



Running a Standard Report

ACE Reports

April 2024

ace



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.

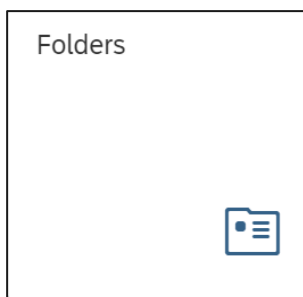
Folders provide access to standard reports in **Public Folders**, categorized by subject areas such as Cargo Release, Entry Summary, Manifest, etc.



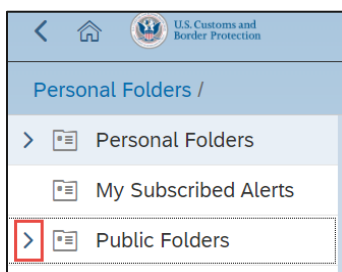
IMPORTANT: If you are a Trade user with a cross-account (more than one account), an additional prompt displays in some universes that requires the Trade Account ACE ID to be entered.

NAVIGATE TO A STANDARD REPORT

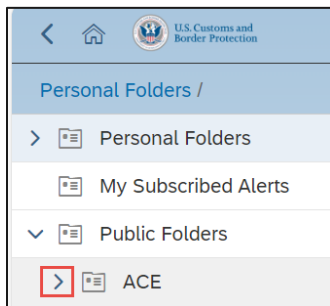
1. In the **Home** page, select the **Folders** tile.



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



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

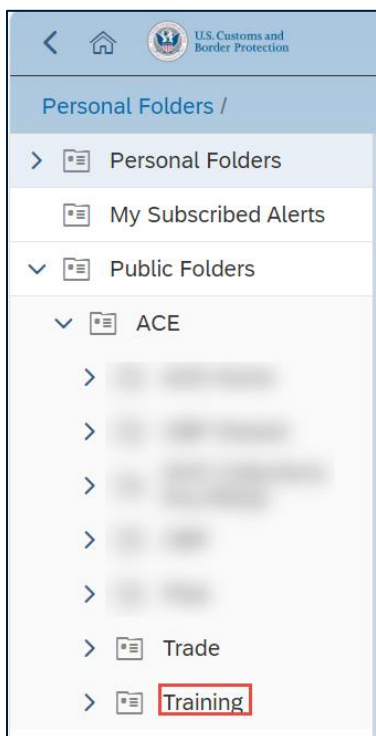


A list of additional folders display, depending on your user role.

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.

A screenshot of the 'Prompts' pane in the ACE system. The pane is titled 'Prompts' and has a search bar at the top left. Below the search bar is a list of prompts: 'Entry Date (Begin) (All values)', 'Entry Date (End) (All values)', 'Port of Entry Code (All values)', 'HTS Number - First 2 (All values)', and 'HTS Number - Full (All values)'. The 'Entry Date (Begin)' prompt is selected, and its details are shown in a larger pane on the right. This pane has a search bar with the text 'Enter a date manually' and a 'Selected value(s)' section that currently displays 'No selected value'. At the bottom of the pane are buttons for 'Reset All', 'Run', and 'Cancel'.

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.

The screenshot shows a 'Prompts' dialog box with a search bar at the top. The 'Trade Account ACE ID' prompt is highlighted with a red box. Below the search bar, a list of prompts is shown, with 'Trade Account ACE ID' selected and highlighted. The main area of the dialog is empty, showing 'No data'. At the bottom, there are buttons for 'Mandatory (1)', 'Reset All', 'Run', and 'Cancel'.

4. Continue to enter necessary values.



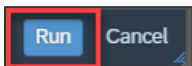
NOTE: You can enter a date manually or by using the calendar icon. You can enter other fields manually, or you can use **search** functionality.



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).

The screenshot shows a 'Port of Entry Code' input field with the value '2304'. A dropdown menu is open, showing search results for '2304 (search)' and a manual entry option '+ 2304 (manual entry)'.

5. Select the **Run** button.



The report displays.

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