



Information Notice: Courtesy Notice of Liquidation Report

On August 17th, 2011, U.S. Customs and Border Protection (CBP) published a Final Rule announcing that CBP would discontinue mailing paper courtesy notices of liquidation (see 76 **FR** 50883). Per that Notice, electronic courtesy notices will only be sent to Automated Broker Interface (ABI) filers who electronically file entry summaries in ABI. Paper courtesy notices will not also be sent to importers of record that do not file their own entries. Importers of record filing a paper formal entry with CBP will continue to receive a mailed courtesy notice. Importers of record with an ACE Portal Account however, will still be able to monitor the liquidation of their entries by using the ACE reporting tool. The effective date of the Federal Register Notice is September 30, 2011.

In support of the elimination of the printing of the courtesy notices of liquidation (CF4333A) for entry summaries filed electronically, CBP will be providing a new report for importers, AM 100, Courtesy Notice of Liquidation. To view the new report, importers will need to have an ACE Portal Account. Information on applying for an ACE Portal account, which is free of charge, is available on CBP.gov. Please use the following URL:

http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_app_info/

Note: Users may need to copy and paste the URL into their web browser.

Locating the AM 100 Report

The AM 100, Courtesy Notice of Liquidation report, is located under the Account Management/Detail Reports/Entry Summary folder. Users will need to scroll to the bottom of the page and select page 2 to view the new report.



Another option is to use the “Search title” capability available on the *Welcome to ACE Reports* screen. To search for the report, follow the steps below:



Information Notice: Courtesy Notice of Liquidation Report

The center icon in the toolbar is “*Search title.*”



1. Select the down arrow “↓” beside “*Search title.*”
2. Select the **Search Title** to view the following 4 options: (1) *Search all fields* (2) *Search title* (3) *Search keyword* or (4) *Advanced search*.
Select how you would like to search.
3. Enter the word, partial word or report number (e.g. “AM-”) in the text box for the report you want to find and it will return any report that has that text in the title.
4. Select the right arrow “→.” Your search results will appear in the workspace panel.

Understanding the Prompts in the AM 100 Report

The “*Most Recent Cycle Only (Yes/No)*” prompt will default to “yes.” This means the report will display liquidation information for two weeks in the future. No change to the “Liquidation Date (Begin)” or “Liquidation Date (End)” prompt is required to view liquidation information for two weeks in the future. To view past liquidations, users will need to change the default prompt from “Yes” to “No.” When changing the prompt, please remember to update the “Liquidation Date (Begin)” and the “Liquidation Date (End)” prompts as needed.

The AM 100 Courtesy Notice of Liquidation report will reflect the most current liquidation status and liquidation amounts. Extension and Suspension information will continue to be printed and mailed to the appropriate parties. It will not be available in the AM 100 report. The report will not include Entry Types 11 (Informal) and 12 (Quota).



Information Notice: Courtesy Notice of Liquidation Report

Report Results – Standard AM 100 Report

Objects available in the standard report include: Importer Number, Importer Name, Goods Entered Port Code, Goods Entered Port Name, Filer Code, Entry Number, Date of Entry, Entry Type Code, Liquidation Date, Initial Amount, Liquidation Amount, Liquidation Status Description and Batch Number. Users can also add the “Cycle Begin” and “Cycle End” dates to the report. Please note the disclaimer when report results are returned.

Courtesy Notice of Entries Scheduled to Liquidate (this is not a bill)

Liquidation Date between 9/23/11 and 9/29/11

Importer Numbers: --ALL--

Latest Cycle Only: Yes

*** Please note that Entry Types 11 and 12 will not show on this report ***

*** This courtesy notice is not the official notice of liquidation, has no legal effect, and does not trigger the protest filing period.***

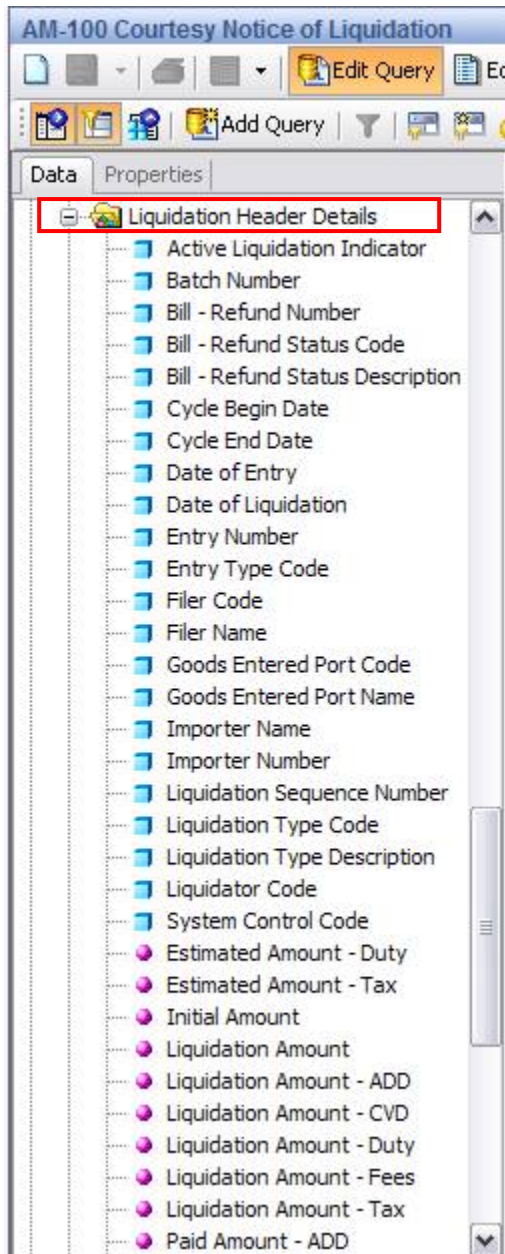
Liquidation updates will occur nightly. The report will only display changes to liquidations in the next two week cycle. Thus if a new liquidation was processed that falls in the next two week cycle then it would appear on the report. If the



