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# RECTRAC 3.1 MOVIE CLERK PROCESSING

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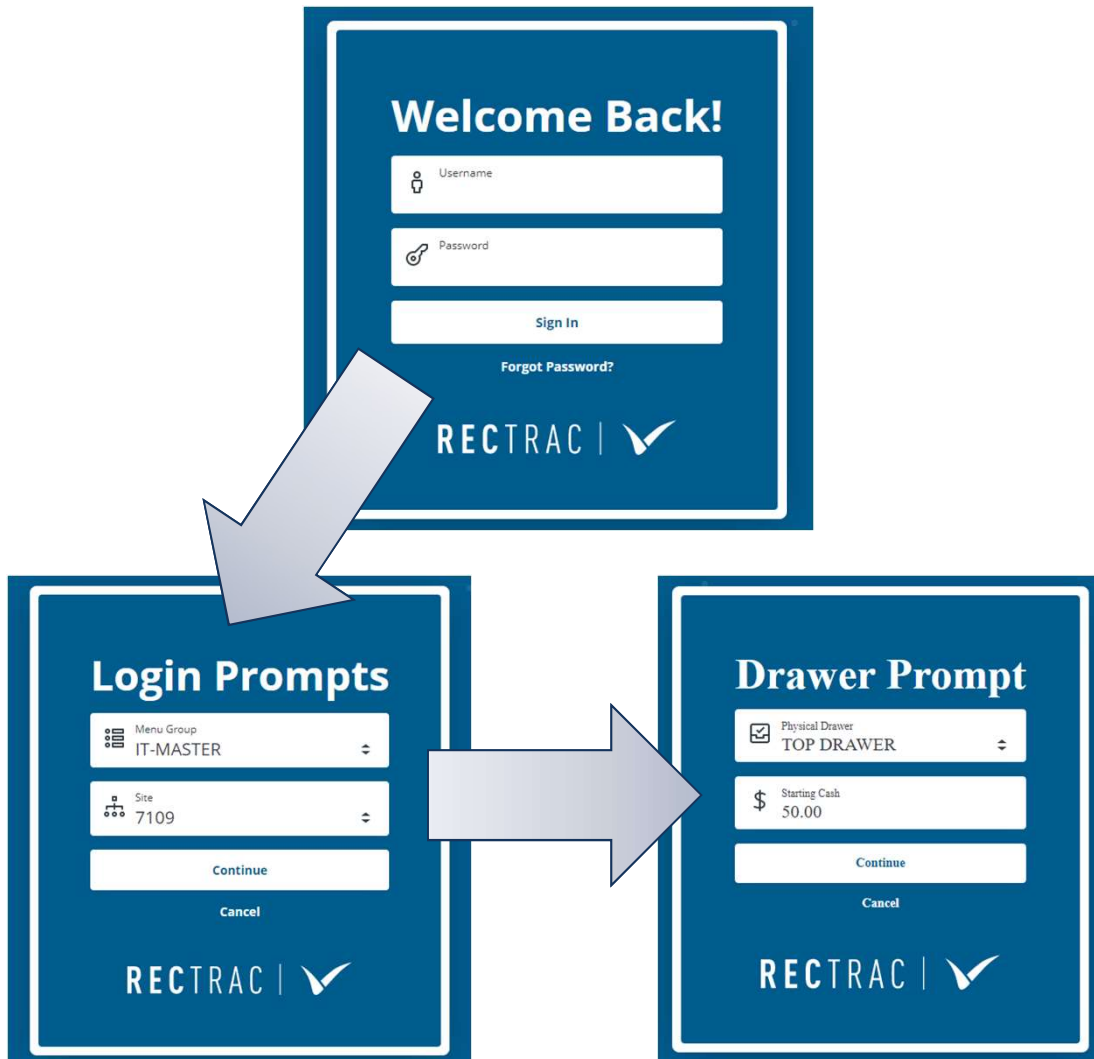
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# RecTrac 3.1 Movie Clerk Processing



## RecTrac 3.1 Login Page



Enter in your RecTrac 3.1 Username and then your Password. Then Click 'Sign in'.

If you are linked to multiple user groups and/or sites, a secondary 'Login Prompts' window will appear. Select the appropriate options and click 'Continue'.

If this is a POS terminal used for taking money, a 'Drawer Prompt' window will appear. Select the appropriate drawer and adjust starting cash as needed. Click 'Continue' to log in.

