



# ACE Reports

Trade Refund Report QRC

*October 2025*



U.S. Customs and  
Border Protection



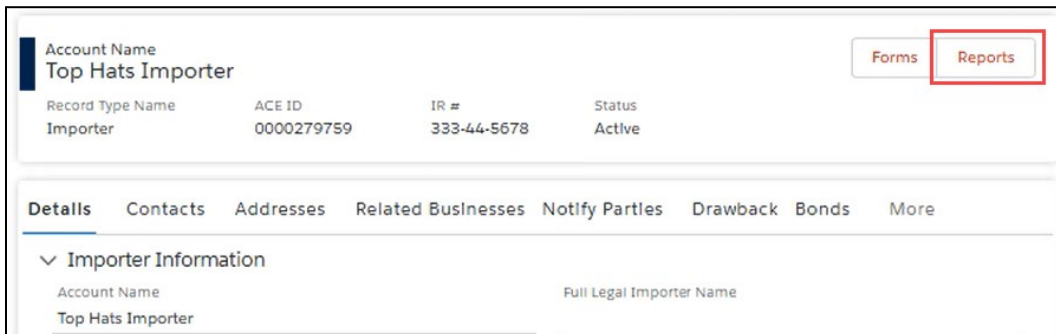
## INTRODUCTION

Standard revenue reports are located in the Data Warehouse. The ACE Reports application is accessed within the ACE Portal. The revenue refund report is accessed in the associated broker or importer account.

To save or print a standard report, consult the ACE Reports training guides and videos in the ACE Training Resource Center (ATRC) at: <https://www.cbp.gov/trade/ace/training-and-reference-guides>.

### LOCATE THE TRADE REFUND REPORT

1. In the importer or broker account, select the **Reports** button.



Account Name  
Top Hats Importer

Record Type Name    ACE ID    IR #    Status  
Importer    0000279759    333-44-5678    Active

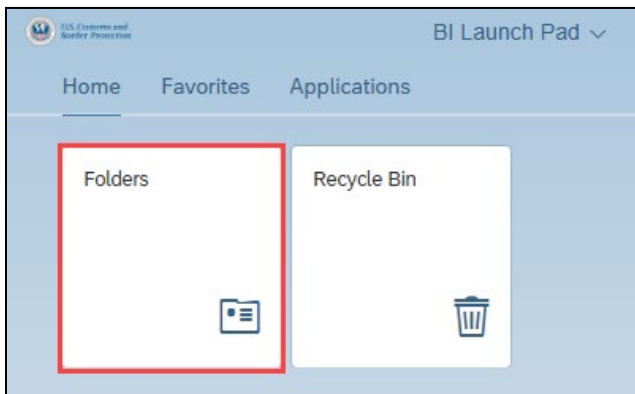
Forms    Reports

Details    Contacts    Addresses    Related Businesses    Notify Parties    Drawback    Bonds    More

