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## Periodic Monthly Statement (PMS) Overview

Periodic Monthly Statement is a feature of the Automated Commercial Environment (ACE) that simplifies the payment and collection of duties and fees and promotes account based processing.

Periodic Monthly Statement allows users to consolidate the payment of duties and fees on a monthly basis. With this capability, operations for many filers have changed from a day-by-day payment process to a consolidated, account-based, Periodic Monthly Statement process. Filers now have three payment options for each entry summary:

1. Single Pay – Users pay per entry
2. Daily Statement – Users consolidate all shipments and pay per day
3. Periodic Monthly Statement – Users combine eligible shipments and pay monthly



*Entry summaries included on a Periodic Monthly Statement must be covered under a continuous bond and paid via Automated Clearinghouse (ACH) Debit or Credit.*

Periodic Monthly Statement summarizes Periodic Daily Statements into a consolidated statement each month. Periodic Daily Statements contain entry summaries that the filer



has scheduled for a single day. The Periodic Daily Statements are consolidated for a monthly payment due on the 15<sup>th</sup> working day of the month scheduled by the filer.

Entry summaries not eligible for inclusion on a Periodic Monthly Statement include:

- NAFTA Duty Deferral, Entry Type 08;
- Reconciliation, Entry Type 09; and
- Entry summaries with IRS tax class codes.



*Entry summaries flagged for reconciliation may be included on a Periodic Monthly Statement if they do not include taxes.*

## **Periodic Monthly Statement Benefits**

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Participation in Periodic Monthly Statement offers many benefits to importers and brokers, such as:

- Consolidating individual entry summaries for goods that are released during a given month and allowing them to be paid as late as the 15<sup>th</sup> working day of the following month;
- Providing additional flexibility in the management of the working capital required for duty payments as well as potentially significant cash flow advantages;
- Allowing importers who are Automated Broker Interface (ABI) self-filers and brokers to pay designated entry summaries for a given month on one statement;
- Streamlining accounting and reporting processes;
- Allowing filers (including importers who are self-filers) to select either a national or a port statement;
- Allowing brokers to pay on behalf of importers;
- Shifting the payment process from a transaction-by-transaction payment process to an interest-free Periodic Monthly Statement process; and
- Allowing users to view the Periodic Monthly Statement as it is being built during the month.



*A participant with a Broker Portal Account in ACE will be able to view all Periodic Monthly Statements and entry summaries containing their filer code.*



*A participant with an Importer Portal Account in ACE will be able to view all Importer designated Periodic Monthly Statements. The importer will not be able to view the broker's statement. The importer can view entry summaries with their IRS number designated for an Importer Periodic Monthly Statement.*

*A participant with an Importer Non-Portal account will not have access to ACE and will not be able to view Periodic Monthly Statements or entry summaries.*

## Information on the ACE Portal

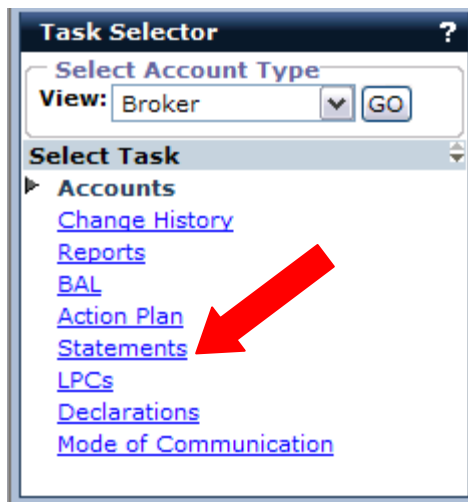
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Within the ACE Secure Data Portal, Periodic Monthly Statement information can be found within the “Accounts” hyperlink. Follow the steps below:

1. Select the **Accounts** hyperlink.



2. Once you are on the “Accounts” page, the “Task Selector” portlet will appear on the left. Select the **Statements** hyperlink.

