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# RECTRAC 3.1 Japan Ship Discount Setup/Processing

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## Japan Ship Discount – Overview

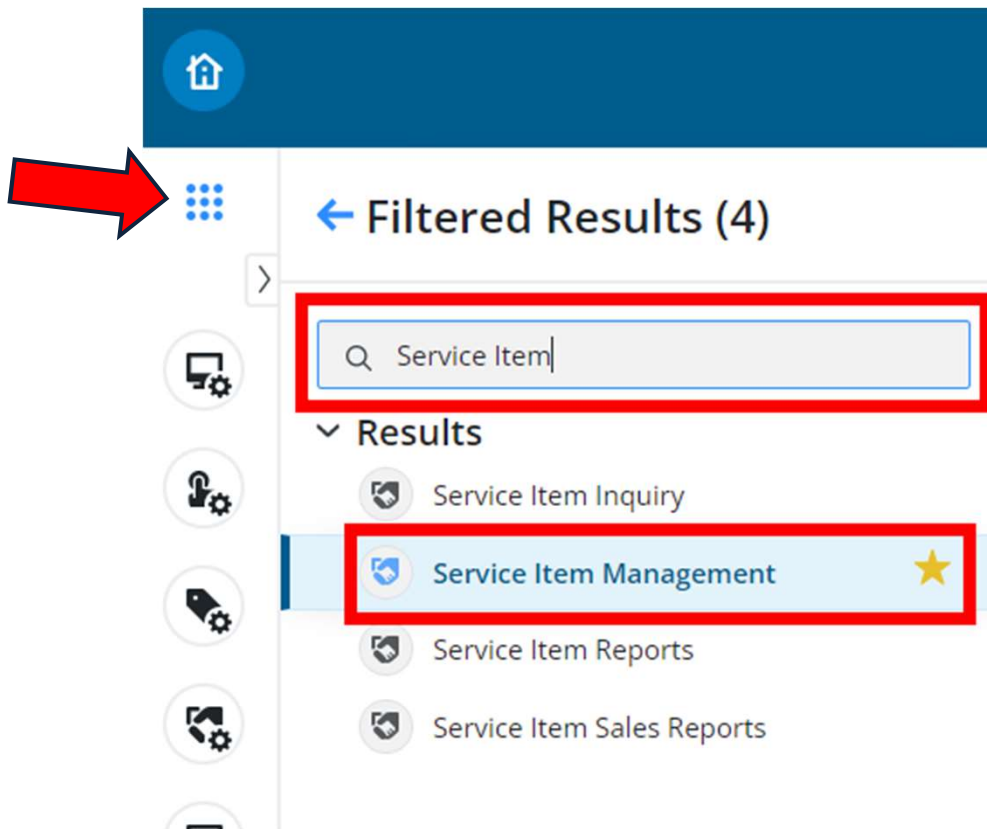
When the carrier comes back into port in Yokosuka, a representative from the ship will pre-purchase movie tickets from the theater. They (ship) will then hand out vouchers to sailors, who will redeem them at the movie theater as a “free” movie ticket.

Then, at the end of the ships port stay, the theater manager will reconcile all the vouchers that were NOT redeemed so they can move any money remaining from unearned to program revenue.

For tracking purposes, a unique service item will need to be created to track money received/money redeemed every time this situation occurs.

## Service Item/Button Setup

Step 1: Access Service Item Management from the menu.



# Japan Ship Discount Setup/Processing



## Service Item/Button Setup – cont.

Step 2: Click 'Add' in the bottom left. In the drop down select 'Default Movie Ship Discount – 226' and click continue.

Default Record Add

Use this record as the default for this add ⓘ

Default Movie Ship Discount - 226

Add Default Record Cancel Continue

Step 3: Enter in a new 'Service Item Code' following the normal coding standards. The -226 should ALWAYS be entered so this service item will show under the sales button on the POS screen. Just increase the ending number as needed.

For the description: enter in something that indicates when this specific "ship discount" is for. See below for the example used. The more descriptive the better for tracking purpose.

Select your locations 'Permissions' code. Click save to finish.

