

# Trade Outreach Branch

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## Automated Commercial Environment (ACE) Advanced Export Reports

### Trade Outreach Branch

# Agenda

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- Overview of ACE Export Reports
- Demonstration of:
  - Accessing Export Reports
  - Creating an Ad Hoc Report
  - Modifying Report Queries and Filters
  - Scheduling a Recurring Report
- Training Resources

# Overview of ACE Export Reports

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- **Benefits**

- Reports are **FREE** and data is available for 5 years plus current year
- Schedule recurring reports with customizable features
- Late File Indicator

- **Access**

Company vetted by U.S. Census Bureau

1. Request EIN Reports Authorization
2. Certification of Authority (COA) – [exportreports@census.gov](mailto:exportreports@census.gov)
3. Additional Verification

# Overview of ACE Export Reports

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- **Standard Reports**

- AES-201 Filer Transactions Report

- These are reports requested by the filer and show all export transactions where the filers' company is listed as the filing party.

- AES-202 USPPI Transactions Report

- These are reports requested by the USPPI and show all export transactions filed on behalf of the USPPI.

- AES-203 USPPI Agent Filed Routed Transactions Report

- These reports show all routed transactions filed on behalf of the USPPI.

# Advanced ACE Export Reports Demonstration



# Accessing ACE Export Reports



<https://ace.cbp.dhs.gov>



**NOTICE TO ALL USERS: READ NOW**

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



**NOTICE TO ALL USERS: READ NOW**

By logging in to the ACE Portal you agree to be bound by the language set forth in the [Terms and Conditions](#) document, published on May 16, 2007, last updated on July 7, 2008.

It is mandatory that all ACE users maintain a current email address within their ACE user profile.

### Login Information

Enter your ACE UserID and Password to log in:

UserID:

Password:

Login

[Forgot Your Password?](#)

If you need assistance with the portal, please contact the CBP Technology Support Center at 1-866-530-4172 for trade and PGA users, or 1-800-927-8729 for CBP personnel.

Please note: After some time of inactivity, the system will log you off automatically and ask you to log in again.

# Accessing ACE Export Reports

The screenshot displays the ACE Portal interface with the following components:

- Navigation Tabs:** Home, Inbox, Accounts, Entry Summary (selected), References, Tools.
- Phone Directory:** Search On: Search For: Name [dropdown] [input] Search [button]. Includes a link for "Update my profile".
- QuickLinks:** Quick Browse: [input] Go [button]. Url: http:// [input] Go [button].
- Reminder:** Tuesday, October 10, 2017. Please enter your reminder text.
- ACE News:**
  - March 10, 2017 - ATTENTION ALL ACE PORTAL USERS: ACE Portal Password Rule Changes.** Due to Department of Homeland Security (DHS)/U.S. Customs and Border Protection (CBP) Security Policy changes, effective 3/10/2017 all Automated Commercial Environment (ACE) Secure Data Portal account passwords will require a minimum of 12-characters. As of 12:00 P.M. EST on 3/10/2017, the 12-character password requirement will be enforced when your current 8-character password expires or when you manually change your password. For more information about the ACE Portal Password rule changes, please review Cargo Systems Messaging Services (CSMS) # 17-000133.
  - January 14, 2016 - ATTENTION ALL ACE PORTAL USERS: U.S. Customs and Border Protection (CBP) would like to remind the trade community of available ACE Training and Reference Guides posted on CBP.gov/ACE.** Reference guides with step-by-step instructions on account management functionality, manifest filing, and running reports in the ACE Portal are available for all Portal Account types. To access the .ACE Training and Reference Guide, page on CBP.gov/ACE, please copy and paste the following URL: <http://www.cbp.gov/trade/ace/training-and-reference-guides> to your internet browser.
  - October 20, 2015 - ATTENTION ALL CBP USERS: The 2015 ACE User Satisfaction Survey for CBP users is now open.** CBP officers, import and entry specialists, trade specialists, supervisors, and managers that use ACE are encouraged to take the survey. The survey takes about 5 -10 minutes to take. It is voluntary and anonymous. This survey will gauge user satisfaction and help CBP identify areas in which ACE is doing well and areas where improvements are needed. A large number of responses will ensure greater statistical validity to the results. Please note you may need to copy and paste the URL into your web browser: <http://www.surveymshare.com/s/AYAQE6A>. Survey closes at midnight of November 9, 2015. Thank you for taking the time to provide your perspectives.
  - October 20, 2015 - ATTENTION ALL TRADE COMMUNITY USERS: The 2015 ACE Satisfaction Survey for the Trade Community is now available.** Brokers, importers, ocean, rail and commercial truck carriers and other trade entities that use ACE are encouraged to take the survey. The survey takes about 5-10 minutes to take. It is voluntary and anonymous. Your specific feedback on how well ACE is performing for you is essential as we move forward with new ACE development. A large response will ensure that there is greater statistical validity to the results. Please note you may need to copy and paste the URL into your web browser: <http://www.surveymshare.com/s/AYAKE4D>. Thank you for taking the time to provide your perspectives.
  - January 21, 2015 - ATTENTION ALL CBP USERS: Last Chance to take the ACE CBP User Customer Satisfaction Survey for 2014 - The ACE CBP User Customer Satisfaction Survey for Available Capabilities through Calendar Year 2014 closes at midnight on Jan. 28, 2015.** All CBP officers, import and entry specialists, trade specialists, supervisors, and managers that use ACE are encouraged to take the survey. It takes about 5 -10 minutes to take. It is voluntary and anonymous. If you have not already taken the survey, please take a few minutes to provide your input. To take the survey click on the following link: <http://www.surveymshare.com/s/AYAETYD>. The information you provide in the survey is an important vehicle that allows the ACE management team to set more realistic targets, prioritize the efforts, and improve internal communication. To those who have taken the survey, we would like to thank you for the information that you have provided. It gives us a statistically valid scorecard on ACE progress and helps us to identify areas for improvement and address issues that are important to our CBP operational units.
  - January 20, 2015 - ATTENTION ALL CBP USERS: Last Chance to take the ACE CBP User Customer Satisfaction Survey for 2014 - The ACE CBP User Customer Satisfaction Survey for Available Capabilities through Calendar Year 2014 closes at midnight on Jan. 21, 2015.** All CBP officers, import and entry specialists, trade specialists, supervisors, and managers that use ACE are encouraged to take the survey. It takes about 5 -10 minutes to take. It is voluntary and anonymous. If you have not already taken the survey, please take a few minutes to provide your input. To take the survey click on the following link: <http://www.surveymshare.com/s/AYAETYD>. The information you provide in the survey is an important vehicle that allows the ACE management team to set more realistic targets, prioritize the efforts, and improve internal communication. To those who have taken the survey, we would like to thank you for the information that you have provided. It gives us a statistically valid scorecard on ACE progress and helps us to identify areas for improvement and address issues that are important to our CBP operational units.
  - January 15, 2015 - ATTENTION ALL TRADE COMMUNITY USERS: The Automated Commercial Environment (ACE) Trade User Satisfaction Survey for Available Capabilities through Calendar Year 2014 is now available.** Participation is completely voluntary and anonymous. The survey should take approximately 10 minutes to complete. Your feedback will provide valuable insights into the operational benefits of ACE and help U.S. Customs and Border Protection (CBP) identify areas that need improvement. All comments are welcome and appreciated. Survey closes at midnight of February 13, 2015. To access the survey, please click on the following URL: <http://www.surveymshare.com/s/AYAQSEA> or copy and paste it into your web

# Creating Ad Hoc Reports

Search Workspaces:

Available Workspaces	Info
<b>CBP</b>	
Exports	
<b>PGA</b>	
PGA	
<b>Trade</b>	
Exporter	
<b>Training</b>	
Training	

### Updates

- 11/06/2016 - New ACE Reports Catalog now available on the ACE Reports Training Resources page
- 11/03/2016 - Updated ACE Reports User Guide now available on the ACE Reports Training Resources page

### Tips

-  Create Ad Hoc Report
-  View ACE Reports Training Resources

# Creating Ad Hoc Reports

ACE REPORTS Role: PGA | Agency: Census Bureau

Search Workspaces:

**Available Workspaces**

- CBP
- Exports
- PGA
- PGA
- Trade
- Exporter
- Training
- Training

**Create Ad Hoc Report**

**Universe:**

Select a Universe

**Report Name:**

Enter Report Name (Optional)

**Report Description**

Enter Report Short Description (Optional)

Resources page  
Training Resources page

# Creating Ad Hoc Reports

## Create Ad Hoc Report

Universe:

Select a Universe

PGA Entry Summary

PGA Message Set - Cargo

PGA Message Set - Entry Summary

Trade Export

Training

Create Adhoc

Close

# Creating Ad Hoc Reports

## Create Ad Hoc Report

### Universe:

Trade Export

### Report Name:

License Activity

### Report Description

This report will aid in managing license activity.

