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RECTRAC 3.1 MOVIE TICKET SALES REPORT FOR NMPS

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RecTrac 3.1 Movie Ticket Sale Report for NMPS



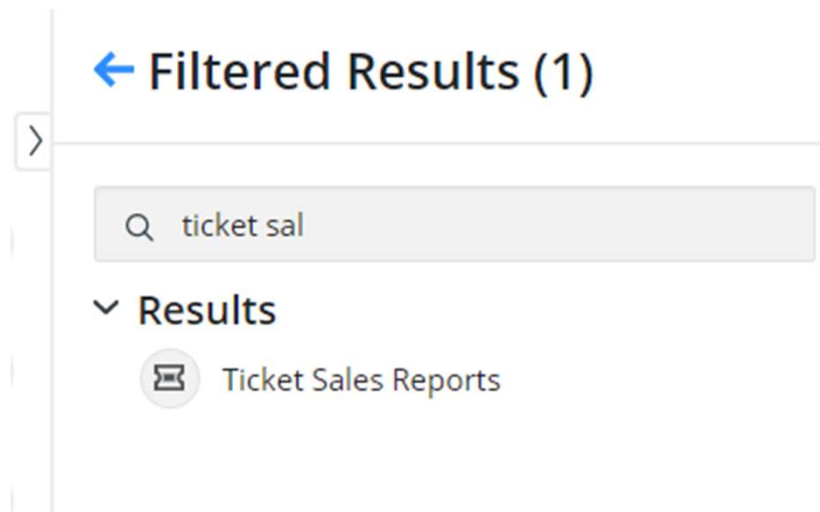
Ticket Sales Reports

Note: Once a movie showing is complete, ticket sales based on the standard fee categories need to be entered into the NMPS system for that showing. The following steps detail how to run a custom report out of RecTrac 3.1 to get that sales data.

Step 1: Click the 9 dot menu button in the top left corner.



Step 2 : Type Ticket Sales Reports and then click on 'Ticket Sales Reports' under results.



RecTrac 3.1 Movie Ticket Sale Report for NMPS



Running the Ticket Sales Report cont.

Step 3 cont.

3) Toggle on 'Use Event Date Range' and then select 'Actual Date' and the applicable date needed for BOTH the 'Begin Event Date' and 'End Event Date' fields. In the example below, a date of 6/16/2020 is selected. This will report on all movie showings on that particular date.

Note: Typically, this report is run for a single date to match the movie showings for that date in NMPS. A date range can be entered as needed if multiple days need to be reported on.

Transaction / Event Filters

3 Use Event Date Range ⓘ

Begin Event Date ⓘ End Event Date ⓘ

Actual Date ▼ 06/16/2020 Actual Date ▼ 06/16/2020

Use Item Original Transaction Date Range ⓘ

Sale Status ⓘ

(1) Sold

Use Item Original Transaction Time Range ⓘ

Use Quantity Range ⓘ

4) Change the 'Output Group' to 'Sales Reports', 'Output Template' to 'Navy- Ticket Sales By Fee Category' and the 'Output Type' to 'Summary'.

5) Click 'Process' to run the report.

Output Group ⓘ Sales Reports Add Output Custom Title ⓘ

Output Template * ⓘ Navy- Ticket Sales By Fee Category Update Output Output Type ⓘ Summary

Default Settings Last Settings Report Templates

5 Process Prev Next

RecTrac 3.1 Movie Ticket Sale Report for NMPS



Running the Ticket Sales Report cont.

Step 4. On the report options screen, take the default options of 'PDF' and 'Preview Report', then click continue and click close on the 'Success' message.

Report Options

File Format

PDF ⓘ

Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

XML ⓘ

Schedule Only Options

Dashboard Chart or Table ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ

Printer List Not Available

Send Report Debug Email To ⓘ

Success

Report sent to server for processing. Check the notification center for completed reports.

RecTrac 3.1 Movie Ticket Sale Report for NMPS



Running the Ticket Sales Report cont.

Example Report output is shown below. Each movie showing is broken into it's own section, totaling each fee category by movie showing.

!!! RecTrac TRAINING !!!

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Navy- Ticket Sales By Fee Category

Ticket	Description	Fee Category	Quantity	Fee Amt	Net Fees
Event Date/Time: 06/16/2020 18:30					
SE1234-27-220-2-001	Avengers	Movie Program Active Duty Tickets	2	5.00	10.00
		Movie Program Adult Tickets	4	7.00	28.00
		Movie Program Child Tickets	4	3.00	12.00
		Movie Program Child Under 5 Tickets	1	0.00	0.00
		Movie Program Retiree Tickets	2	5.00	10.00
					60.00
Event Date/Time: 06/16/2020 21:30					
SE1234-27-220-2-002	Iron Man	Movie Program Active Duty Tickets	2	5.00	10.00
		Movie Program Adult Tickets	2	7.00	14.00
		Movie Program Child Tickets	3	3.00	9.00
		Movie Program Child Under 5 Tickets	1	0.00	0.00
		Movie Program Retiree Tickets	2	5.00	10.00
		Movie Program Veteran Tickets	1	6.00	6.00
					49.00

Report Summary Totals

Fee Category	Descripti	Quantity
Movie Program Active D		4
Movie Program Adult Tic		6
Movie Program Child Tic		7
Movie Program Child Un		2
Movie Program Retiree T		4
Movie Program Veteran		1
Total Transactions:		3
Tickets with a Transaction:		2