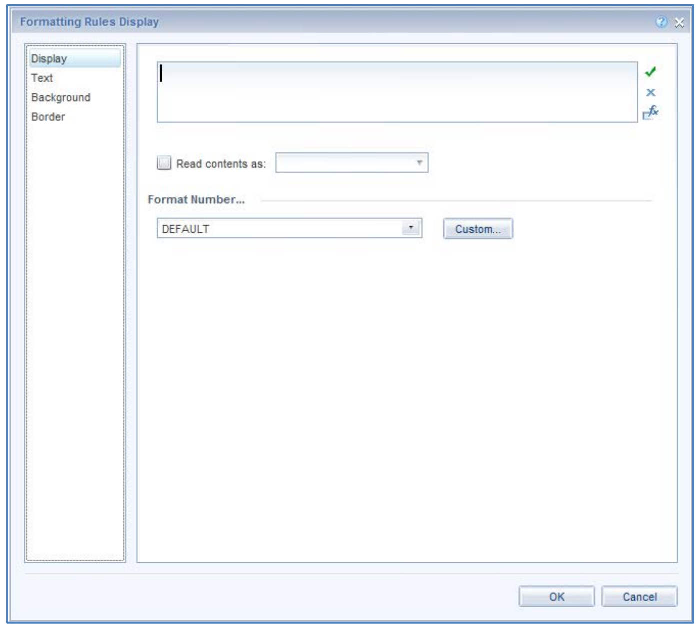
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>Select the column you want to modify.</td></tr>
<tr><td>3.</td><td>Select the Analysis tab.</td></tr>
<tr><td>4.</td><td>Select the Conditional sub-tab.</td></tr>
<tr><td>5.</td><td>Select the New Rule… button. This will display the Formatting Rule Editor dialog box.

</td></tr>
<tr><td>6.</td><td>Fill in the Name and Description text boxes as desired.

NOTE: A Name is required, but the default setting is acceptable. A description is not required.</td></tr>
<tr><td>7.</td><td>Select the Condition menu and select Condition (default setting) or Formula editor as necessary.</td></tr>
</table>

Add Formatting Rules

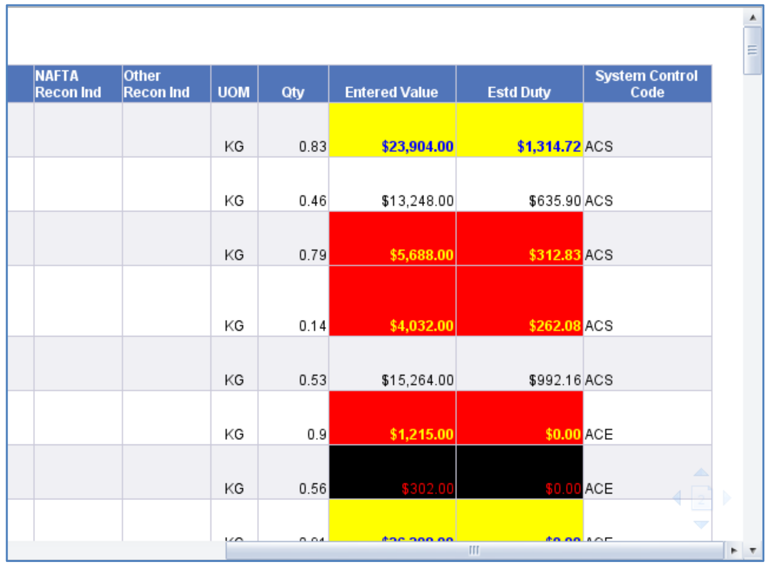
Step	Action
1.	If **Condition** is selected, fill out the conditions as required: a. **Filtered object or cell** is the column being formatted. You may select the ellipsis (...) button to choose either **Cell contents** or **Select and object or variable** in the report. b. The **Operator** drop-down list selects the comparison operator, e.g.: Equal, Between, In list. c. The **Operands** text box is the value or values you are comparing against the **Filtered object or cell**. 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 **Filtered object or cell**, or clear the **Operands**.
2.	If necessary select the add button (+) to add a second condition and repeat steps 5 and 6 as necessary. **NOTE:** You may use up to six conditions in each format.
3.	If **Formula Editor** is selected, select the **Formula Editor** button ( ) to create a formula. **NOTE:** You can use the **Formula Editor** to create complex criteria, including using mathematical operations, e.g.: [Payment date] >= [Due Date] + 15. 