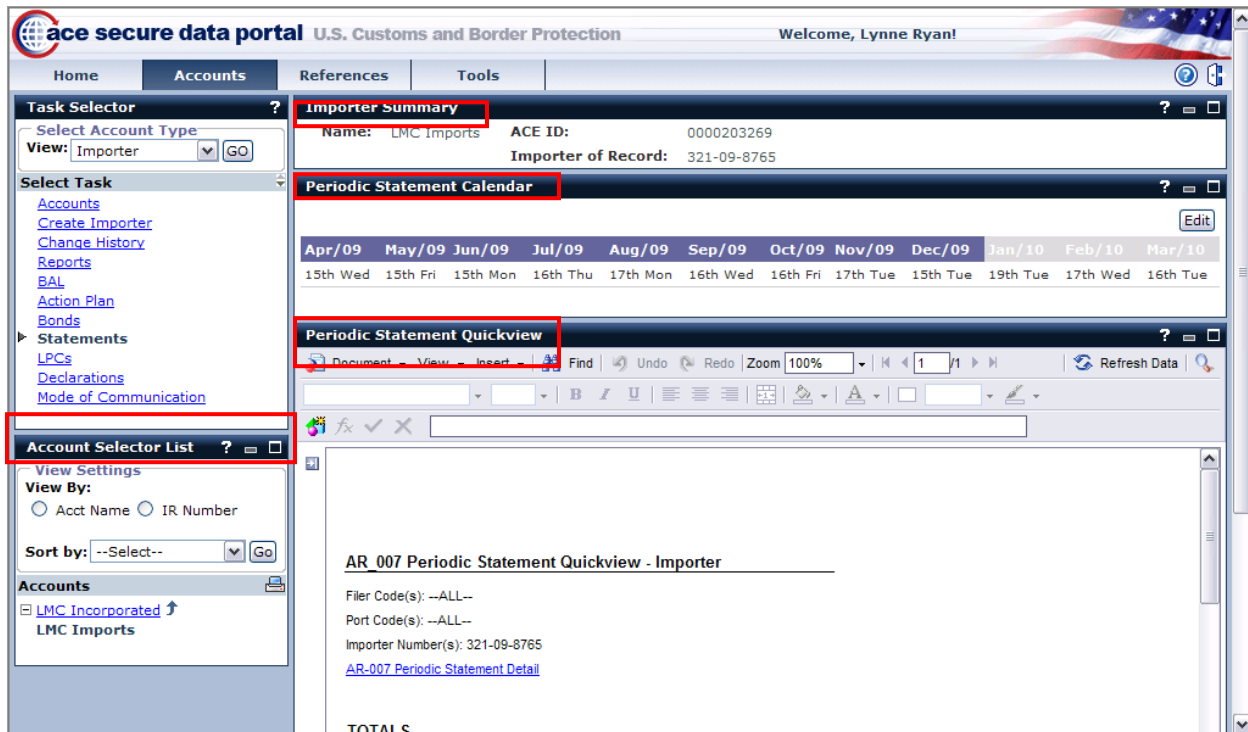


Within this Statements task, there are several portlets.

1. Account Selector
2. Statement Designation (for brokers or self filers)



3. Broker or Importer Summary
4. Periodic Statement Calendar
5. Periodic Statement Quickview

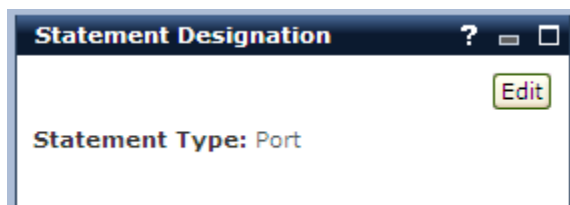


## Account Selector List

The “*Account Selector List*” will display all Importer of Record (IR) numbers associated with the account in the **Importer** view. The “*Account Selector List*” will display all port codes associated with the account in the **Broker** view.

