



July 6, 2021

MEMORANDUM FOR: See Distribution

FROM: Brandon Lord
Acting Executive Director
Trade Policy and Programs
Office of Trade

A handwritten signature in blue ink that reads "Brandon Lord".

SUBJECT: Guidance: Updated Interim Guidance on ACS and ACE Entry
Summary/Post Release Reports

The purpose of this memorandum is to provide updated guidance regarding the review and resolution of the remaining Automated Commercial System (ACS) and existing Automated Commercial Environment (ACE) reports. These reports identify operational and financial exceptions and provide the Centers of Excellence and Expertise (Centers) and Ports of Entry with the tools to facilitate error resolution as well as monitor filer performance. This memorandum is a replacement to the Interim Reports Guidance Memorandum, issued June 27, 2020, and is being issued as a reminder of the importance of timely generating and resolving all ACS and ACE Reports.

BACKGROUND

This update covers clarification to certain ACE and ACS reports identified as issues in the latest KPMG audit findings. The specific report updates were made to the processing of ACS Budget Clearing Account (BCA) Report, ACS B-41 Preliminary Check Proof Listing Report, ACE ES-004 Processing Rejected and Cancelled Entries, ACE ES-011 Unpaid Entries and ACE ES-701 Courtesy Notice of Liquidation Report. The memorandum titled Audit Findings Regarding the Review and Resolution of Entry Summary Reports, dated March 09, 2021 from the Office of Field Operations (OFO) covers the findings in greater detail.

ACE is the system of record for entry summary processing and capabilities are continuously being enhanced. As such, entry summary/post release reports should be generated and worked per the instructions provided in this memorandum and its attachments. ACS remains the system of record for collections processing with the exception of Statement Automated Clearing House (ACH) processing. Therefore, ACS Reports identified in the attachments will continue to be generated in ACS until collections capabilities are fully deployed in ACE.

GUIDANCE

The ACE and ACS reports listed on the attachment entitled "Mandatory Entry Summary/Post Release Report Details" are an essential part of internal controls that must be researched and resolved in a timely and uniform manner. The second attachment provides a summary of both mandatory and optional Entry Summary/Post Release ACE and ACS reports. The updated information in the two attachments will be incorporated into the next version of the ACE Entry Summary Business Rules and Process Document.

Actions taken to resolve the reports must be fully documented on the identified reports to include the reviewer's initials, date, and the action that was taken. Pending full deployment of Collections deployment in ACE, Port personnel or Center personnel responsible for collection processing should continue to generate and work all required collection reports in ACS.

The ACH Statement Reports (REV 101, 102, 103) are available in ACE and have eliminated the legacy ACS Statement Reports (B28 and B29). The ACH Statement Reports are no longer required to be generated and are an optional reporting tool to use in addition to the late file reports as they are not collection documents and need not be retained in the physical collection folder maintained at the Port. Manually collected statements submitted by the Trade with a check are the only statements that must be retained in the collection folder per the Collections and Deposits Handbook 5300-12C.

For further guidance, please reference the following on [ACE Central](#):

- ACE Collections, Release One (September 2019)- Information Notice
<https://cbpgov.sharepoint.com/sites/OT/abo/CTOD%20Documents/Collections%20Release%20One%20CBP%20Information%20Notice%20Final.pdf>
- ACE Deployment of Reports Capabilities (March 2019)- Information Notice
<https://uconnect.cbpnet.cbp.dhs.gov/sites/OT/abo/CTOD%20Documents/ACE%20Reports%20CBP%20Information%20Notice.pdf>
- ACE Reports Deployment – Drawback, Reconciliation and Liquidation Reports
<https://uconnect.cbpnet.cbp.dhs.gov/sites/OT/abo/Pages/ACE-Reports-Deployment.aspx>
- ACE Reports Training and User Guides
<https://uconnect.cbpnet.cbp.dhs.gov/sites/OT/abo/Pages/ACECentralCapabilities.aspx?Category=Reports>

If you have any questions or require additional information, please contact Shari McCann, Director, Commercial Operations, Revenue and Entry Division, Office of Trade at OTENTRYSUMMARY@CBP.DHS.GOV.

Attachments

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