▼ Importer Information

Account Name    Full Legal Importer Name  
Top Hats Importer

2. In the **ACE Reports** home page, select the **Folders** tile.

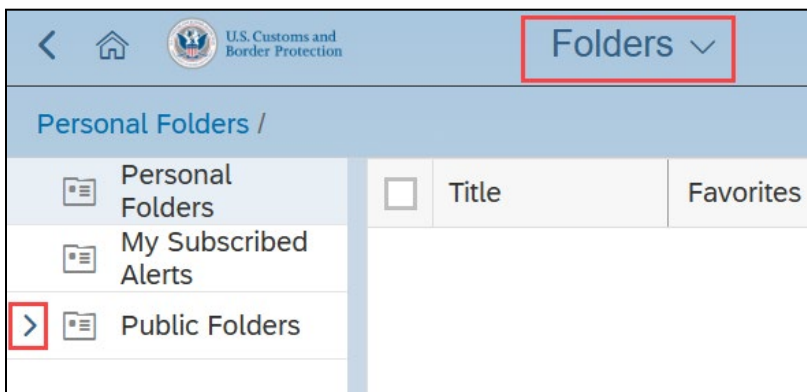


U.S. Customs and Border Protection    BI Launch Pad ▼

Home    Favorites    Applications





Folders    Recycle Bin

3. In the **Folders** pane, select the expand arrow > icon to the left of the **Public Folders** folder.

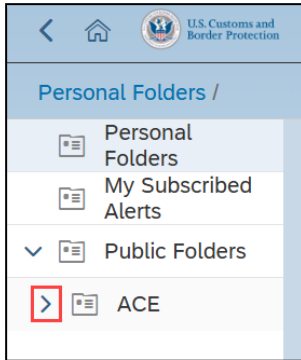


<    Home    U.S. Customs and Border Protection    Folders ▼

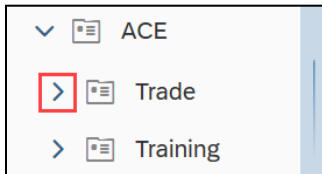
Personal Folders /

	Title	Favorites
	Personal Folders	<input type="checkbox"/>
	My Subscribed Alerts	
	Public Folders	

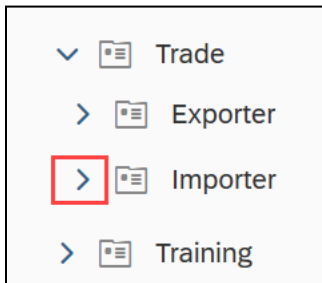
4. Select the expand arrow > icon to the left of the **ACE** folder.



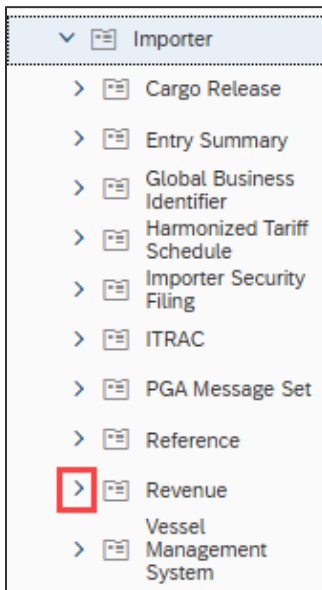
5. Select the expand arrow > icon to the left of the **Trade** folder.



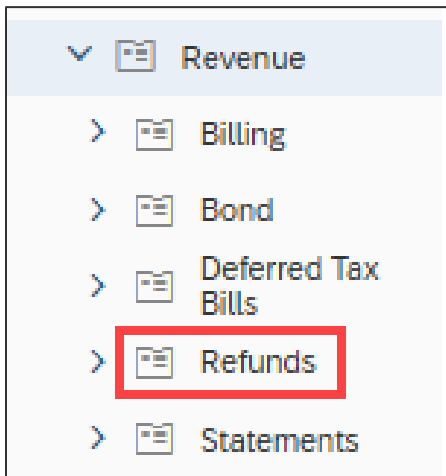
6. Select the expand arrow > icon to the left of the **Importer** folder.