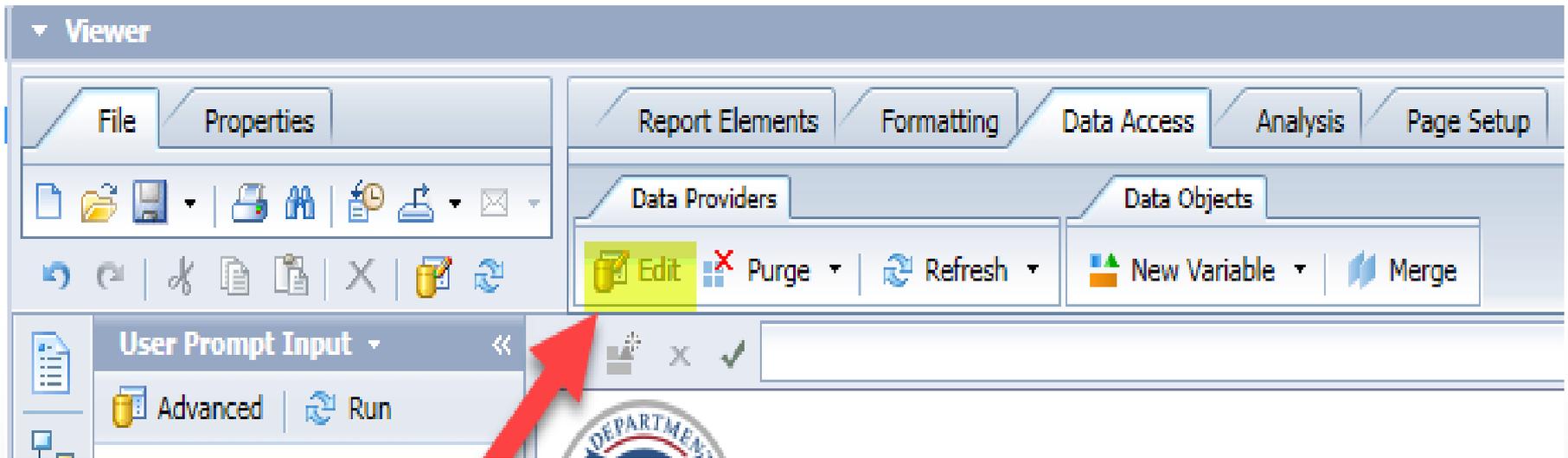
Create Adhoc

Close

# Creating Ad Hoc Reports

The screenshot displays a report viewer interface. At the top, a document tab is labeled "License Activity". Below the tab is a toolbar with various icons for file operations and report controls. On the right side of the toolbar, there are two buttons: "Reading" and "Design", with "Design" highlighted by a red box. On the left side, a "Navigation Map" pane shows a tree structure with "License Activity" expanded to show "Main Report" and "Report Parameters". The main content area features the U.S. Department of Homeland Security logo and the title "License Activity" in red. Below the title is a blue and white rectangular placeholder. The text "FOR OFFICIAL USE ONLY UNLESS OTHERWISE AUTHORIZED" is displayed in the upper right of the content area, and "NO DATA FOUND" is displayed in red in the lower right.

# Creating Ad Hoc Reports



# Modifying Report Queries & Filters

The screenshot displays the 'Query Panel' interface. At the top, there is a toolbar with an 'Add Query' dropdown and several icons. On the right side of the toolbar, there are 'Run Query' and 'Close' buttons. The main interface is divided into several sections:

- Universe outline:** Located on the left, it shows a tree view under 'Master perspective' with a search box containing 'Type here to filter on tl'. Below it, there are folders for 'Trade Export', 'EEI', and 'Date Objects'.
- Result Objects:** The central area, currently containing a single object named 'Port of Export Code' which is highlighted with a dashed border.
- Query Filters:** Below the result objects, it contains a text area with the instruction: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.'
- Data Preview:** At the bottom, it features a 'Refresh' button and a large empty area for displaying data. Below this area is a text input field with the placeholder 'Type a text to filter the values'.

