

PPBS Utilities

Merged Reports

Initial setup

Install PPBS 6.01BA or higher at each location.

FileXFR setup

Start FileXFR like this:

```
FILEXFR /@LOGIN.TXT /SEC:ON
```

Click on File -> Security

Enter your FTP site name, Remote (Server) path, username and password.

(Remember that many FTP servers are case sensitive for file and folder names.)

(Remote path example: /public_ftp/FolderName/)

Click OK.

Your security file will be in the same folder as FileXFR.

Distribute your security file (LOGIN.TXT) and place it with the FileXFR.exe program in the \PPBS folder in each sending location.

Note that the stores only need permission to save files to the FTP server.

Structure setup

In MYOPTION

"CLOSE: Export the GL at closing?" = Yes (~#48)

"CLOSE: Send daily reports to the main office?" = Yes (~#50)

"SENDREPORT: The unique name for this store." (~#53) (NO SPACES here.)

Required for Merged Report to function properly.

"SENDREPORT: The Division name for this store." (~#54)

Optional. Use as a way to group stores by type, function, etc.

"SENDREPORT: The Region name for this store." (~#55)

Optional. Use as the geographical area of the store.

SENDREPORT: The Company name for this store. (~#56)

Optional. Use as the Company owning the store.

"SENDREPORT: The security key for sent reports." (~#57). This is the encryption key to protect reports for the short time they reside on the FTP server. This should be the same for all stores. No spaces or double quotes in the password! Any of the following are OK. (A-Z, a-z, 0-9, !#\$)

Employee setup

Under Initials, enter a unique Employee ID for each employee.

Merged Reports will consolidate unique employees across all stores, so it's important to make sure that each employee is identified separately. The way to uniquely identify each employee is to use the Employee ID field in Initials. If Employee ID is left blank, Merged Report will identify employees by their initials only, and different people with the same initials will be merged together as one employee. For example, if Joe Smith has initials JS in Store 1 and Jane Smith has initials JS in Store 2, Merged Report will combine the two and report on one JS employee.

But, if Joe Smith has Employee ID = E0000001 and Jane Smith has Employee ID = E0000002, then Merged Report will identify them by their Employee ID and will report them as two different employees.

Sending reports

In MYOPTION

"CLOSE: Send daily reports to the main office?" = Yes (~#50)

"SENDREPORT: The unique name for this store." (~#53) (NO SPACES here.)

"SENDREPORT: The security key for sent reports." (~#54). This is the encryption key to protect reports for the short time they reside on the FTP server.

No spaces or double quotes in the password! (A-Z, a-z, 0-9, !#\$%*)

SENDREPORT

The SENDREPORT.BAT in \PPBS uses the information above to do the following automatically after the day is closed out:

Names the YYYYMMDD.ZIP archive as YYYYMMDD-UNIQESTORENAME.ZIP

Encrypts the archive

Names it as YYYYMMDD-UNIQESTORENAME.7z

Posts the encrypted archive to the FTP server.

Deletes the encrypted .7z archive from the local machine.

Daily reports will be sent automatically.

The store can also send missed reports by typing this at the command line:

```
SENDREPORT YYYYMMDD
```

Prepare to Collect Reports

At the Office, be sure you have 7-Zip installed (available on our website and on 7zip.org)

Create a folder on your Report machine to hold the report collection programs.

Download GetReport.zip from our web site.

Unzip the archive into your Report Collection folder.

Create your LOGIN.TXT file as instructed in "Initial setup" above or copy the LOGIN.TXT file from a sending store.

Note that the Report Collection procedure deletes the saved files from the FTP server, so it will need read and delete access.

Edit the file PWD.BAT and add the security key you used in MYOPTION (~#54)

(ex. @SET CHAINKEY=MyPassword123)

Collection procedure

Launch the program GETREPORT.BAT

or

Set up a Scheduled Task to automatically launch the program. Be sure to set "Start In" to the folder where GETREPORT.BAT is located.

The program checks the FTP server every 5 minutes.

Any available files are downloaded, and then deleted from the FTP server.

The program will continue to run and check for files every 5 minutes until you press a key during the 300 second countdown.

FileXFR

Switches:

/@filename.ext

Uses the specified login file instead of the default.

/auto

Exits the program when the transfer is complete (or if it fails).

/file=path\filename.ext

This is the local file name to either send or to receive.

Pattern matching is supported.

When sending, the file name will be duplicated exactly (including case) on the FTP server.

When receiving, the local file name will be duplicated exactly (including case) on the local path.

FILENAME IS CASE SENSITIVE.

/get

Switch to receive files from the FTP server.

If both /send and /get are used, the default is /get.

/getx

Deletes a file from the FTP server after it is received.

/send

Switch to send files to the FTP server

/sec:on

Switch to allow changing the following:

FTP Server name

FTP remote path

Login User ID

Login Password

The login information is hidden on the input window.

The login info file is always in the same folder as the FileXFR program.

The login information file is scrambled.