



PREPARED BY:
CNIC N946

LAST UPDATED:
7/21/2023

RECTRAC 3.1 Movie Special Events

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FOR ASSISTANCE PLEASE CONTACT:
+1.844.697.4357 | SUPPORT@CNICFFR.ORG

RecTrac 3.1 Movie Special Events



Movie Special Events – Overview

RecTrac 3.1 will be used to process the financial transactions involved with Movie Special Events. There are two kinds of events:

- 1) Reservations linked to a customer account in RecTrac that requires a prepayment amount to hold the reservation. Some examples of these are:
 - Customer reservations for a birthday party, graduation etc.
 - Command functions.

- 2) A mess req reservation. This is where an activity on the installation wants to rent the theater for a special showing. They won't pay any money at the time of the event, but a transaction is processed in RecTrac to alert accounting to charge them for the special event reservation. An example:
 - CYP wants to rent the theater to show a movie to some of the kids enrolled at the youth center.

Note: Ticket sales for these reservations need to be counted just like they would be for a normal movie showing to the general public. Same for concession sales.

Note: Movie Special Event reservations have a minimum amount of money that is agreed upon to be spent for the party. This is to cover labor and facility usage and will be determined by the local theater. A facility fee will be applied to the transaction to cover any shortage.

DVD movie showings where ticket prices aren't bring charged (but still tracked) will use this facility fee to charge for theater usage during phase 3. This is common during command or mess req events. Also, if the amount of movie ticket and concession sales do not meet the minimum amount during any other customer reservation, a facility fee will be applied the same way.



Phases Explanation

Movie Special Events Phases	
Phase 1	<ul style="list-style-type: none">• Initial Movie Special Events reservation is made.• A pre-payment is made to hold the reservation against the customers household account in RecTrac.
Phase 2	<ul style="list-style-type: none">• Manger sets up the special movie showing for the reservation.
Phase 3	<ul style="list-style-type: none">• Day of the event, clerk rings in ticket and concession sales in one transaction.• If ticket and concession sales don't meet the minimum amount for the party, clerk charges the remainder as a facility rental fee.• Clerks use the pre-payment from Phase 1 to pay towards the overall balance of the party.• Customer pays the remaining balance.• If this is a mess req, clerk will process "payment" for the transaction using the movie mess req button, indicating which activity is going to pay for this showing.

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Phase 1 Processing a Pre-Payment

Note: If this is a mess req, skip to Phase 2. There is no prepayment for a mess req.

Step 1: Click on the HH Lookup button. The Global Sales Lookup screen will appear.

HH Lookup

Step 2: Highlight an existing customer account and click 'Select'. OR, click 'Add' to add a new customer account into the database.

Last Name	First Name	Status	Birthday	Age	Grade	Gender	HH Last Name	HH First Name	HH Address 1	HH
Daily Sales Account	Daily Guest	Active		0 yrs 0 mos	0.00	Female	Daily Sales Account	Daily Guest	12 Market Pl	
Lussier	Joel	Active	04/19/1980	40 yrs 0 mos	0.00	Male	Lussier	Joel	5720 Integrity Dr	
Mendes	Brandon	Active		0 yrs 0 mos	0.00		Mendes	Brandon	123 Main Street	
Morris	Larry	Active	06/24/1964	55 yrs 10 mos	0.00	Male	Morris	Larry	112 Miss Helen Circle	
Read	Geoffery	Active		0 yrs 0 mos	0.00		Read	Geoffery	123 Main Street	
Read	Jr	Active	01/01/2015	5 yrs 4 mos	0.00	Male	Read	Geoffery	123 Main Street	
Read	Mrs	Active	01/01/1980	40 yrs 4 mos	0.00	Female	Read	Geoffery	123 Main Street	
ZZZInternalHousehold	Internal	Active		0 yrs 0 mos	0.00	Female	ZZZInternalHousehold	Internal	12 Market Pl	
ZZZModelHousehold	Non-Resident	Active		0 yrs 0 mos	0.00		ZZZModelHousehold	Non-Resident	12 Market Pl	
ZZZModelHousehold	Resident	Active		0 yrs 0 mos	0.00		ZZZModelHousehold	Resident	12 Market Pl	

Step 3: Once a customer account is selected, you will be returned back to the main touch POS screen and the customers name will be shown in the upper left.

Access the 'Special Events' menu, then touch the 'Movie Special Events Prepayment' button to charge the prepayment amount set for your theater, which is \$25 for our theater in this example. Finish the transaction normally by taking a payment.