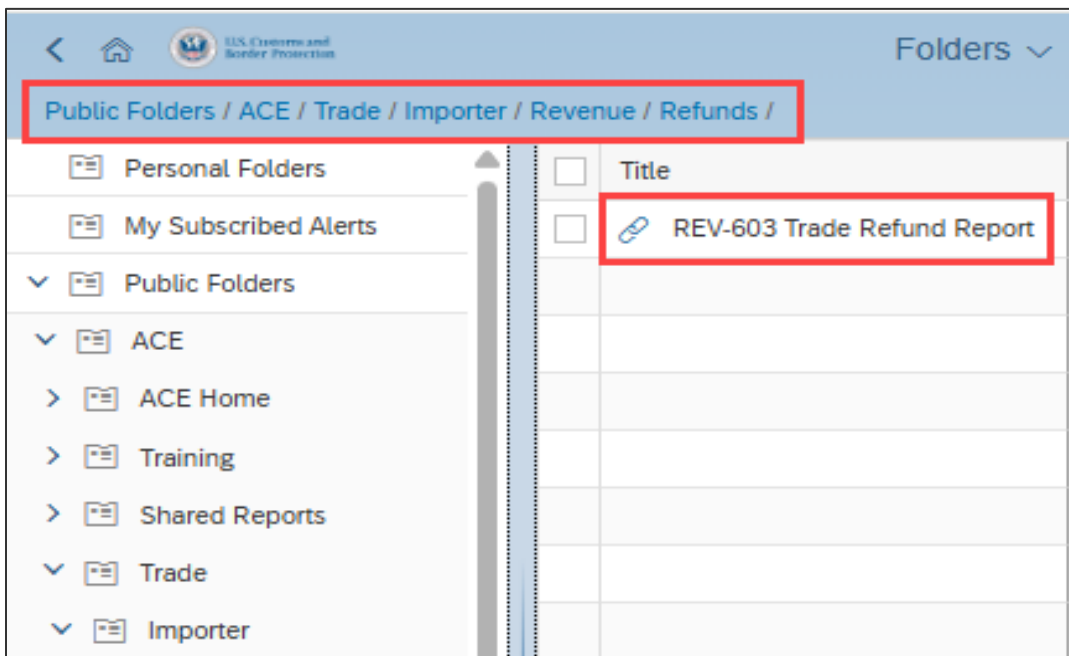
7. Select the expand arrow > icon to the left of the **Revenue** folder.



8. Select the name of the **Refunds** folder.



The **REV-603 Trade Refund Report** displays to the right.