At the bottom left of the interface, a tab labeled 'Query 1' is visible.

# Modifying Report Queries & Filters

The screenshot displays the 'Query Panel' application window. On the left is the 'Universe outline' pane, which includes a 'Master perspective' dropdown, a search box with the placeholder text 'Type here to filter on tl', and a tree view under 'Trade Export' containing 'EEI' and 'Date Objects'. The main area is divided into three sections: 'Result Objects' (containing a single object 'Port of Export Code'), 'Query Filters' (with a descriptive text box about filtering), and 'Data Preview' (with a 'Refresh' button and a filter input field). The top of the window features a toolbar with 'Add Query', 'Run Query', and 'Close' buttons. The bottom status bar shows 'Query 1'.

# Modifying Report Queries & Filters

The screenshot displays the 'Query Panel' interface. On the left, the 'Universe outline' shows a tree view under 'Trade Export' with 'EEI' expanded. 'Export Date' is highlighted in blue. The main area is divided into three sections: 'Result Objects', 'Query Filters', and 'Data Preview'. 'Result Objects' contains several buttons for data fields, with 'Export Date' being the first. 'Query Filters' includes a text box with instructions: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.' The 'Data Preview' section is currently empty and has a 'Refresh' button. At the bottom, a tab labeled 'Query 1' is visible.

# Modifying Report Queries & Filters

The screenshot shows a software interface for a report titled "License Activity". On the left, a "Navigation Map" pane lists "License Activity", "Main Report", and "Report Parameters". The main content area features the U.S. Department of Homeland Security logo and the text "License Activity". A small blue and white bar is visible in the center. The top right corner contains the text "FOR OFFICIAL USE ONLY UNLESS OTHERWISE A". The interface includes a top toolbar with icons for search, refresh, and save, and a bottom navigation bar with left and right arrows.

# Scheduling Reports

The screenshot shows the Microsoft Excel interface with the 'License Activity' report open. The ribbon includes 'File', 'Properties', 'Report Elements', 'Formatting', 'Data Access', 'Analysis', and 'Page Setup'. The 'Available Objects' pane on the left lists various data fields such as 'Commodity Description', 'Country of Ultimate Destination Code', and 'Export Control Classification Number'. A 'Save As' dialog box is open, displaying a list of folders and files. The 'File Name' field contains 'License Activity' and the 'Save As Type' is set to 'Web Intelligence'. The 'Save' button in the dialog is highlighted with a red box.

Folder	Title	Last Run Time
~WebIntelligence	~WebIntelligence	
AdhocTemp	AdhocTemp	
Temp folder automatically created for adhoc report	Temp folder automatically created for adhoc report	
AES-202 USPPI Non-Routed Transactions _ COPY	AES-202 USPPI Non-Routed Transactions _ COPY	
This report provides detailed information for all no	This report provides detailed information for all no	
AES-202 USPPI Non-Routed Transactions 2 copy	AES-202 USPPI Non-Routed Transactions 2 copy	
This report provides detailed information for all no	This report provides detailed information for all no	
AES-202 USPPI Non-Routed Transactions copy 3	AES-202 USPPI Non-Routed Transactions copy 3	

# Scheduling Reports

The screenshot shows a web application interface with a navigation bar at the top containing 'Home' and 'License Activity'. Below the navigation bar is a menu with 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. The 'More Actions' menu is highlighted with a red box. On the left side, there is a 'My Documents' sidebar with a tree view containing 'My Favorites', 'Inbox', 'My Alerts', and 'Subscribed Alerts'. The main area displays a table with columns 'Title' and 'Type'. The table contains several rows, with the 'License Activity' row highlighted in blue. A context menu is open over the 'License Activity' row, with the 'Schedule' option highlighted by a red dashed box.

