# Archived Reports

## Purpose

Most normal end of day reports are saved as text, whether they are actually printed to paper or not. The exceptions (reports not saved as text) are

Seek & Print for transactions other than gun receipts and releases. (pre-5.03B3)

## Location

\PPBS\LOG\YYYYMMDD.ZIP

Where the date saved is MM/DD/YYYY

Example: The reports saved on 10/06/2012 would be here:

\PPBS\LOG\20121006.zip

## Contents

### ANALYZE.TXT

The normal Analyze report saved in text.

#### Contents

Analyze reads through the transaction files and does numerous comparisons of expected and actual data. When the program finishes, it adjusts the GL balance for active loan / inventory balances if necessary. Any adjustment of this type will cause a variance (deviation) which will show up in the Detail reports (see below).

### DETCASH.TXT

Cash Detail by day for the current month.

#### Contents

Starts with the beginning cash for the first day of the current month and shows certain details about cash flow for each date that was closed. Monitor shortages / overages and deviations. Deviations can occur when a day was not closed out and two days are combined together or when a transaction was not saved correctly due to hardware or power issues. They can also be caused by editing a transaction with Support, so check the Audit trail.

For investigation, export the General Ledger by using the DUMPGL program. The file\PPBS\WORK\GL.TXT is created and can be imported into Excel. Note that the GL can become very large, so you can specify the starting date as explained in PPBS Programs, Parameters and Switches.

### DETINV.TXT
Inventory details by day for the current month.

## Contents

Starts with the beginning balances of For Sale and On Hold inventory and shows details of how inventory increased or decreased for each day of the month. Deviations occur when the inventory balance (as verified by the Analyze report) changes unexpectedly. This can be due to unprocessed for sale inventory or a transaction that was not saved correctly due to hardware or power issues. They can also be caused by editing a transaction with Support, so check the Audit trail.

Pay attention to large adjustments.

For investigation, export the Inventory Ledger by using the DUMPGL program. The file\PPBS\WORK\IL.TXT is created and can be imported into Excel. Note that the IL can become very large, so you can specify the starting date as explained in PPBS Programs, Parameters and Switches.

### DETLOAN.TXT
Loan details by day for the current month.

## Contents

Starts with the beginning loan balance shows details of how loans increased or decreased for each day of the month. Deviations occur when the loan balance (as verified by the Analyze report) changes unexpectedly due to a transaction that was not saved correctly due to hardware or power issues. They can also be caused by editing a transaction with Support, so check the Audit trail.

Pay attention to forgiven interest and forgiven principal.

For investigation, export the General Ledger by using the DUMPGL program. The file\PPBS\WORK\GL.TXT is created and can be imported into Excel. Note that the GL can become very large, so you can specify the starting date as explained in PPBS Programs, Parameters and Switches.

### DETNUM.TXT
Number of Transactions by day for the current month.

Useful for determining how busy the store has been on each day.

### GLREPORT.TXT
Includes the store, and all active drawer Reports as shown below.

## Contents

The cash report for the store and for each individual drawer that had any type of activity for the day.

Miscellaneous expenses and income for the store.

The sales summary for the store.

The loan summary for the store.

The loan breakdown by bracket.

Employee cash activity for the day.

Transaction activity (count) for the store.

Financial recap for the store.

Inventory activity for the store.

Account activity for the store.

> A Variance for some accounts is expected because no ending balance for that account is available, i.e. the account is just a running total (ex. Bank balances, Sales Tax Liability, Taxable Sales, etc.)
>
> For the following account ranges, any variance is significant because there should be an ending balance:
>
> 1011-1163 (Cash drawer balances) – Note that many users specify Cash – Check – Credit during the transaction, but count everything as cash when closing. This causes a variance that nets to 0 within the drawer.
>
> 1511-1521 (Inventory balances)
>
> 1701 (Loan balance)
>
> 2101 (Layaway deposits)
>
> 2106 (Repair deposits)

Chart of accounts, Report codes and Employee codes.

Employee activity report (number of each type of transaction by employee)

Inventory adjustments / corrections / re-grouping and transfers

Exceptions report (data corrections, voids, etc.)

> Use the AUDITGEN program to investigate. Note that the audit trail can become quite large, so restrict your search using the switches and parameters as explained in PPBS Programs, Parameters and Switches.

### INVAGE.TXT

A listing of inventory items having the following characteristics:

1. Type = FOR SALE
2. Cost of Goods on hand > $0
3. STOCK NUMBER length 6 or more characters

Useful for determining the age of items in inventory. This file can be opened with Excel and shown graphically using a pie chart (for example). An Excel macro is available for this creating a pie chart from this file.

### INVLWY.TXT / LWYINV.TXT

A listing of all items in layaway.

Useful for doing a quick audit of the layaway storage area.

### INVPART.TXT

A list of the day's sale and layaway merchandise where only part of the cost of goods on hand were sold. This is a normal situation for items that are bulk stock numbers (not included and assumed to be < 6 characters in length). Items returned for a refund appear on this list with negative COST SOLD.

### INVPRICE.TXT

A list of the day's sale and layaway merchandise where the marked price was changed by more than 20%. The 20% value is adjustable. See the instructions for INVSCAN in PPBS Programs, Parameters and Switches.

### INVUPLD.TXT

A complete listing of all items currently in inventory having the following characteristics:

1. Type = FOR SALE
2. Cost of Goods on hand > $0
3. Marked Price > 0$

This file is formatted for consolidation in a central office of a chain. See usage information for INVSCAN in PPBS Programs, Parameters and Switches.

### INVWEIRD.TXT

Creates a list of items in inventory having one or more of the following conditions:

1. Units on hand or Cost on hand is negative.
2. Units on hand is 0, but Cost on hand is not zero.
3. Cost on hand is not zero, and the Stock number contains "*" or begins with "/".

These conditions are undesirable in the inventory record and should be corrected for proper accounting and operation.

### LOANDPT.TXT

Shows the distribution of items in pawn by category (department) by number and total cost.

Useful for determining which types of items dominate active loans. This file can be opened with Excel and shown graphically using a pie chart (for example). An Excel macro is available for this creating a pie chart from this file.

### LOWMARG.TXT

Shows sales which included an item which had a sale margin less than 15%. The default 15% tolerance is adjustable.

Useful for monitoring sales where very little profit was made on an item.

See the instructions for SALESCAN in PPBS Programs, Parameters and Switches.

### NOCOG.TXT

Shows sales where the total cost of goods was$ 0 or where any item sold had a cost of goods of $0.

Useful for monitoring sales where an item sold had no cost. Normally you would expect every item sold to have cost.

### NOPRICE.TXT

Creates a list of sales where the total price for the sale was $0 or at least one item on the sale had a price of $0.

Useful for finding sales where an item was essentially given away.