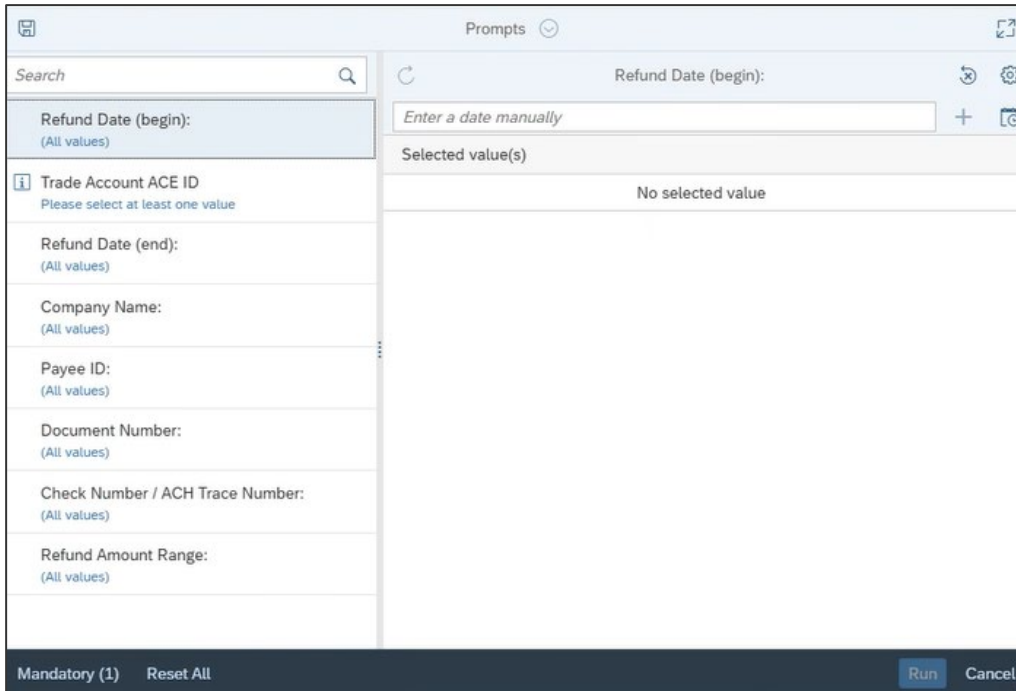


## ***RUN THE TRADE REFUND REPORT***

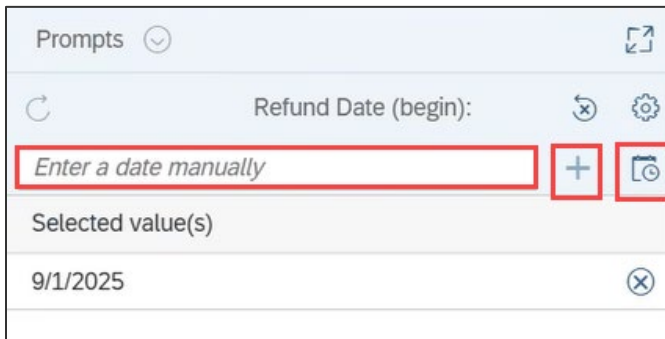
1. Select the **REV-603 Trade Refund Report**.





The **Prompts** dialog box displays.

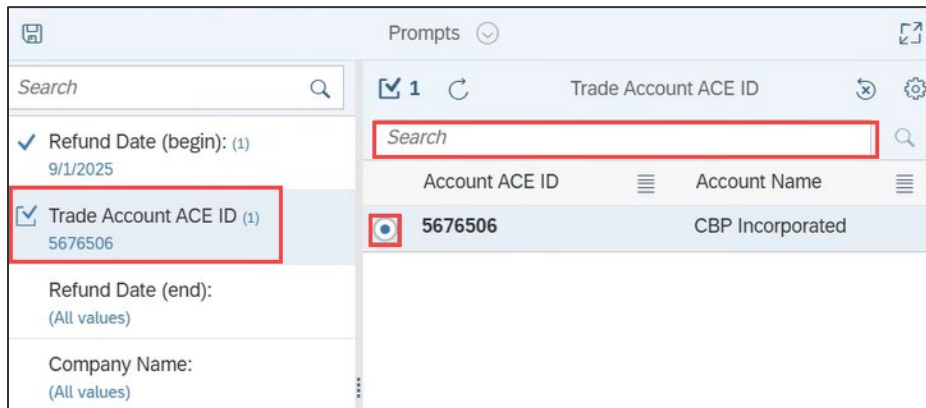


2. To add a refund begin date:



- a. In the **Refund Date (begin):** section on the right, select the **Calendar**  icon and select the begin date.
  - b. Select the **Close** button to close the calendar.
- OR
- c. In the **Refund Date (begin):** field, type the *begin date* in mm/dd/yyyy format.
  - d. Select the **Add**  icon to add the date.

3. To add a Trade Account ACE ID:



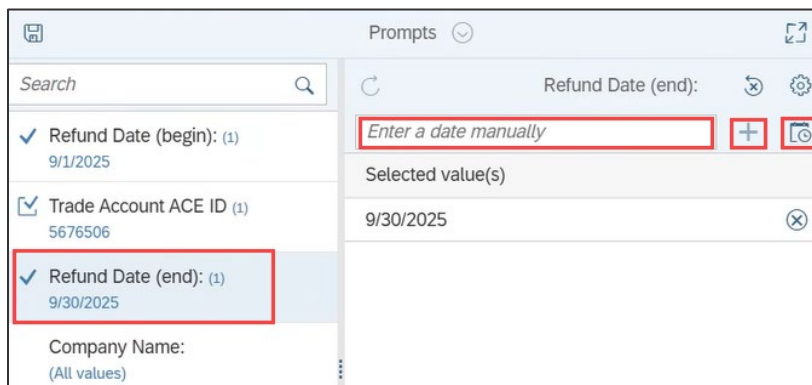
Account ACE ID	Account Name
5676506	CBP Incorporated

- a. In the prompts list on the left, select **Trade Account ACE ID**.
- b. In the **Trade Account ACE ID** section on the right, select the appropriate **Account ACE ID** radio button.



**IMPORTANT:** You must input a **Trade Account ACE ID** value to successfully run the report.


4. To add a refund end date:



- a. In the prompts list on the left, select **Refund Date (end):**
- b. In the **Refund Date (end):** field on the right, type the *refund end date* in mm/dd/yyyy format.

c. Select the **Add**  icon to add the refund date.