Title ^	Type
~WebIntelligence	Folder
AdhocTemp	Folder
AES-202 USPPI Non-Routed Transactions _ COPY	Web Intelligence
AES-202 USPPI Non-Routed Transactions 2 copy	Web Intelligence
AES-202 USPPI Non-Routed Transactions copy 3	Web Intelligence
AES-202 USPPI Non-Routed Transactionscopy 4	Web Intelligence
License Activity	Web Intelligence

- View
- Properties
- Modify
- Schedule**
- Mobile Properties
- History
- Categories
- Document Link
- New >
- Organize >
- Send >
- Details

# Scheduling Reports

- ▼ Schedule
  - Instance Title
  - Recurrence**
  - Prompts
  - Formats
  - Caching
  - Events
  - Scheduling Server Group
  - Destinations

### Recurrence

- Run object: **Now**
- Object will run
- Once
  - Hourly
  - Daily
  - Weekly
  - Monthly
  - Nth Day of Month
  - 1st Monday of Month
  - Last Day of Month
  - X Day of Nth Week of the Month
  - Calendar

### Recurrence

Run object: **Weekly** ▼

Object will run every week on the following days.

Monday     Friday

Tuesday     Saturday

Wednesday     Sunday

Thursday

Start Date/Time: 04 ▼ 22 ▼ PM ▼ 10/10/2017 

End Date/Time: 04 ▼ 22 ▼ PM ▼ 10/10/2027 

# Scheduling Reports

The screenshot shows a software interface with a 'License Activity' window. A 'Schedule - License Activity' dialog box is open, displaying the following configuration:

- Recurrence:** Run object: Weekly. Object will run every week on the following days.  Monday,  Friday,  Saturday,  Tuesday,  Wednesday,  Sunday,  Thursday.
- Start Date/Time:** 04:36 PM, 10/10/2017.
- End Date/Time:** 04:35 PM, 10/10/2027.

The background window shows a table with columns: Title, Type, Last Run, and Instances. The 'Instances' column contains values 0, 0, 0, 0, and 1.

# Scheduling Reports

## History – License Activity

View ▾ | Organize ▾ | Send ▾ | More Actions ▾



	Instance Time ▾	Title	Status	Created By
	Oct 10, 2017 4:46 PM	License Activity	Running	

# Training Resources

# Training Resources

## Foreign Trade [www.census.gov/foreign-trade](http://www.census.gov/foreign-trade)

[Main](#) [About](#) [Data](#) [Outreach](#) [AES](#) [Regulations](#) [Reference](#) [Definitions](#) [Schedule B](#) [FAQs](#)

### Important Links

- [Global Reach Blog](#)
- [Newsletters](#)
- [ACE AESDirect](#)
- [DropBox](#)
- [Guide to Foreign Trade](#)
- [Foreign Trade Products](#)
- [Download Subscription](#)
- [USA Trade Online](#)

### Related Sites

- [Business and Industry](#)
- [Briefing Room](#)
- [North American Industry Classification System \(NAICS\)](#)

### Economic Indicator Database

FOREIGN TRADE is the official source for U.S. export and import statistics and responsible for issuing regulations governing the reporting of all export shipments from the United States. If you're searching for import or export statistics, information on export regulations, commodity classifications, or a host of other trade related topics, this is the place to get the information you need.

### News

- [The U.S. International Trade in Goods and Services Deficit Decreased in May 2017](#)  
The nation's international trade deficit in goods and services decreased to \$46.5 billion in May from \$47.6 billion in April (revised), as exports increased and imports decreased. (July 6, 2017)
- [The Advance International Trade in Goods Deficit Decreased in May 2017](#)  
The nation's international advance trade in goods deficit decreased to \$65.9 billion in May from \$67.1 billion in April as exports increased and imports decreased. (June 28, 2017)
- [Monthly Trade Statistics Added to the Census API](#)  
Monthly International Trade data, back to January 2013, are now available in the Census Application Programming Interface (API). New monthly trade data will be added every month. (June 5, 2017)
- [Profile of U.S. Importing and Exporting Companies, 2014-2015](#)  
The Department of Commerce released the report, A Profile of U.S. Importing and Exporting Companies, 2014-2015. It provides information on identified companies and their known import or export value. (April 4, 2017)
- [The 2015 Manufacturing and International Trade Report \(MITR\)](#)  
The Manufacturing and International Trade Report (MITR) is an annual report from the U.S. Census Bureau, which provides a comprehensive comparison between detailed manufacturing product class data and associated import and export data. The 2015 MITR combines statistics from 2015 Annual Survey of Manufactures and official U.S. export and import merchandise trade statistics. (February 27, 2017)
- [Updates to the U.S. World Population Clock Web Tool](#)  
The U.S. Census Bureau's popular U.S. and World Population Clock web tool includes features and information for over 220 countries. In addition to featuring the ten most populous countries, already available in the clock, it now includes country profiles with trade and population statistics, such as total population, population per square mile and goods exported from and imported to the United States. Additional features include interactive graphics on population projections and top exported goods by U.S. State or Territory. (September 3, 2015)
- [Imports and Exports by Related Parties, 2014](#)  
The Department of Commerce released the report, U.S. Goods Trade: Imports & Exports by Related-Parties 2014. Related-party trade accounted for 42.3 percent (\$1,667.3 billion) of total goods trade (\$3,937.4 billion). Related-party total goods trade is based on consumption imports and total exports. (May 5, 2015)
- [Updated U.S. Merchandise Trade Statistics: A Quality Profile](#)  
The U.S. Census Bureau announced the release of the updated U.S. Merchandise Trade Statistics: A Quality Profile. The Census Bureau strives to provide accurate, high quality statistics to meet the needs of our various data users. However, to use the information