Add Formatting Rules

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Select the Format... button. The Formatting Rules Display dialog box displays

</td></tr>
<tr><td>5.</td><td>Set formats as necessary:
a. Display allows you to insert another value in place of the current value of the cell – such as placing N/A in an empty cell.
b. Text allows you to format the Font, Style, Size, Color, Underline, Strikethrough, Horizontal Alignment, and Vertical Alignment.
c. Background allows you to apply color or no color, and a pattern or image background in the cell.
d. Border allows you to apply the style, thickness, color, and location of the cell borders.</td></tr>
<tr><td>6.</td><td>If necessary select the Add button to add a second condition/format combination and repeat steps 5 through 8 as necessary.
NOTE: You may use as many condition/format combinations as necessary for your application.</td></tr>
</table>

Add Formatting Rules

Step	Action
7.	Select the **OK** button. The selected column will now be formatted.



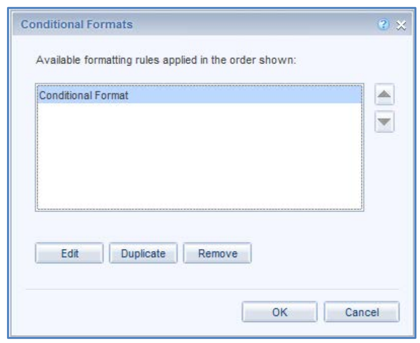
	NAFTA Recon Ind	Other Recon Ind	UOM	Qty	Entered Value	Estd Duty	System Control Code
			KG	0.83	$23,904.00	$1,314.72	ACS
			KG	0.46	$13,248.00	$635.90	ACS
			KG	0.79	$5,688.00	$312.83	ACS
			KG	0.14	$4,032.00	$262.08	ACS
			KG	0.53	$15,264.00	$992.16	ACS
			KG	0.9	$1,215.00	$0.00	ACE
			KG	0.56	$302.00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

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 72: Manage Formatting Rules

Manage Formatting Rules

Step	Action
1.	Select the **Analysis** tab.
2.	Select the **Conditional** sub-tab.
3.	Select the **Formatting Rules** button. The **Conditional Formats** dialog box appears.   **NOTE:** You may also select **Manage** from the **Formatting Rules** menu.
4.	Select the formatting rule you wish to manage. If you are: a. Editing a rule, select **Edit**. (If you are editing a rule, refer to Table 71 for details.) b. Copying a rule, select **Duplicate**. c. Deleting a rule, select **Remove**.
5.	Select the **OK** 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 73: 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 **Analysis** tab.
3.	Select the **Conditional** sub-tab.
4.	Select the drop-down arrow next to **Formatting Rules**.
5.	Select the formatting rule you wish to apply. **NOTE:** If your formatting rule contained any references to **Cell Contents**, 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 83: Size Sub-Tab

IMPORTANT: If you enter a size below one inch (½ inch, for example), you must include a leading “0” before the decimal point. For example, if you want to make a cell ½ 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 84 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.

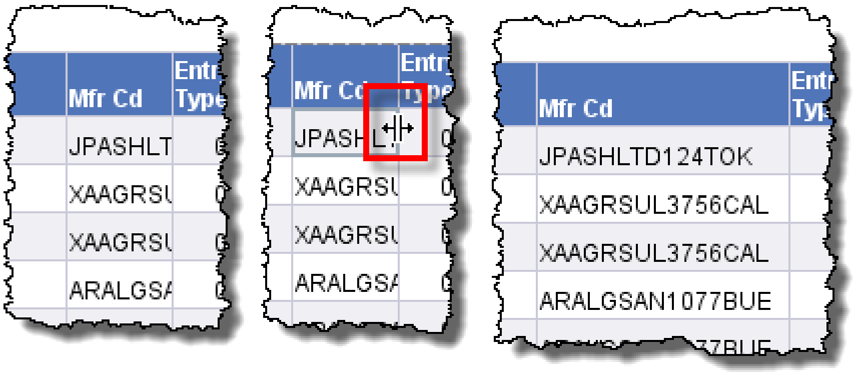


Figure 84: A Column Being Widened.

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.

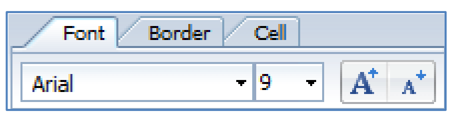


Figure 85: Font Sub-Tab

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

Figure 86: 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 87: 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 88: Style Sub-Tab

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

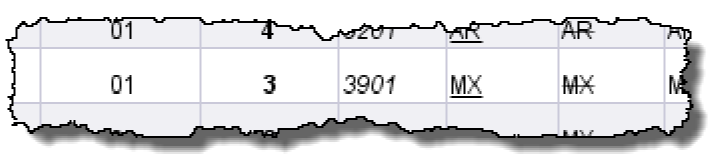


Figure 89: Sample Text Styles - Plain, Bold, Italic, Underline, and Strikethrough, Respectively

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.

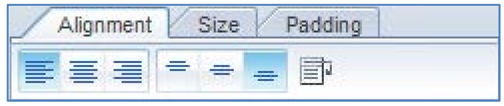


Figure 90: Alignment Sub-Tab

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 91: Left, Center, and Right Alignment

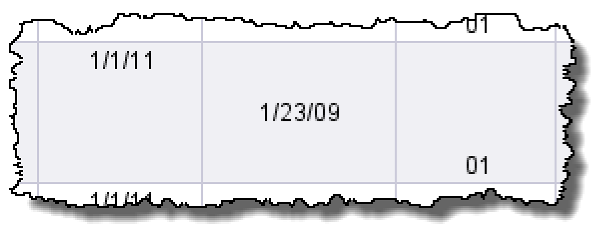


Figure 92: Top, Middle, and Bottom Alignment

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 93: 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.

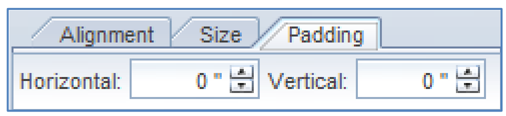


Figure 94: Padding Sub-Tab

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 88), while the borders can be set in the **Border** sub-tab.

Figure 95: Padding Sub-Tab

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

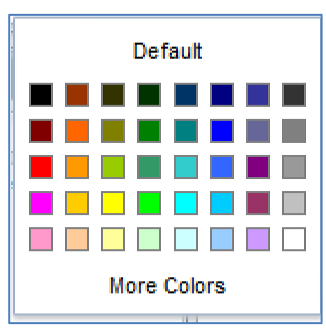


Figure 96: Color Palette

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 formating applied.

Figure 97: 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.

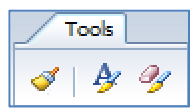


Figure 98: Tools Sub-Tab

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

Chapter 4: Sharing Reports

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This Chapter contains the following Sections:

- Section 1 Sharing Reports

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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 $\boxed{+}$ next to a folder to expand that folder and see its subfolders, as seen in Figure 99. 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 $\boxed{-}$ next to the folder name.

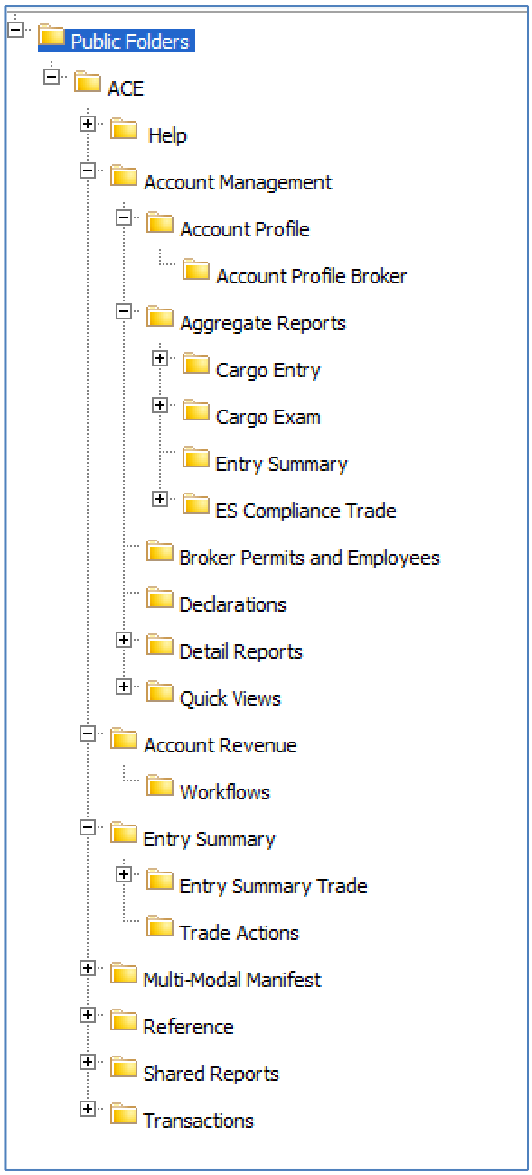


Figure 99: Expanded View of Reports Folders

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 74: Report Categories

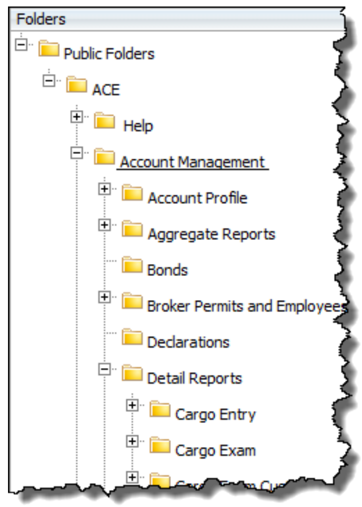
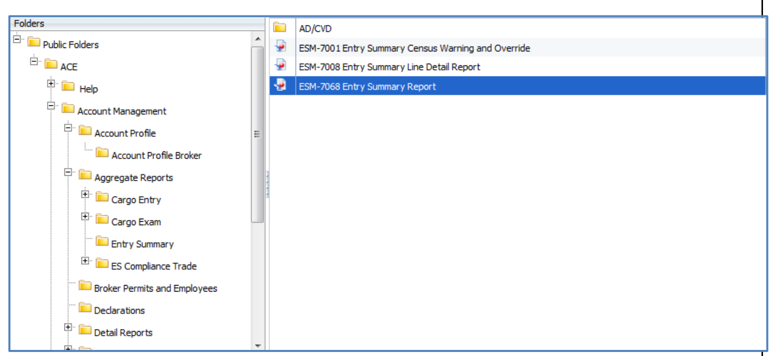
Category	Description
Help	This folder does not contain any reports but a copy of both the ACE Reports Data Dictionary for trade as well as a PDF version of this user guide.#
Account Management	These reports deal with account profiles, ACE and ACS entry summaries, entry summary compliance data, bond data,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

Table 75: Locate Reports in Public Folders

Locate Reports in Public Folders

Step	Action
1.	If necessary, select the **Documents** tab.
2.	If necessary, select the **Folders** bar.
3.	Select the **+** next to **Public Folders**, then select the **+** next to **ACE.**

Locate Reports in Public Folders

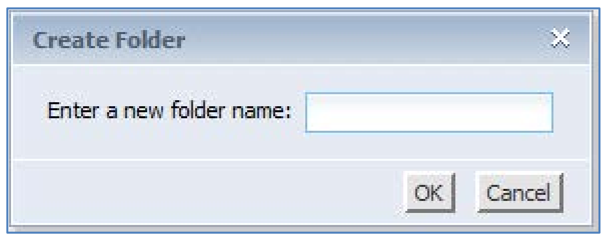
Step	Action
4.	Select the + next to the folder you wish to view. If necessary, select the + next to any sub folders you wish to view. The figure below shows an example of expanded folders. 
5.	Select the name of the folder containing the desired report. The reports in the selected folder will display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

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.

Create a Folder in My Favorites

Table 76: Create a Folder in My Favorites

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

Copy a Report to My Favorites Folder

Table 77: 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.	Select the report. **TIP:** 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.
3.	Select the **Organize** menu. **NOTE:** You can also right-click on the report and select **Organize**.
4.	Select **Copy**.
5.	Select the **My Documents** bar.
6.	Select **My Favorites**. **NOTE:** If you have already created sub-folders in the **My Favorites** folder, you may select any of them, if necessary.
7.	Select the **Organize** menu.
8.	Select **Paste**. **NOTE:** You can also right-click anywhere in the report list and select **Organize**, then **Paste**.

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.

Move a My Favorites Folder Report

Table 78: Move a Favorites Folder Report

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

Topic 4.1.2: Creating and Sharing a Report

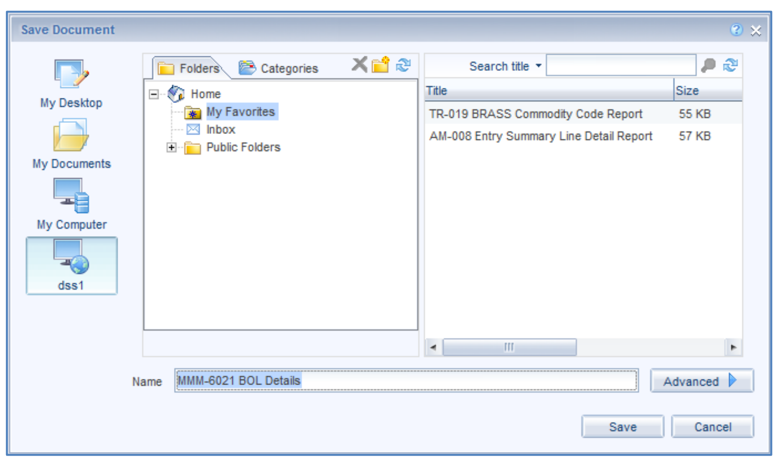
Introduction

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.

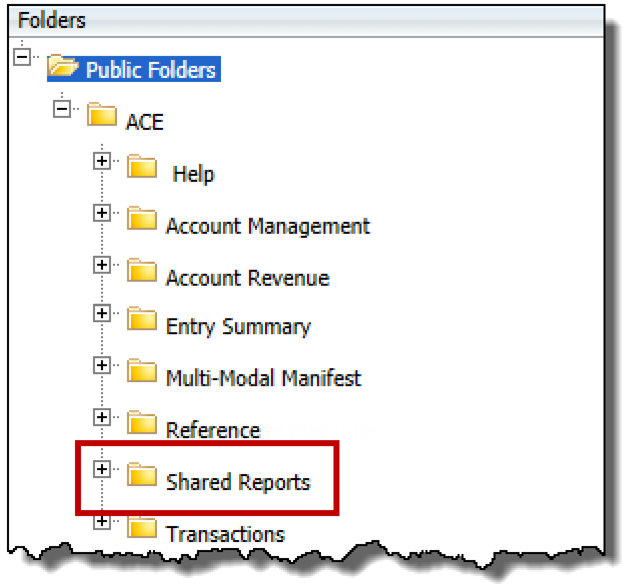
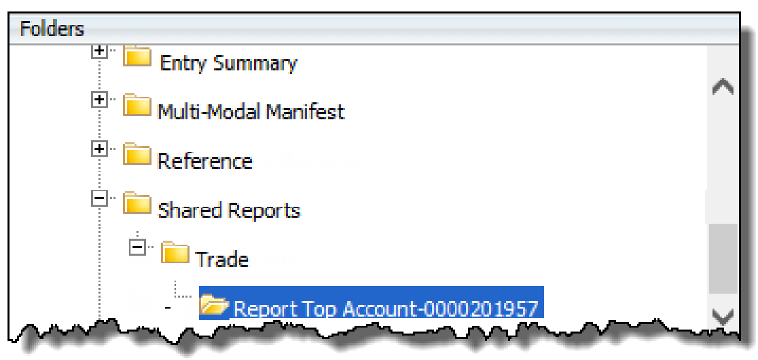
Tables 68 and 69 demonstrate how to share and existing and new report.

Sharing an Existing Report

Table 79: Sharing an Existing Report

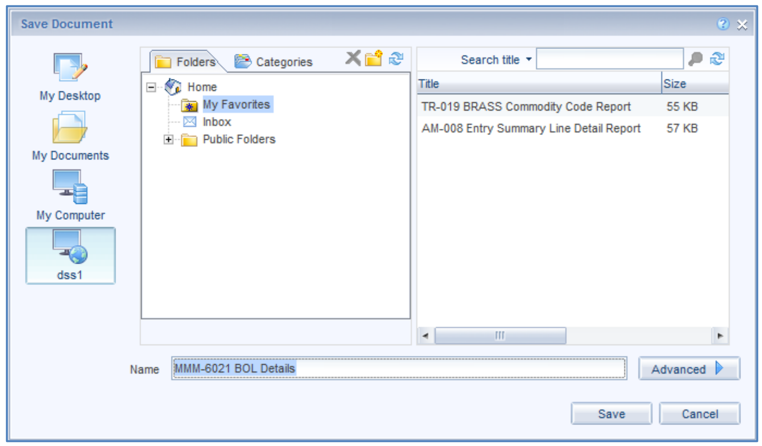
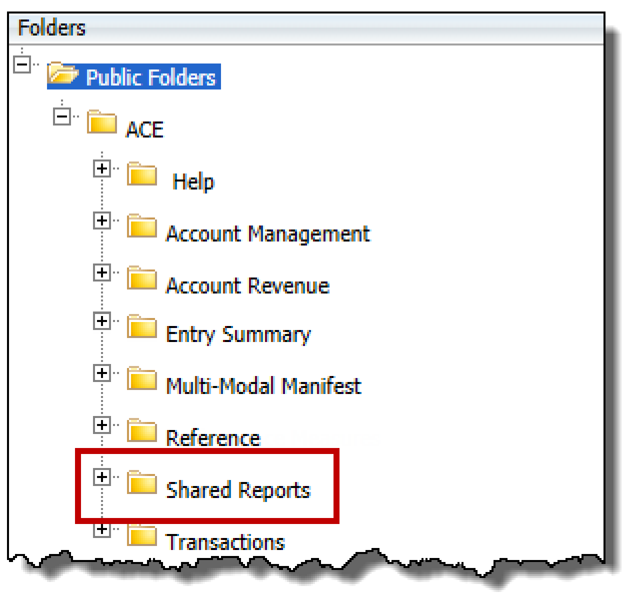
Step	Action
1.	Run the existing report you would like to share.
2.	Select the **Save** drop-down menu.
3.	Select **Save As**. The **Save As** dialog box displays. 
4.	Select **Public Folder**.

Sharing an Existing Report

Step	Action
5.	Drill down from the **Public Folder** by selecting the + until you get to the **Shared Reports** folder. 
6.	Select the + next to **Shared Reports**.
7.	Select the + next to **Trade**.
8.	Highlight the folder with the ACE ID number.  **WARNING:** Failure to drill down to the ACE ID number will result in the report not being saved to the **Shared Reports** Folder!
9.	Select **Save**.

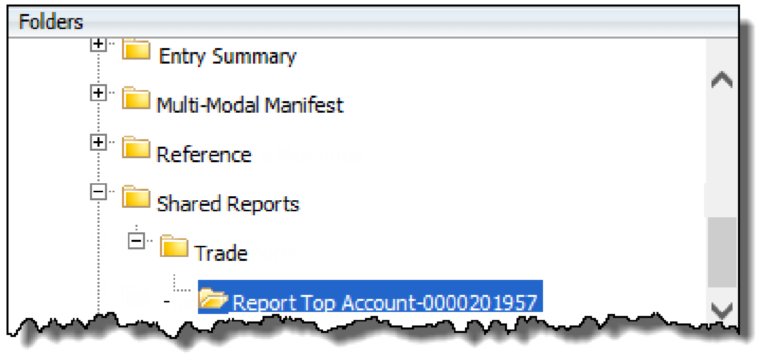
Sharing a New Report

Table 80: Sharing a New Report

Step	Action
1.	Refer to Table 67: Create a Report for creating a new report.
2.	Select the **Save** drop-down menu.
3.	Select **Save As**. The **Save As** dialog box displays. 
4.	Select **Public Folder**.
5.	Drill down from the **Public Folder** by selecting the + until you get to the **Shared Reports** folder. 
6.	Select the + next to **Shared Reports**.

Sharing a New Report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Select the + next to Trade.</td></tr>
<tr><td>8.</td><td>Highlight the folder with the ACE ID number.



WARNING: Failure to drill down to the ACE ID number will result in the report not being saved to the Shared Reports Folder!</td></tr>
<tr><td>9.</td><td>Select Save.</td></tr>
</table>

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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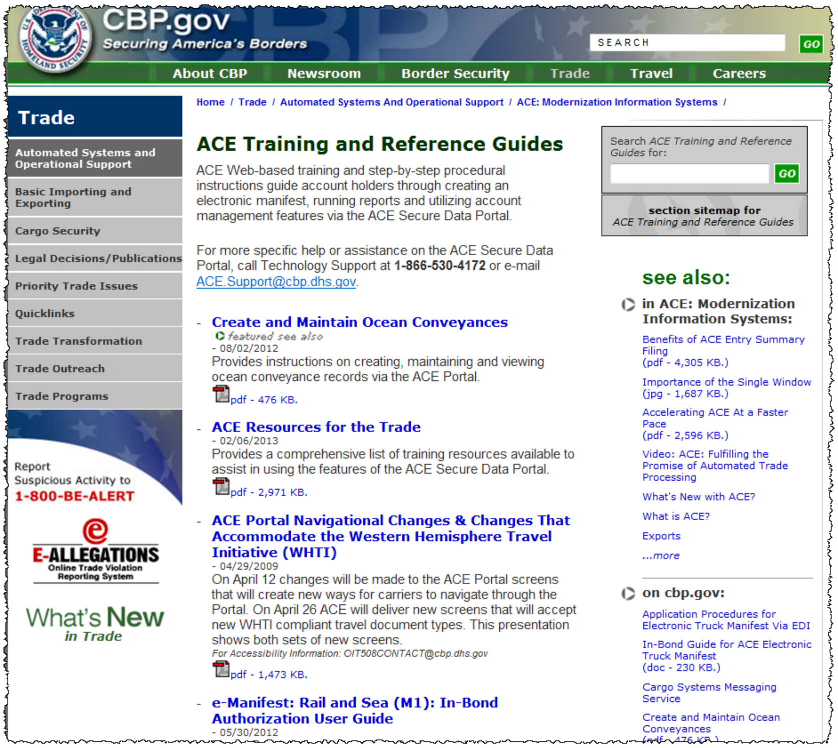
Appendix A: Additional Resources

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/



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.

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Appendix B: List of Trade Reports

Appendix B.1: Importer, Broker, and Surety

Account Management: Account Profile

Report Number	Report Name	Report Description
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.

Report Number	Report Name	Report Description
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 1st - September 30th.*

Report Number	Report Name	Report Description
N/A	Filer Activity Summary: Number of Entries & 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: Top 5 Customers (IR 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: 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: 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: Number of Entries & 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: Top 5 Customers (IR 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: 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: 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 1st - September 30th.*

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. **Note: This report is currently not available.**
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 – *for Brokers only*	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 – *for Brokers only*	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 – for Brokers only	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 – *for Brokers only*	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 – *for Brokers and Importers*	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 – *for Brokers only*	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 *for Brokers only*	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.

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:

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

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

Summary Header/Header
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

Summary Header/Header EDI
ES EDI Transmission Date
Processing Port Code
Processing Port Description
Processing Filer Code
Processing Filer Name
Processing Filer Office code
Receiver Port Code

Summary Header/Cargo
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

Summary Header/Header Reconciliation
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 _1_Code
Unit of Measure_2_Code
Unit of Measure_3_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)
Electronic Invoice Indicator
Invoice Line Range Begin Number

Summary Header and Line/EIP RLF
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

Financials/Collection
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)

Summary Header/EDI Cont'd
Receiver Port Description
Receiver Filer Code
Receiver Filer Name
Receiver Office Code

Summary Header/Additional Header Objects
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

Summary Header/Bonds
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

Summary Header/Status
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

Summary Line/Census Warning
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

Summary Line/Line Indicators
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

Summary Line/Declarations
Additional Declaration Element Code
Additional Declaration Type Code
Additional Declaration Type Name
Declaration Ordinal Number
Importer Declaration
SWL Export Price
SWL Export Charges

Summary Line/Line Tariff FCC Cont'd
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

Summary Line/Line
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

Summary Header and Line/Counts
Census Override Count
Entry Summary Count
Entry Summary Lines Count

Summary Header and Line/Dates
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

Summary Header and Line/EIP RLF
Ruling Number (Line)
Ruling Type Description (Line)

Summary Header and Line Milestone ES Events
Milestone Date
Milestone ES Change Type
Milestone Version Number

Summary Header and Line PSC
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)

Financials/AD CVD
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

Financials/Collection
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)