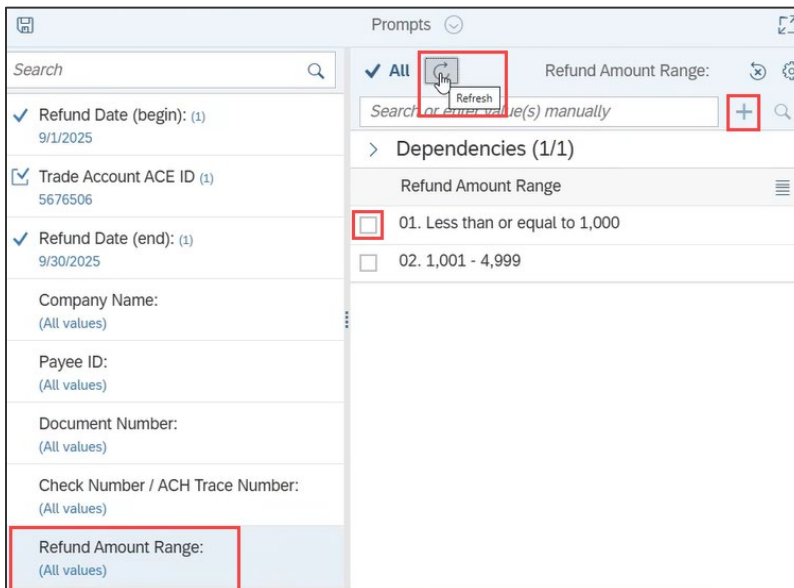
OR


- d. Select the **Calendar**  icon and select the end date.
- e. Select the **Close** button to close the calendar.

5. If appropriate, add a company name:

- a. In the prompts list on the left, select **Company Name:**
- b. In the **Company Name:** field on the right, type the *company name*.

- c. Select the **Add +** icon, to add the company name.
6. If appropriate, add a payee ID:
  - a. In the prompts list on the left, select **Payee ID**:
  - b. In the **Payee ID**: field on the right, type the *payee ID*.
  - c. Select the **Add +** icon, to add the payee ID.
7. If appropriate, add a document number:
  - a. In the prompts list on the left, select **Document Number**:
  - b. In the **Document Number**: field on the right, type the *document number*.
  - c. Select the **Add +** icon, to add the document number.
8. If appropriate, add a check number / ACH trace number:
  - a. In the prompts list on the left, select **Check Number / ACH Trace Number**:
  - b. In the **Check Number / ACH Trace Number**: field on the right, type the *check number / ACH trace number*.
  - c. Select the **Add +** icon, to add the check number / ACH trace number.
9. If appropriate, add a refund amount range:



- a. In the prompts list on the left, select **Refund Amount Range**:
  - b. In the **Refund Amount Range**: field on the right, select the **Refresh**  icon to display content.
  - c. Select the appropriate checkbox.
  - d. Select the **Add +** icon, to add the refund amount range.
10. At the bottom of the **Prompts** dialog box, select the **Run** button.



The **REV-603 Trade Refund Report** displays with the **Report Parameters** displayed at the top.

U.S. Customs and Border Protection
REV-603 Trade Refund Report

File Query Analyze Display

Report Parameters

**REV – 603 Trade Refund Report**

FOR OFFICIAL USE ONLY

Report Parameters:

Refund Dates: 01/01/2025 to 09/30/2025	Company Name: ALL	Payee ID: ALL
Check Number / ACH Trace Number: ALL	Document Number: ALL	Refund Amount Range: ALL

Today's Date	09/30/2025
Total Refunds	281,904
Total Refund Amount	\$7,414,077,830.95

Refund ID	Payee ID	Company Name	CIO	Address	Refund Date	Refund Status	Refund Secondary Status
83		FORWARDERS INC.		00046 US LOS ANGELES CA	08/22/2025	TRANSMITTED	Treasury Issued
85	13-55	SHIPPING CO INC		07074-1378 US NJ	05/30/2025	TRANSMITTED	Treasury Issued
07		USCANGA		77488 US TX	01/17/2025	TRANSMITTED	Treasury Issued