# Training Resources

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- **Upcoming Webinars**

- Exporting Vehicles to Canada (11/30/17)
- ACE AESDirect Demonstration Webinar (12/5/17)
- Additional webinars TBA

- **Archived Webinars**

- ACE Export Reports (7/12/17)
- Regulatory Updates: Town Hall Series Webinar (5/16/17)
- ACE AESDirect Demonstration Webinar (12/8/16)

<http://www.census.gov/foreign-trade/outreach/index.html>

# Training Resources

[www.census.gov/foreign-trade](http://www.census.gov/foreign-trade)

## Foreign Trade

Main

About

Data

Outreach

**AES**

Regulations

Reference

Definitions

Schedule B

FAQs

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### Related Sites

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- Briefing Room
- North American Industry Classification System (NAICS)

Economic Indicator Database

## Automated Export System (AES)

GET EMAIL

### ACE

- [ACE AESDirect - Resources](#)
- [ACE Export Reports](#)



### AES Reports and Broadcasts

- [Reports and Notices](#)
- [Notices](#)
- [Broadcasts](#)

### AES

- [What is the AES?](#)
- [Who may participate in AES?](#)
- [How to get started using AES](#)

### Outreach and Education

- [Export Compliance Training Conferences](#)

### Electronic Export Information (EEI)

- [Overview of the EEI](#)
- [US Principal Party in Interest \(USPPI\)](#)
- [US Authorized Agent](#)
- [Filing Methods](#)
- [Service Center](#)
- [Software Developer](#)
- [List of Service Centers and Software Vendors](#)
- [Letter of Intent \(LOI\)](#)

### Resources

- [International Trade Data Systems \(ITDS\)](#)
- [AES Commodity Classification Files](#)
- [Newsletters](#)
- [AES Best Practices](#)
- [Foreign Trade Regulations \(FTR\) Quick Guide](#)
- [List of Data Elements Collected in AES](#)
- [Parameter Change Request Form](#)

# Training Resources

## International Trade

[Main](#) [About](#) [Data](#) [Outreach](#) [AES](#) [Regulations](#) [Reference](#) [Definitions](#) [Schedule B](#) [FAQs](#)

### Important Links

- [Global Reach Blog](#)
- [Newsletters](#)
- [ACE AESDirect](#)
- [DropBox](#)
- [Guide to Foreign Trade](#)
- [Foreign Trade Products](#)
- [Download Subscription](#)
- [USA Trade Online](#)

### Related Sites

- [Business and Industry](#)
- [Briefing Room](#)
- [North American Industry Classification System \(NAICS\)](#)

### Economic Indicator Database

## ACE Export Reports by EIN

### Sections

1. [What are ACE Export Reports by EIN?](#)
2. [ACE Export Report Flowchart](#)
3. [How to Request ACE Export Reports by Employee Identification Number\(EIN\)?](#)
4. [ACE Portal Educational Videos](#) 
5. [After You Submit Your Request](#)
6. [Account types:](#)
  - [Trade Account Owner \(TAO\)](#)
  - [Current ACE Import Account Holder](#)
  - [New User](#)