Information Notice: Courtesy Notice of Liquidation Report

liquidation was unset or had an update that changed the liquidation date to something other than the next two week cycle it would disappear from the report.

Customizing the AM 100 Report



The data elements in the Liquidation Header Details sub-folder are available to the user when modifying the AM 100 report. The new sub-folder is located under the Account Management Universe, Entry Report folder.



Information Notice: Courtesy Notice of Liquidation Report



Modifying AM 008, AM 068, ESM 7008 and ESM 7068 Reports

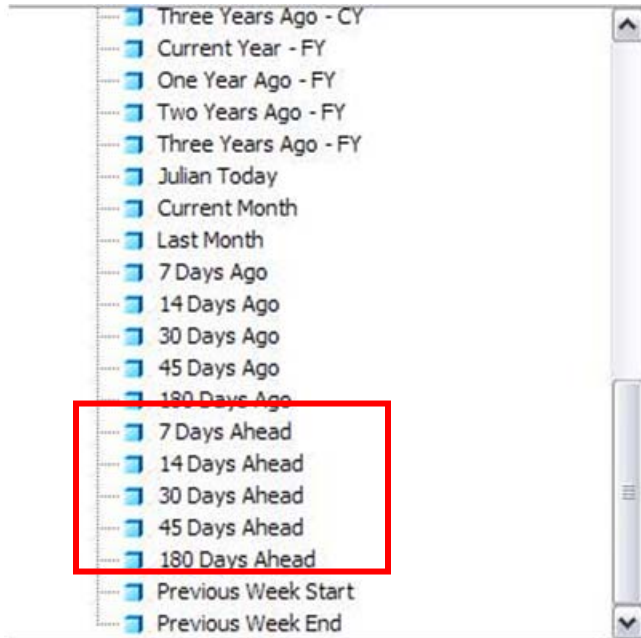
Users will be able to modify AM 008 (Entry Summary Line Detail), AM 068 (Entry Summary), ESM 7008 (Entry Summary Line Detail) and ESM 7068 (Entry Summary) reports to include objects from the Liquidation Header Details sub-folder. The Liquidation Header Details sub-folder is located under the Account Management Universe, the Entry Reports folder for AM reports. The sub-folder is located under the Entry Summary Universe, the Summary Header/Header folder for ESM reports.

When modifying the Account Management or the Entry Summary reports to include objects from the Liquidation Header Details sub-folder, users **must also add** the “Importer Name” and “Importer Number” from the Liquidation Header Details sub-folder to the report being modified. **Failure to add the “Importer Name” and “Importer Number” from the Liquidation Header Details report to the report being modified will result in a database error.**

New Date Objects will be available to use when modifying reports to include objects from the Liquidation Header Details sub-report. Date Objects allow reports to be run and updated with variable date ranges. Reports can now be run and scheduled using future date ranges such as “Today” to “30 Days Ahead.” This eliminates the need to filter by date range each time you run a report.



Information Notice: Courtesy Notice of Liquidation Report



Please remember that the ESM reports mentioned above include ACE entry summaries only.

ADDITIONAL RESOURCES

The following are several options available to help you better understand and fully utilize the ACE Reports Tool:

- The “*Help*” folder located under “Public Folders” contains both the ACE Reports Data and the Reports User Guide. The Reports User Guide provides step by step instructions for running ACE reports.
- For additional assistance, take the web-based training (WBT) titled “*ACE Reports for the Trade Community*,” or visit the “*Training and Reference Guides*” section on www.cbp.gov.modernization.

The URL for the ACE Online Training Center is:

https://nemo.customs.gov/ace_online



Information Notice: Courtesy Notice of Liquidation Report



Welcome to
ACE Reports
for the Trade Community

[Continue](#)

Click "Continue" button to view a short demonstration of how to view this course material, or click the "Help" button to continue to the course menu.



Do you need additional assistance using the ACE Portal? If you are a trade member calling or if you are calling outside the United States, please contact the **Technology Service Desk** at 1-866-530-4172.