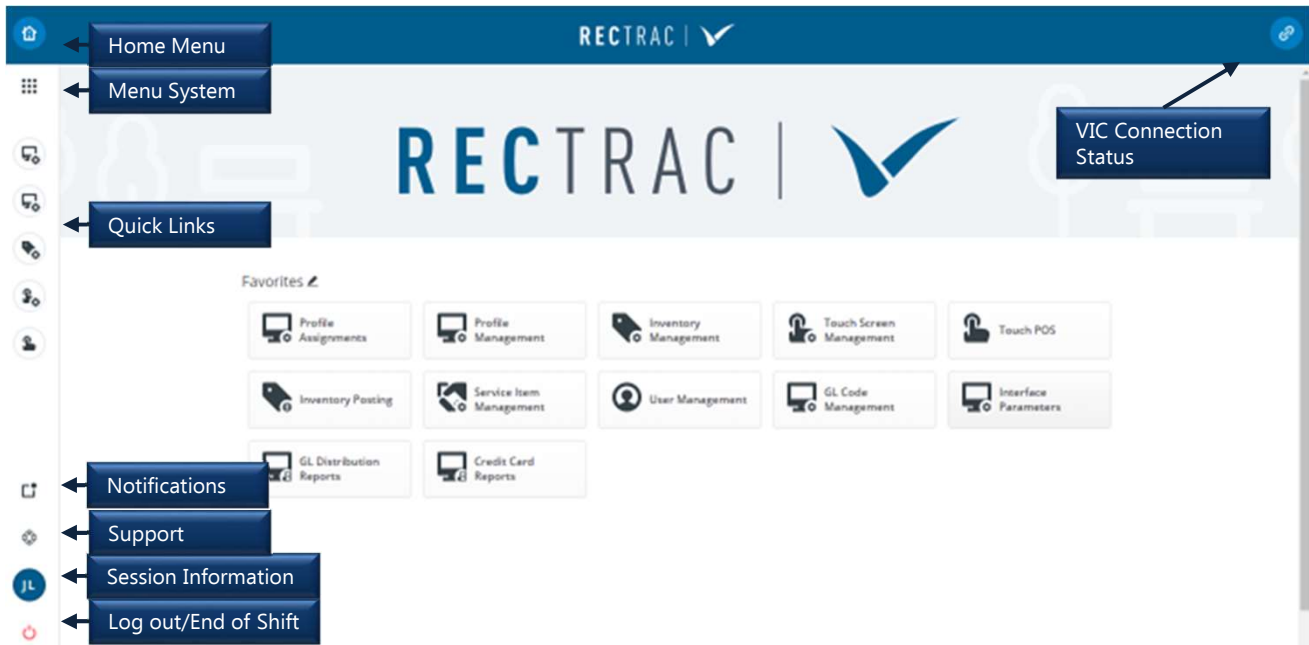
For POS terminals, the Touch POS Processing screen will auto load for clerks.