### What are ACE Export Reports by EIN?

The Automated Commercial Environment (ACE) Export Reports are transactional export data by Employer ID Number (EIN) from the Automated Export System (AES) and are now accessible via the ACE Secure Data Portal. These reports serve as a replacement to the export data we previously provided to the filer and/or U.S. Principal Party in Interest (USPPI) per request. The information contained in these reports continues to be confidential transactional export data from the AES and should not be disclosed for nonofficial purposes per the Foreign Trade Regulations, Section 30.60

### ACE Export Report Flowchart

# Training Resources

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- Webinar, Conference Call or Personal Visit
- Personal Visits – Companies must cover expenses for travel
- Complete a Training Request Form
  - Must give 30 days notice for training request
- For requests, please contact:
  - Wendy Peebles  
Lead Outreach Coordinator  
301-763-3540 or [wendy.d.peebles@census.gov](mailto:wendy.d.peebles@census.gov)

# Training Resources

The screenshot displays the ACE secure data portal interface. At the top, the logo for 'ace secure data portal' is visible on the left, and navigation links for 'Home', 'Documents', 'Applications', 'Preferences', 'Help menu', and 'Log off' are on the right. A user profile bar shows 'Role: Exporter' and 'Account ID'. The main content area is titled 'ACE REPORTS'. On the left, there is a search bar for workspaces and a table of available workspaces. The table has two columns: 'Available Workspaces' and 'Info'. It lists 'Trade' with sub-items 'Exporter' and 'Training', each with an information icon. On the right, there are sections for 'Updates' and 'Tips'. The 'Updates' section lists three dates and events: 03/11/2016 - PGA Message Set - Cargo data universe deployed for Brokers and Importers; 02/16/2016 - Final cutover to new workspace model completed; and 02/16/2016 - Infrequently used public reports retired. The 'Tips' section is titled 'ACE Reports Navigation' and explains that users can still access reports saved to their 'My Favorites' and shared folders by clicking on the 'Documents' tab. At the bottom left, there are two buttons: 'Create Ad Hoc Report' and 'View ACE Reports Training Resources', which is highlighted with a red box. A progress indicator with three dots is visible at the bottom right of the tips section.

ace secure data portal

Welcome: | Applications | Preferences | Help menu | Log off

Home Documents

## ACE REPORTS

Role: **Exporter** | Account ID

Search Workspaces:

Available Workspaces	Info
<b>Trade</b>	
Exporter	
<b>Training</b>	
Training	

### Updates

03/11/2016 - PGA Message Set - Cargo data universe deployed for Brokers and Importers  
02/16/2016 - Final cutover to new workspace model completed  
02/16/2016 - Infrequently used public reports retired

### Tips

#### ACE Reports Navigation

Users may still access all reports saved to their **My Favorites** and shared folders by clicking on the **Documents** tab. This functionality remains the same in the new workspace model.

● ○ ○

Create Ad Hoc Report

**View ACE Reports Training Resources**

# Training Resources

## ACE REPORTS - TRAINING RESOURCES

Role: PC

<https://www.cbp.gov/trade/ace/reports-training-and-user-guides#>

### Reference Materials

ACE Reports Data Dictionary

ACE Reports Catalog

Updates & Tips

ACE Reports User Guide

### Training Content

Quick Training Videos

### Quick Training Videos

This section contains short instructional videos that provide information on how to get started with ACE Reports.

#### Available video content:

- ACE Reports Video 1 - Accessing the Application - Caption File
- ACE Reports Video 2 - Setting Default Preferences - Caption File
- ACE Reports Video 3 - Navigating the Home Landing Page - Caption File
- ACE Reports Video 4 - Navigating the Workspace Module - Caption File
- ACE Reports Video 5 - Running a Standard Report - Caption File
- ACE Reports Video 6 - Saving and Exporting a Report - Caption File
- ACE Reports Video 7 - Modifying the Query of a Report - Caption File
- ACE Reports Video 8 - Modifying the Display of a Report - Caption File
- ACE Reports Video 9 - Modify Query Filters - Caption File
- ACE Reports Video 10 - Creating an Ad Hoc Report - Caption File
- ACE Reports Video 11 - Scheduling a Recurring Report - Caption File

# Contact Information

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- General questions about the vetting process, export reports access and outreach activities
  - Trade Outreach Branch  
1-800-549-0595; option 5  
[exportreports@census.gov](mailto:exportreports@census.gov)
- Technical questions about ACE Accounts and Reports
  - CBP ACE Service Desk  
1-866-530-4172; option 1, then option 2  
[ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov)