

Quarterly Pawn Shop Reporting System  
Requirements – April 30, 2015

## Overview

Beginning with the calendar quarter ending March 31, 2015, Puerto Rico Pawn Shops must submit business financial and inventory information to the Office of the Commissioner of Financial Institutions (OCFI). The information must be submitted electronically via the Internet. Computer software will be required for this process.

## Software Requirements

Computer software developed to facilitate the preparation and submission of the information must meet the following requirements. Such software must be tested and certified acceptable by the OCFI. The OCFI will not bear any cost in the development of such software.

- 1) The Pawn Shop Reporting System must be an Internet-based application (System).
  - a) The System will interface with the user via Microsoft Internet Explorer version 8 or higher and Google Chrome version 38 or higher.
- 2) The user must log in to the System with their CFI ID and a Password.
  - a) If the user has forgotten their Password, the System must be able to generate an Email to the user with their password.
- 3) The user must initially enter the Pawn Shop Name, Address, Phone Number, Email Address, and License Number.
  - a) The information will be retained in the System.
  - b) The user may subsequently edit this information.
- 4) The quarter report contains two types of reports:
  - a) Financial Report: Schedules (initially four) with individual data items identified by unique account numbers supplied by the System. The format and content of the Financial Report, including account numbers, will be specified by the OCFI. Data-empty filename is mmmyyyyReports.xls, .xlsx or .xlsm (Where “mmm” = month MAR, JUN, SEP or DEC, and “yyyy” = Year)
  - b) Inventory List: Excel spreadsheet with data for individual pawned items identified by unique ticket numbers. The Excel spreadsheet will be provided to the Pawn Shops by the OCFI. Data-empty filename is mmmyyyyListas.xls, .xlsx or .xlsm (Where “mmm” = month MAR, JUN, SEP or DEC, and “yyyy” = Year)
- 5) To complete a quarterly report the user logs on to the system and selects the desired reporting quarter.
  - a) Financial Report and Inventory List Excel spreadsheet files are downloaded by the user.
    - i) If the user has previously submitted files for the selected quarter, those files are downloaded for changes to be made.
    - ii) Otherwise, empty files for the selected quarter are downloaded.
      - (1) The empty files are renamed CDEcccc\_mmmyyyyReports.xls, .xlsx or .xlsm or CDEcccc\_mmmyyyyListas.xls, .xlsx or .xlsm (Where “CDEcccc” = CFI ID, “mmm” = month MAR, JUN, SEP or DEC, and “yyyy” = Year)
  - b) The user enters or changes data in the spreadsheets.
  - c) The user should retain Financial Report and Inventory List Excel spreadsheets for future amendments and submission in a later session.
- 2) To submit the reports to the OCFI, the user logs on to the application and uploads the completed Excel spreadsheets.
  - a) The application automatically saves the reports for possible access in the future.

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- b) Financial Report: The application creates an encrypted .TRN file (per specifications below) from the Excel spreadsheet and transfers the file to the Multi-Entity EasyCall folder on the OCIF server (see 5)a)i), above).
- c) Inventory List: The Excel spreadsheet uploaded by the Pawn Shop is encrypted and downloaded to the Multi-Entity EasyCall folder on the OCIF server.

### TRN File Specifications

- File Name: CDEcccccQYY.TRN  
 Where "CDEccccc" = CFI ID  
 Q = Quarter 1, 2, 3 or 4  
 YY = Year
- File Format: ASCII character file with records terminated by a Carriage Return\Line Feed character.
- Header Records:
- Record 1: CFI ID (cccccccQYY)
  - Record 2: Company Name
  - Record 3: Street Address
  - Record 4: City
  - Record 5: State
  - Record 6: Zip Code (zzzzz-zzzz)
  - Record 7: Phone (1112223333)
  - Record 8: Fax (1112223333)
  - Record 9: Contact Name
  - Record 10: "CFI"
  - Record 11: Report Quarter End Date (YYYYMMDD)
  - Record 12: "TEXT4086" + Email Address
- Data Records:
- Text Data: Report Line Account Number + Text
  - Numeric Data: Report Line Account Number + Number (nnnnnnnnn.0000)  
 Where "nnnnnnnnn" is numeric with spaces for leading zeros (e.g., "\_\_\_123456.0000")
- End of File Record: "ENDOCFI"