## Statement Designation

For brokers and self-filers, a “*Statement Designation*” portlet will appear in the bottom left corner. This is where brokers and self-filers can select a national or port statement.





## Importer or Broker Summary

This portlet displays the name of the entity, ACE ID number and the corresponding IR number or filer code.

## Periodic Statement Calendar

Within this portlet, importers and brokers can choose a date, between the 1<sup>st</sup> and 11<sup>th</sup> working day of each month, for which the preliminary Periodic Monthly Statement will be generated by Customs and Border Protection (CBP). The default date is the 11th working day of the month and CBP recommends all parties use this default date. If the filer wishes to change the preliminary Periodic Monthly Statement date, select **Edit** in the Periodic Statement Calendar portlet. Once the “*Edit – Periodic Statement Calendar*” portlet appears, use the drop down arrow for each month and select the desired date for the generation of the periodic daily statement. Remember to select **Save**. Please note that users cannot edit the statement generation dates between the 1<sup>st</sup> and 11<sup>th</sup> working day of the current month.

2010					
Jul	Aug	Sep	Oct	Nov	Dec
14th	16th	16th	14th	16th	15th

2011				
Jan	Feb	Mar	Apr	May
18th	15th	15th	15th	16th

## Periodic Statement Quickview

This portlet displays the most current AR007 “Periodic Statement Quickview – Importer or Broker” report in which the Periodic Monthly Statement number and the total duties and fees of all open entry summaries flagged for Periodic Monthly Statement are displayed. Drilldown capability will allow the user to access the Periodic Daily Statement and the flagged entry summaries.

## Monitoring Periodic Monthly Statement Entry Summaries

Importers and brokers are able to monitor entry summaries flagged for Periodic Monthly Statement.



1. Within the “*Account Selector List*” portlet, select the company under “*Accounts*” to display the specific IR number or broker/filer port code of interest.
2. The “*Periodic Statement Quickview*” portlet will show all periodic monthly statements containing open entry summaries.
3. From the “*Statements*” hyperlink, select any periodic daily or monthly statement number to view the details.
4. Another option to view all current open entry summaries flagged for Periodic Monthly Statement is to select the “*Reports*” hyperlink and run the Periodic Statement Detail report, AR-007, from the Accounts Revenue list of available reports.



*IR numbers activated for Periodic Monthly Statement that are not included within the “Account Selector List” are considered non-portal accounts. Importers will not be able to view non-portal account statements.*



*Importers will not receive a national statement unless they file using their own filer code. In situations in which the importer is NOT a self-filer, they will receive a port statement.*

## Periodic Monthly Statement Process

For brokers and self-filers, the procedure for obtaining, viewing, and processing Periodic Monthly Statements can be broken down into 11 steps (four of which are optional and used only in situations in which entry summaries are to be removed from the statement).

1.	Process entry summaries for Periodic Daily Statement
2.	<i>Optional:</i> Remove/change entry summaries before preliminary Periodic Daily Statement
3.	Produce preliminary Periodic Daily Statement
4.	<i>Optional:</i> Remove/change entry summaries before ACH Authorization
5.	Process Periodic Daily Statement ACH Debit authorization and/or entry summary presentation
6.	Produce final Periodic Daily Statement
7.	<i>Optional:</i> Remove entry summaries before preliminary Periodic Monthly Statement



8.	Produce preliminary Periodic Monthly Statement
9.	<i>Optional:</i> Remove entry summaries before final Periodic Monthly Statement
10.	Process payment using ACH Credit/ACH Debit
11.	Produce final Periodic Monthly Statement

The following is a description of each of the 11 Periodic Monthly Statement steps:

**Step 1) Process entry summaries for Periodic Daily Statement**

- This process may be thought of as the existing daily statement process with no payment due until the 15<sup>th</sup> working day of the month following entry or release.
- The periodic statement month (field on record identifier 30 for Automated Commercial System (ACS) entry summaries and record identifier 10 for ACE entry summaries) indicates the month for payment. This controls the Periodic Monthly Statement on which the entry summary will be included.
  - **Please note:** Entry summary receivables can be viewed on the sub-ledger report (AR006) through the “*Reports*” hyperlink of the ACE Secure Data Portal. Also note that CBP does not edit the accuracy of the statement month. The accuracy and timeliness of the statement date and payment remain the filer’s responsibility.

