Running a Standard Report

ACE Reports

April 2024

U.S. Customs and
Border Protection

INTRODUCTION

Standard reports are:

- Pre-built reports designed to meet business needs.

- Have pre-established data objects and query filters and are developed by the ACE Reports team.

- Located in the subfolders of **Public Folders**.
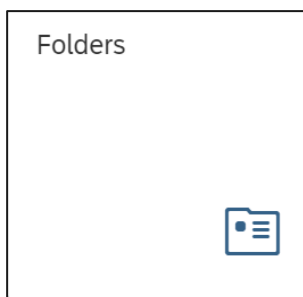
- Modified by selecting **Design** mode.

Folders provide access to standard reports in **Public Folders**, categorized by subject areas such as Cargo Release, Entry Summary, Manifest, etc.
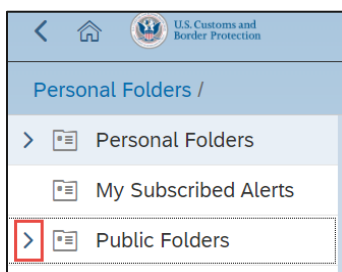
IMPORTANT: If you are a Trade user with a cross-account (more than one account), an additional prompt displays in some universes that requires the Trade Account ACE ID to be entered.

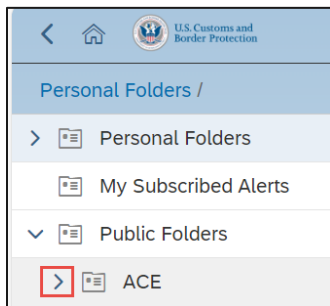## NAVIGATE TO A STANDARD REPORT

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

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

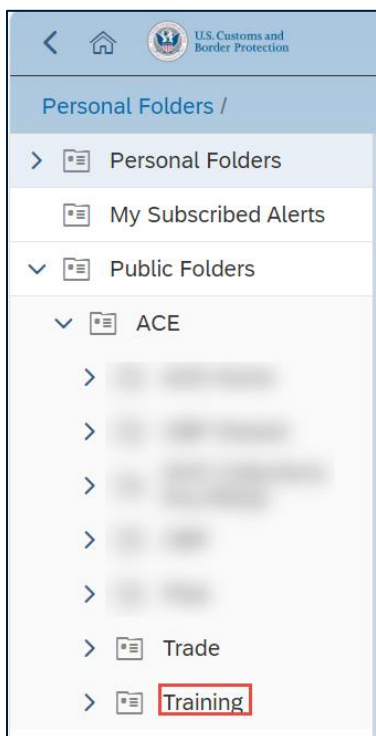3. Select the arrow to expand the **ACE** accordion menu.

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

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

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

5. Select the report you wish to view.

RUN A STANDARD REPORT

1. Select the report you wish to run.

   A **Prompts** pane for the report displays.

2. In the **Prompts** pane, type or select criteria to run the report.

3. If the **Trade Account ACE ID** prompt displays, type the appropriate Trade Account ACE ID.

> **IMPORTANT:** This prompt is applicable to Trade users with a cross-account (more than one account) and is only a required prompt in certain data universes.

4. Continue to enter necessary values.

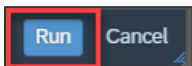> **NOTE:** You can enter a date manually or by using the calendar icon. You can enter other fields manually, or you can use **search** functionality.

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

5. Select the **Run** button.

The report displays.

Train-002
Commodity Entries by Port

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Report Parameters:

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

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