# RecTrac 3.1 Movie Clerk Processing



## Main RecTrac Screen

**Note:** You can mouse over any icon for a pop up explaining what it is.



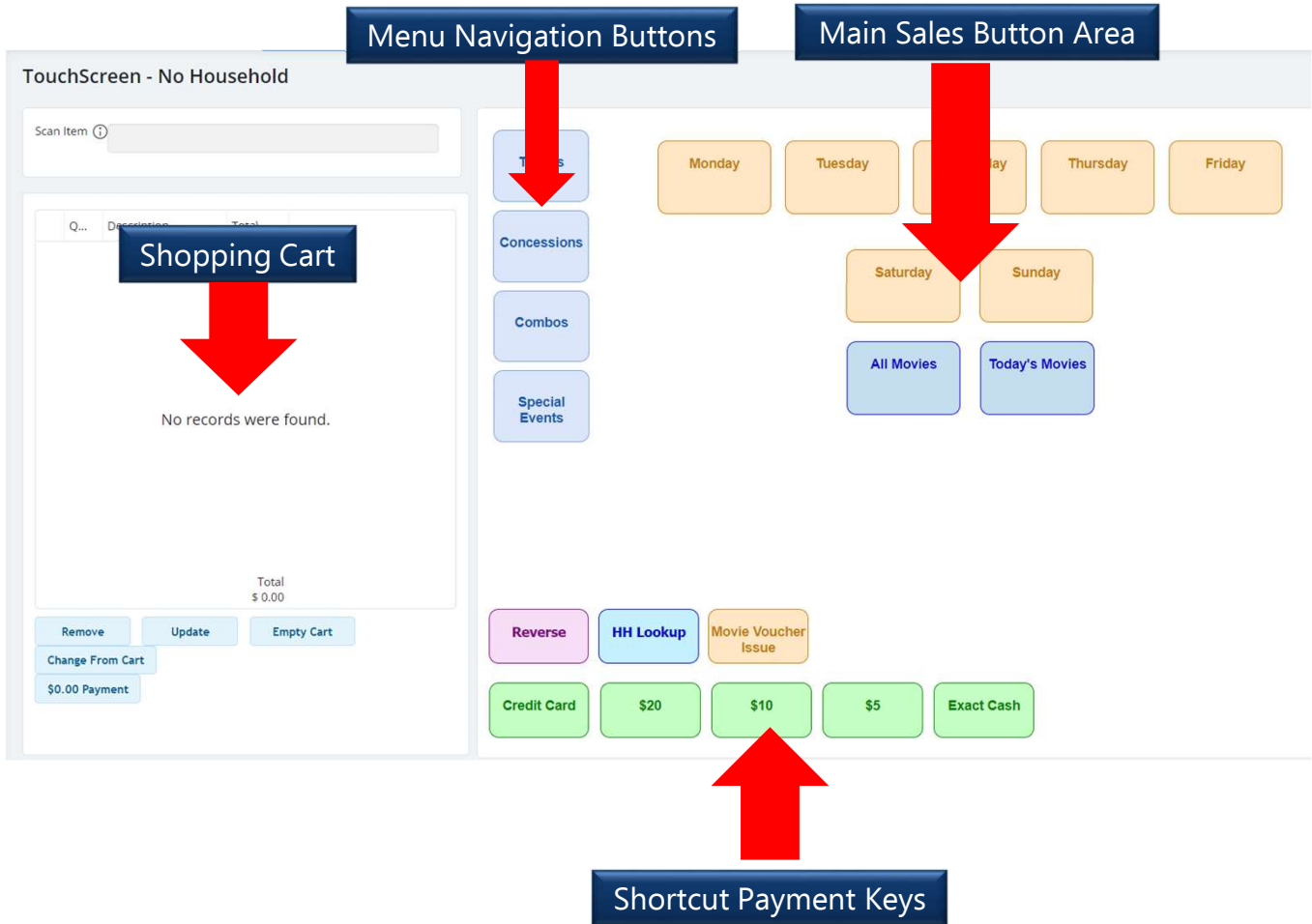
## Legend

	<p>VIC connection status. Flipped to the left with a red line through it means no hardware connection. Click this icon to reconnect all hardware to RecTrac.</p>
	<p>Session Information. Click on this to display: current user logged in, user group selected, workstation name, cash drawer number used for sales,</p>
	<p>Log out/End of Shift. Click here to log out of RecTrac. If you are in an open sales batch, you will be prompted to do an end of shift cash out.</p>
	<p>Home. Click here to return to the main home screen when you have multiple tabs open.</p>
	<p>Menu System. Click this to access the menu navigation system. Can browse through all menus, type search terms in to find items, click the 'star' next to an item to favorite it so it will display in the "Favorites" area.</p>
	<p>Notifications. Any system notifications will display in here.</p>
	<p>Support. Enable the in app help or search the help system.</p>

# RecTrac 3.1 Movie Clerk Processing



## Touch POS Processing Screen



# RecTrac 3.1 Movie Clerk Processing



## Touch POS Processing Screen cont.

Legend	
Main Sales Button Area	All buttons used to sell items go here. Changes when using the menu navigation buttons.
Menu Navigation Buttons	Buttons that change from sales screen to sales screen.
Shopping Cart	Displays items currently being sold.
	Used to scan inventory items by their barcode/UPC code.
	Reverses the quantity sold of an item highlighted in the shopping cart. Used for refunds.
	Used to lookup/create a customer account.
	Used to issue movie vouchers or gift certificates.
	Removes an item from the shopping cart.
	Updates the price on an item in the shopping cart, if allowed.
	Allows you to update the quantity of an item being sold.
	Opens the cash drawer (if allowed).
	Takes you to the Payment Processing Screen. Used when the quick payment buttons don't apply.
	Cancels sale and removes all items from the shopping cart.

# RecTrac 3.1 Movie Clerk Processing



## Payment Processing Screen

The screenshot displays the RecTrac 3.1 interface for processing a payment. The main title is "Global Sales Payment for Daily Sales Account". The interface is divided into three main sections:

- Shopping Cart Listing:** Located on the left, it shows a table with columns for "Description" and "Total Due". One item is listed: "Chicken Tenders (SE7..." with a total due of \$ 8.75. Below the table, there is a "Total Due" of \$ 8.75 and buttons for "<< Back" and "Name Lookup".
- Payment Options:** Located in the center, it contains fields for "Total Due" (\$ 8.75) and "Total Paid" (\$ 8.75). It includes a "Pay Code" dropdown menu set to "03 - Credit Card", and two "Payment Reference" fields. At the bottom of this section are a green "Process" button and a blue "Add Split Payment" button.
- Split Payment Listing:** Located on the right, it has a title "Split Payment Listing" and a sub-section "Split Payment Detail". The detail table has columns for "PC", "Description", "Pay Ref 1", and "Pay Ref 2". The table is currently empty, displaying "No records were found." Below the table is a "Delete Line Item" button. At the bottom of this section are "Settings" and "Receipt Options" checkboxes, both of which are checked.

Red arrows and blue callout boxes highlight these sections: "Shopping Cart Listing" (with arrows pointing up and down), "Payment Options" (with an arrow pointing down), and "Split Payment Listing" (with an arrow pointing down).

# RecTrac 3.1 Movie Clerk Processing



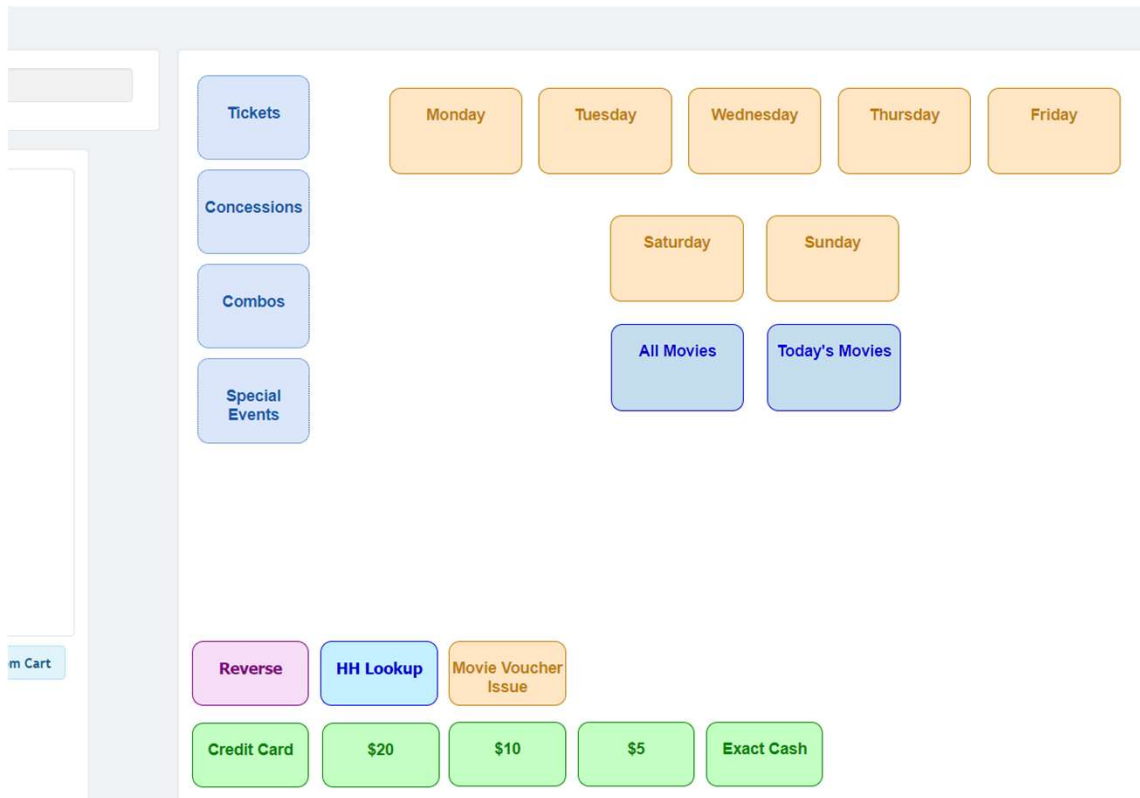
## Payment Processing Screen cont.

<b>Legend</b>	
Shopping Cart Listing	Lists all items that are being sold during this sale. Informational only on this screen, use the '<<Back' button to go back and remove any items
Payment Options	Options for entering payments. Choose the applicable Pay Code needed, enter in any Payment References required. Options in this area will change based on it being a sale vs. refund vs. gift certificate etc.
Split Payment Listing	If doing a split payment (customer paying with multiple tenders or multiple credit cards in the same sale), tenders add will be listed here.
<b>Process</b>	Complete the transaction and print the receipt.
<b>&lt;&lt; Back</b>	Go back to the sales processing screen.
<b>Add Split Payment</b>	If doing a split tender payment, this button will add the current tender amount to the Split Payment Listing.
<b>Delete Line Item</b>	Remove a split payment tender from the listing.
<b>Name Lookup</b>	Link or change the customer account linked to this transaction. Only used when using customer accounts for sales.

# RecTrac 3.1 Movie Clerk Processing



## Ticket Sales Screen - Details



The 'Tickets' sales screen is static and has buttons for days of the week. Movies sales items are coded in such a way that a movie playing on a Tuesday will show up under the "Tuesday" button automatically when created.

Once the date of the movie showing has passed, the movie will no longer show up for sales under that day of the week button.

"All Movies" just displays all movies available for purchase at any given time.

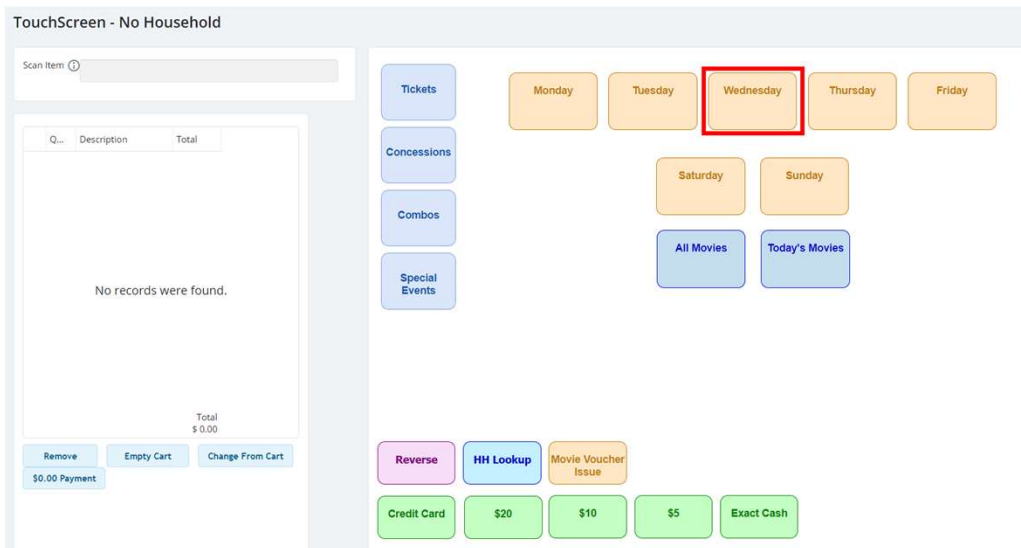
"Today's Movies" displays any movie playing "today".

# RecTrac 3.1 Movie Clerk Processing

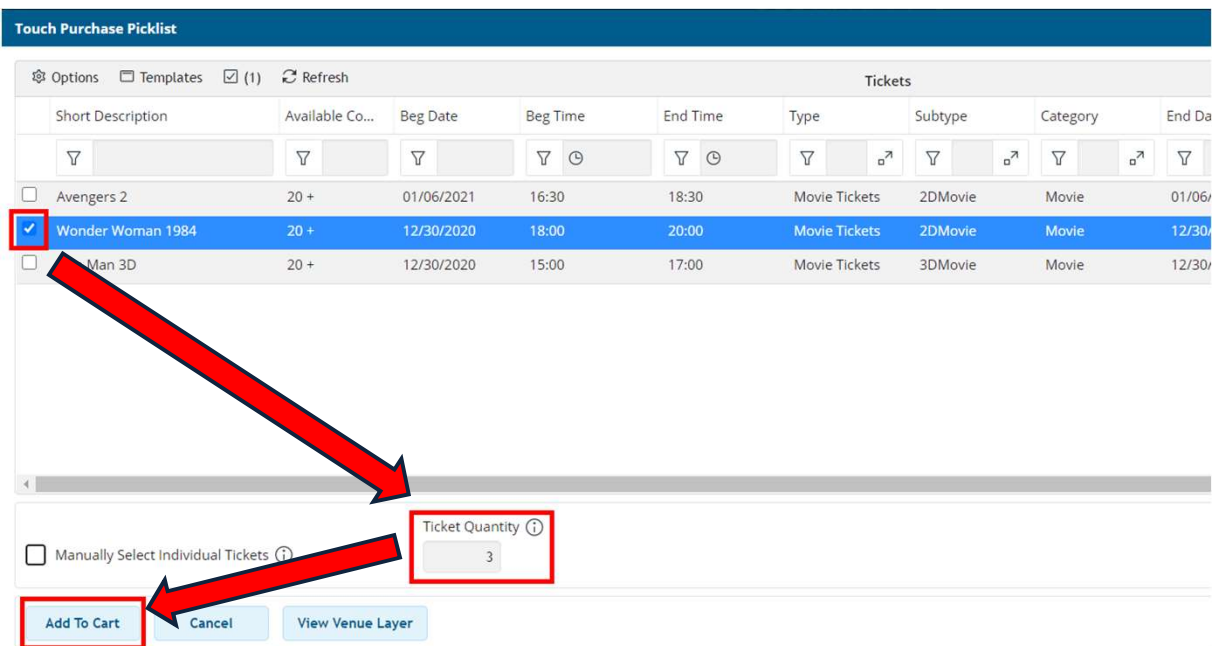


**Example Transaction – Customer wants 3 tickets (2 adult, 1 child) to the ‘Wonder Woman 1984’ showing on Wednesday 12/30, a large and small popcorn, and 3 medium fountain drinks.**

1) Touch the Wednesday movie ticket button to display the purchase window for all Wednesday Movie tickets.



2) Select ‘Wonder Woman 1984’ from the list of available movies. Then enter in ‘3’ in the ticket quantity field and touch ‘Add to Cart’.



# RecTrac 3.1 Movie Clerk Processing



## Example Transaction – cont.

3) Select the Adult and Child pricing options, change the 'Quantity' for adult to '2' and touch continue. The three tickets will be added to the shopping cart.

Wonder Woman 1984 MOVIE-001 for Daily Guest Daily Sales Account (Purchase) i ?

Fees

Movie Ticket Manual Fees - Select at Least 1 Fee(s) with a Maximum of 999 Fee(s)

Add	Line	Description	Quantity	Amount	Discount	Time Count	Net Fee
<input checked="" type="checkbox"/>	732240	Child	1.00	3.00	0.00	1.00	3.00
<input checked="" type="checkbox"/>	732242	Adult	2.00	5.00	0.00	1.00	10.00
<input type="checkbox"/>	732244	Active Duty	1.00	3.00	0.00	1.00	3.00
<input type="checkbox"/>	732246	Retiree	1.00	4.00	0.00	1.00	4.00
<input type="checkbox"/>	732248	Child and Under	1.00	0.00	0.00	1.00	0.00
<input type="checkbox"/>	732250	Seaman	1.00	4.00	0.00	1.00	4.00
<input type="checkbox"/>	732252	Single Sailor/Marine	1.00	0.00	0.00	1.00	0.00

4) Now touch the 'Concessions' navigation button to display concession items for sale. Touch 'Small Popcorn', 'Large Popcorn' once, and 'Medium Fountain Drink' 3 times.

TouchScreen - No Household

Scan Item

Q...	Description	Total
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 3.00
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 5.00
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 5.00

Total \$ 13.00

# RecTrac 3.1 Movie Clerk Processing



## Example Transaction – cont.

5) Items selected are now listed in the shopping cart. Since that completes the order, press one of the quick payment keys to finish the transaction.

TouchScreen - No Household

Scan Item

Q...	Description	Total
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 3.00
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 5.00
<input type="checkbox"/>	1.00 Wonder Woman 19...	\$ 5.00
<input type="checkbox"/>	1.00 Small Popcorn (SE1...	\$ 3.00
<input type="checkbox"/>	1.00 Large Popcorn (SE1...	\$ 5.00
<input type="checkbox"/>	1.00 Medium Fountain ...	\$ 3.00
<input type="checkbox"/>	1.00 Medium Fountain ...	\$ 3.00
<input type="checkbox"/>	1.00 Medium Fountain ...	\$ 3.00

Total  
\$ 21.00

Remove    Update    Empty Cart

Change From Cart

\$30.00 Payment

Tickets

Concessions

Combos

Special Events

Small Fountain Drink    Small Popcorn

Medium Fountain Drink    Medium Popcorn

Large Fountain Drink    Large Popcorn

Reverse    HH Lookup

Credit Card    \$20    \$10    \$5    Exact Cash