**Step 2) *Optional:* Remove/change entry summaries before preliminary Periodic Daily Statement**

- The entry summary payment type indicator, PMS month and preliminary statement print date can be updated using the Statement Delete or ‘HP’ application identifier.
  - This allows the method of payment to change from a single payment to a statement payment (daily statement or Periodic Daily Statement) or vice versa.
- If changing the entry summary to appear on a Periodic Daily Statement, the periodic statement month indicates the month for payment. This designation establishes the Periodic Monthly Statement in which the Periodic Daily Statement listing the entry summary will be included. An entry summary change reverses/updates a receivable in the subsidiary ledger for the entry summary.

**Step 3) Produce preliminary Periodic Daily Statement**



- Preliminary Periodic Daily Statements are generated on the predetermined date established by the filer at the time the entry summary was filed.
- Based on the preliminary statement print date indicated on the entry summary transmission, CBP will route the preliminary Periodic Daily Statement (application identifier 'QR') to the filer through ABI.
- The record layouts for a daily statement and a Periodic Daily Statement are the same.
- The payment type indicator value (record identifier B of the 'QR' application identifier) indicates the statement type:
  - 2 - Broker/Filer Daily Statement
  - 3 - Importer Daily Statement
  - 5 – Importer Combined Daily Statement
  - 6 - Broker/Filer Periodic Daily Statement
  - 7 - Importer Periodic Daily Statement
  - 8 - Importer Combined Periodic Daily Statement

This step adds the Periodic Daily Statement number to the entry summary receivables in the subsidiary ledger.

#### **Step 4) *Optional:* Remove/change entry summaries before ACH Authorization**

The entry summary payment type indicator can be updated using the 'HP' application identifier. This allows for the following:

- Deletion of an entry from an unpaid preliminary Periodic Daily Statement
- Change of the payment type indicator and preliminary statement print date after the preliminary daily statement is issued
- Change of the periodic statement month (Note: The Periodic Daily Statement print date will also need to be changed in order to do this.)

#### **Step 5) Process Periodic Daily Statement ACH Debit authorization and/or entry summary presentation**

- A new application identifier, 'PN', is used for Periodic Daily Statement ACH Debit authorization and/or entry summary presentation.
- For ACH Debit participants this is similar to the existing ACH Debit authorization (application identifier 'QN') for daily statements.





- For ACH Credit participants, this step is new. ACH Credit participants will not use the payer unit number field of this transaction. (They need to space fill this field.)
- Like the 'QN' transaction for the existing daily statements, multiple Periodic Daily Statements can be included in a single 'PN' transaction.
- The 'PN' transaction stops the "10 working day" clock for entry summary filing purposes and sets the entry summary filing date. Please remember to present entry summaries and a copy of the Periodic Daily Statement by the 10<sup>th</sup> working day.
- Whenever the Periodic Daily Statement indicates zero money is due, the filer must still transmit the 'PN' transaction. The 'PN' will designate the Periodic Daily Statement for Periodic Monthly processing and sets the entry summary filing date for the listed entry summaries.
- When the 'PN' transaction is processed, the Periodic Monthly Statement number is added to the entry summary receivables in the subsidiary ledger.
- At this time the Periodic Monthly Statement (to which the Periodic Daily Statement belongs) can be viewed through the "Statements" hyperlink on the ACE Secure Data Portal.
- If after sending the authorization an error has been found, the filer may contact the client representative to have the authorization removed but this procedure can only be done the same day that the authorization was sent (before end of day processing).