Scan Item ⓘ

Q...	Description	Total
1.00	Movie Party Prepay...	\$ 25.00

Total \$ 25.00

Reverse Empty Cart Change From Cart

Reverse HH Lookup Movie Is

Credit Card \$20 \$

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Phase 2 Ticket Setup

Refer to the 'RecTrac 3.1 Creating a Movie Ticket Sales Item' training document on how to setup the movie showing for a special event. It's the same process used for all movie ticket setups.

Phase 3 Day of the Event/Finalization

Step 1: First, use the HH lookup button to find the customer account (like in Phase 1) that this special event was linked to back in Phase 1.

Note: If this is a mess req, there is no customer account to select, proceed below.

Ring up ticket sales and concessions for this showing like you normally would. Once all tickets and concessions are rung up, check the total amount due.

- If it is LESS than the minimum reservation amount, proceed to Step 2.
- If it is MORE than the minimum reservation amount, skip Step 2 and proceed to Step 3.

In this example, the amount of tickets and concessions is LESS than the minimum reservation amount for our theater (\$120). See below:

The screenshot shows a software interface for a theater's ticket and concession system. On the left, a list of items is displayed in a table:

Quantity	Description	Price
1.00	THE MARKSMAN M...	\$ 4.00
1.00	Soda Large (SE3824...	\$ 3.00
1.00	Soda Medium (SE3...	\$ 2.75
1.00	Soda Small (SE3824...	\$ 2.50
1.00	Popcorn Large (SE3...	\$ 4.00
1.00	Popcorn Medium (S...	\$ 3.50

Below the list, a red box highlights the 'Total \$ 101.75'. At the bottom left, a red box highlights a '\$101.75 Payment' button. Other buttons include 'Remove', 'Empty Cart', 'Change From Cart', 'HH Inquiry', 'Combos', 'Special Events', 'Reverse', and 'Credit Card'.

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Phase 3 Day of the Event/Finalization cont.

Step 2: If the total sale amount is less than the minimum reservation amount for your theater, a facility rental fee needs to be entered to bring the total sale up to the minimum amount. In this example, the minimum is \$120, total sale is \$101.75. $\$120 - \$101.75 = \$18.25$.

Access the 'Special Events' menu and then touch the 'Movie Special Events Revenue' button. A manual fees screen will display. Enter in the amount that will bring the total sale up to the minimum. In this example, \$18.25. Touch continue.

Line	Description	Amount	Discount
<input checked="" type="checkbox"/>	9506706 Movie Party Revenue	18.25	

Now the total sale is \$120. Proceed to step 3.

Step 3: **Note:** If this is a mess req, skip to Step 4. There is no prepayment for a mess req.

The pre-payment amount taken in Phase 1 needs to be applied as payment towards this transaction. Access the 'Special Events' menu and touch 'Movie Special Events Pre-Payment USE'. This will back out the pre-payment amount and apply it to the balance owed. See below. Proceed to Step 5.

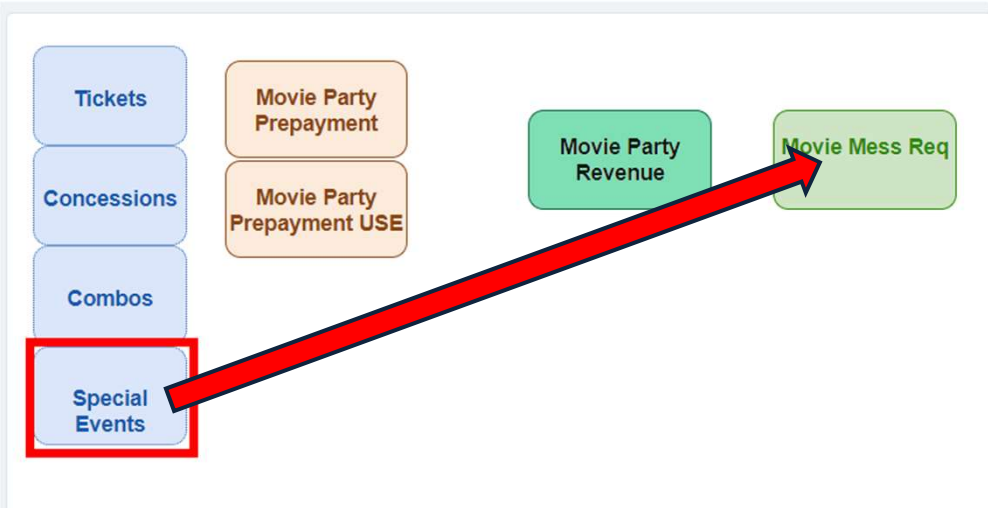
Q...	Description	Total
<input type="checkbox"/>	1.00 Soda Small (SE3824...	\$ 2.50
<input type="checkbox"/>	1.00 Popcorn Large (SE3...	\$ 4.00
<input type="checkbox"/>	1.00 Popcorn Medium (S...	\$ 3.50
<input type="checkbox"/>	1.00 Popcorn Small (SE3...	\$ 3.00
<input type="checkbox"/>	1.00 Airheads (SE3824-2...	\$ 0.50
<input type="checkbox"/>	1.00 M&M Peanut (SE38...	\$ 0.50
<input type="checkbox"/>	1.00 Movie Party Reven...	\$ 18.25
<input type="checkbox"/>	-1.00 Movie Party Prepay...	\$ -25.00
Total		\$ 95.00