### **Step 6) Produce final Periodic Daily Statement**

- Final Periodic Daily Statements are generated after the Periodic Daily Statement ACH Debit authorization and/or entry summary presentation is processed. During the ACS end-of-day cycle, on the night the 'PN' transaction is processed, CBP will route the final Periodic Daily Statement (application identifier 'QR') to the filer.

### **Step 7) *Optional: Remove entry summaries before preliminary Periodic Monthly Statement***

- An entry summary can be removed from a Periodic Daily Statement after the final Periodic Daily Statement has been generated but prior to payment of the Periodic Monthly Statement.
- An entry summary is removed by changing the statement type to '1' or 'single payment' through the use of the existing 'HP' application identifier. (A "single pay" is an entry summary that is paid individually by cash or check at the CBP cashier desk. It is not paid by ACH).



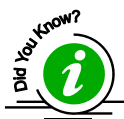
- This reverses a receivable in the subsidiary ledger for the entry summary.
- If an entry summary is removed after the final Periodic Daily Statement has been generated, it will be included with record identifier 'Q7' as part of the preliminary and final periodic monthly statement transmission (application identifier 'MS').



**Please note:** An account is liable for liquidated damages if a "single pay" is not paid by the 10th working day.

## Step 8) Produce preliminary Periodic Monthly Statement

- Preliminary Periodic Monthly Statements are generated on the predetermined date established by the Trade Account Owner through the ACE Secure Data Portal.
- A date from the 1<sup>st</sup> through the 11<sup>th</sup> working day of the month may be selected, but the default date will be the 11<sup>th</sup> working day of the month, which CBP recommends all parties use.
- Importers designate the preliminary Periodic Monthly Statement print date for importer statements.
- Filers designate preliminary Periodic Monthly Statement print dates for filer statements.
- CBP will route the preliminary Periodic Monthly Statement (new application identifier 'MS') to the filer on the date selected.
- The payment type indicator value (record identifier 'B' of the 'MS' application identifier) indicates the statement type:
  - 6 - Broker/Filer Periodic Monthly Statement
  - 7 - Importer Periodic Monthly Statement
  - 8 - Importer Combined Periodic Monthly Statement
- Whenever all the Periodic Daily Statements show zero money due for a Periodic Monthly Statement Number, a Preliminary Monthly Statement will not be generated to the filer. The filer will not see this data in their ACE portal information. ACE only records receivables for Periodic Monthly Statement generation.



*Filers are able to designate whether their Periodic Monthly Statements are to be consolidated to include all ports (national level) or generated for each port (port level). The port level is the default selection. The national level statement is for filers only.*



**Step 9) Optional: Remove entry summaries before final Periodic Monthly Statement**

- Follows the same process as Step 7.

**Step 10) Process payment using ACH Credit / ACH Debit**

- **Using ACH Credit involves the following:**
  - Users must initiate a Periodic Monthly Statement payment with their bank.
  - ACH Credit Users with \$0 Periodic Monthly Statements should send an ACH \$0 payment transaction to CBP referencing the specific PMS number of the \$0 statements for closing the Periodic Monthly Statements. The PMS numbers can be provided by their client representative.
  - The receivables created for the entry summaries are marked “paid” in the sub-ledger.
  - The Periodic Monthly Statement is marked “paid.”
- **Using ACH Debit involves the following:**
  - On the 15<sup>th</sup> working day of the month, CBP initiates collection. No action is required by the ACH Debit user.
  - A separate debit authorization for each daily statement listed on the Preliminary Periodic Monthly Statement will be sent to the client’s bank for processing on the 15<sup>th</sup> work day of the month.
  - The \$0 Periodic Monthly Statements for ACH Debit Users will be automatically closed from the \$0 debit authorization actions sent on the Periodic Daily Statements.
  - The receivables created for the entry summaries are marked “paid” in the sub-ledger.
  - The Periodic Monthly Statement is marked “paid.”

**Step 11) Produce final Periodic Monthly Statement**

- Final Periodic Monthly Statements are generated after the payment has been processed.
- After the payment is processed during the ACS end-of-day cycle, the final Periodic Monthly Statement (new application identifier ‘MS’) is routed to the filer.



- The payment type indicator value (record identifier 'B' of the 'MS' application identifier) indicates the statement type:
  - 6 – Broker/Filer Periodic Monthly Statement
  - 7 – Importer Periodic Monthly Statement
  - 8 – Importer Combined Periodic Monthly Statement
- Whenever all the Periodic Daily Statements show zero money due for a Periodic Monthly Statement number, a final monthly statement will not be generated to the filer.

### **Participation in Periodic Monthly Statement**

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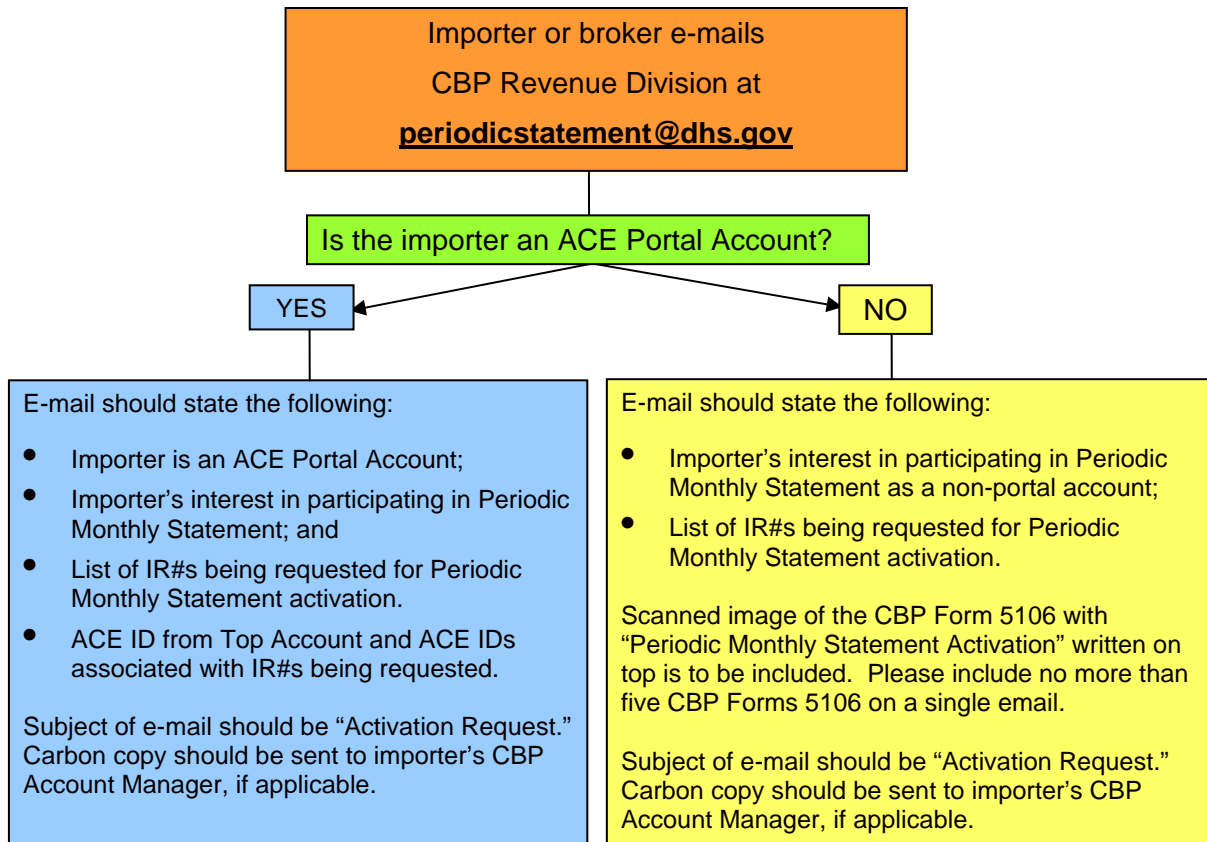
Importers have two options to participate in Periodic Monthly Statement.