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Phase 3 Day of the Event/Finalization cont.

Step 4: **Note:** ONLY complete this step if the event is a mess req.
Note the total amount owed for the transaction. Access the 'Special Events' menu and touch 'Movie Mess Req'.



A question prompt and manual fee entry screen will appear. Using the drop down list, select the activity that is paying for this movie showing with a mess req. Then enter in the total amount owed previously noted into the 'amount' field. Touch 'Continue'.

Movie Mess Req (SE3824-27-167-001) for CNIC ZDaily Sales Account (Purchase)

Questions

Mess Req Receiving Activity * ⓘ
CYP

Fees

Manual Fees - Select a Maximum of 99999 Fee(s)

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	9516176	Mess Req	182.75	0.00	-1.00	1.00	-182.75

Continue Cancel

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Phase 3 Day of the Event/Finalization cont.

Your shopping cart will look similar to the one shown below. The net amount of the sale should be ZERO (\$0). Proceed to Step 5.

TouchScreen - No Household

Scan Item ⓘ

Q...	Description	Total
<input type="checkbox"/>	1.00 Twizzlers (SE3824-2...	\$ 2.50
<input type="checkbox"/>	1.00 Bunch a Crunch (SE...	\$ 2.50
<input type="checkbox"/>	1.00 Soda Medium (SE3...	\$ 2.75
<input type="checkbox"/>	1.00 Extra Cheese (SE38...	\$ 0.50
<input type="checkbox"/>	1.00 Airheads (SE3824-2...	\$ 0.50
<input type="checkbox"/>	1.00 Airheads (SE3824-2...	\$ 0.50
<input type="checkbox"/>	1.00 Airheads (SE3824-2...	\$ 0.50
<input type="checkbox"/>	-1.00 Movie Mess Req (S...	\$ -182.75
		Total \$ 0.00

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Phase 3 Day of the Event/Finalization cont.

Step 5: Touch the payment key in the bottom left.

If there is a balance due (customer linked special event), process a payment for the remaining balance of the transaction. The payment screen will look similar to the below image. Because there is a pre-payment being applied, this will need to be processed as a split payment.

The screenshot shows a payment screen with the following fields and buttons:

- Total Due: \$ 95.00
- Total Paid: \$ 95.00
- Pay Code: 03 - Credit Card
- Linked Credit Cards: (empty)
- Payment Reference 1: (empty)
- Payment Reference 2: (empty)
- Buttons: Process (green), Add Split Payment (blue)

The Split Payment Detail table is as follows:

PC	Description	Amt	Pay Ref 1
VSI-...	System	25.00	

Additional buttons: Delete Line Item, Use/Refund Credit

If this is a mess req, the balance owed will be \$0. The payment screen will look similar to the below image. Touch 'Process' to complete the transaction.

The screenshot shows a payment screen with the following fields and buttons:

- Total Due: \$ 0.00
- Total Paid: \$ 0.00
- Pay Code: 03 - Credit Card
- Credit Card Mask (First and Last Four): (empty)
- Credit Card Expiration Date (MMYY): (empty)
- Payment Reference 1: (empty)
- Payment Reference 2: (empty)
- Buttons: Process (green), Add Split Payment (blue)

The Split Payment Detail table is as follows:

PC	Description	Amt	Pay Ref 1
VSI-...	System	182.75	

Additional buttons: Delete Line Item