- Importers can establish their own ACE Portal account and not only participate in Periodic Monthly Statement processing, but also have direct access to the ACE portal which includes having an ability to better manage their CBP account and customize their own reports.
- An alternative for participation is to have the importer participate as a Non-Portal Account through their broker, who is an ACE Portal Account. To encourage maximum participation in Periodic Monthly Statement, CBP created non-portal accounts for importers not seeking the benefits of having an ACE portal account, but wishing to participate in Periodic Monthly Statement.
  - Importers who have their customs duties and fees paid by their broker (a) via their own ACH account or (b) via their broker's ACH account can participate in Periodic Monthly Statement as non-portal accounts. For their non-portal accounts, brokers continue to flag entry summaries for a statement and effect payment as they do today. Brokers are able to place eligible entry summaries for activated non-portal accounts on a broker or importer statement.
  - For further details, please see the Federal Register Notice (FRN), 70 FR 61466, published on October 24, 2005, announcing the establishment of non-portal accounts, as well as any other applicable FRNs, at the following link: [www.cbp.gov/modernization](http://www.cbp.gov/modernization).

### **Procedures to Apply for Participation**

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The following diagram outlines the procedures to follow to apply for participation in Periodic Monthly Statement.



## Confirmation from CBP

Importers will only be able to view Periodic Monthly Statements for those IR number(s) that are part of their Account List and which have been approved for Periodic Monthly Statement. An importer will know that their IR numbers have been activated for Periodic Monthly Statement by one of the following ways:

1. The account may receive an e-mail message from CBP Revenue Division and/or their CBP Account Manager;
2. The account may be notified by their customs broker if they were the party who submitted the Periodic Monthly Statement participation request to CBP; and/or,
3. ACE Portal accounts can run report AR006 in the ACE Secure Data Portal Reports Tool to determine if the IR number(s) has been activated for Periodic Monthly Statement. If no data appears for the IR number(s), no entry summaries were flagged or the IR number(s) has not been flagged for Periodic Monthly Statement during the date range specified for that IR number.



If confirmation from CBP is not received within 10 business days, resubmit application.

## Additional ACE Resources

For additional assistance, take the Periodic Payments web-based training (WBT).

The URL for the ACE Online Training Center and the required user name and password are:

[http://nemo.cbp.gov/ace\\_online](http://nemo.cbp.gov/ace_online)



The screenshot shows the ACE Online Training Center interface. At the top, there is a header with the ACE logo and the text "ACE Online". Below the header, there is a section titled "ACE Web-based Training (WBT)" with a welcome message and technical requirements. To the right, there is a list of training modules, each with a corresponding icon and label. The modules include:

- ACE Initial Login (ACE)
- Periodic Payments (R3)
- e-Manifest: Trucks (R4)
- e-Manifiesto: Camiones (R4<sub>sp</sub>)
- ACE Reports for the Trade Community (pencil icon)
- Enhanced ACE Accounts & Master Data (A1)
- Multi-Modal Manifest & ESAR Enhancements (A2)
- Forms, Declarations, & AD/CVD Cases (A2.3.1)
- Post Summary Corrections (A2.3.2)
- e-Manifest: Rail & Sea (M1)
- e-Manifiesto: Ferrocarril y Marítimo (M1<sub>sp</sub>)



**Do you need additional assistance with Periodic Monthly Statement?** Please contact your CBP Client Representative or e-mail [PMSUsersMailbox@cbp.dhs.gov](mailto:PMSUsersMailbox@cbp.dhs.gov). If you are a trade caller or if you are calling outside the United States, you may also contact the **Technology Service Desk** at 1-866-530-4172.