POS Service Item Update

Core Fees Rules Questions Comments UPC Codes

POS Service Item Update

Core Settings

Service Item Code \* ⓘ JP5080-27-226-001

Department \* ⓘ Movies

Status ⓘ Active

Record Type ⓘ Miscellaneous

Type \* ⓘ Movie-Discounts

Permissions ⓘ (1) Movie Program Permissions

Short Description \* ⓘ Ship Discount October 2022

SubType \* ⓘ None

Long Description ⓘ Ship Discount October 2022

Include In Demographics? ⓘ

WebTrac Settings

Miscellaneous Settings

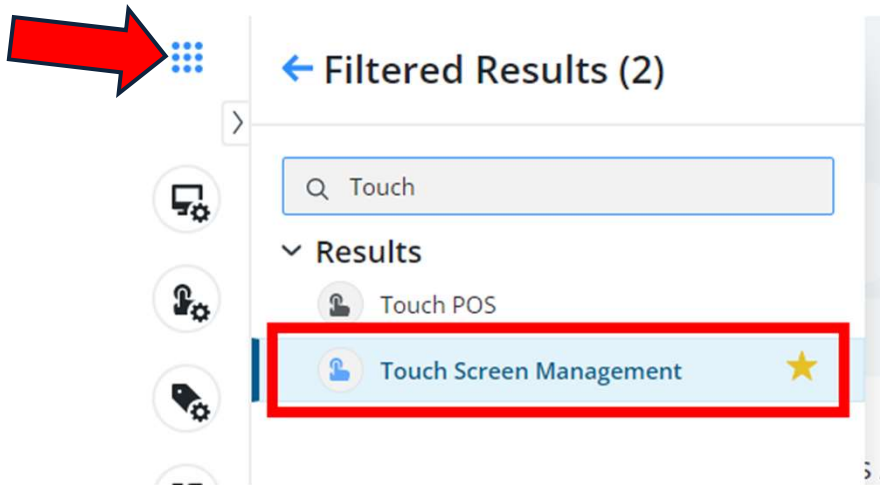
Gift Certificate Settings

Save Cancel Previous Next



## Service Item/Button Setup – cont.

Step 5: Now we need to update the redemption touch button on the sales screen, so it points to the new service item we just created. Access Touch Screen Management from the menu.



Scroll down and highlight 'TouchScreenArea1 NAVY-CYBERNET' and click edit.

### Touch Screen Management

Options Templates (1) Refresh Touch Screen Tabs

Screen	Design	Title	Tab
QuickRentalArea4	VSI	Quick Rental Area4	QuickRentalArea4_T...
SuperGridArea1	Navy	SuperGrid Area 1	SuperGridArea1_Tou
SuperGridArea1	VSI	SuperGrid Area 1	SuperGridArea1_Tou
TeeSheetArea1	NAVY-CYBERN...	Tee Sheet Area 1	TeeSheetArea1_Touc
TeeSheetArea1	NAVY-GOLF-T...	Tee Sheet Area 1	TeeSheetArea1_Touc
TeeSheetArea1	Navy	Tee Sheet Area 1	TeeSheetArea1_Touc
TeeSheetArea1	VSI	Tee Sheet Area 1	TeeSheetArea1_Touc
TouchScreenArea1	NAVY-NCR	Touch Screen Area 1	TouchScreenArea1_T
<b>TouchScreenArea1</b>	<b>NAVY-CYBERN...</b>	<b>Touch Screen Area 1</b>	<b>TouchScreenArea1_T</b>
TouchScreenArea1	Navy	Touch Screen Area 1	TouchScreenArea1_T
TouchScreenArea1	VSI	Touch Screen Area 1	TouchScreenArea1_T
TouchTreeGroupScreen	VSI	Touch Tree Group Screen	TouchTreeTab

Edit Export Import Touch Tree Update

# Japan Ship Discount Setup/Processing



## Service Item/Button Setup – cont.

Under 'Touch Controls', scroll down until you find the –MAIN touch layer for your location and select it. Then locate the 'Ship Discount' button, select it, and then right click on the button and choose 'Change This Button'

**Touch Screen Management Update**

Touch Controls	
JP5035-DRINKS 31	
JP5035-EVENTS 13	<input type="checkbox"/>
JP5035-MAIN 4	<input type="checkbox"/>
JP5035-TICKETS 9	<input type="checkbox"/>
JP5080-CONCESSI... 28	<input type="checkbox"/>
JP5080-EVENTS 9	<input type="checkbox"/>
<b>JP5080-MAIN 4</b>	<input checked="" type="checkbox"/>
JP5080-TICKETS 9	<input type="checkbox"/>
JP5085-\$MODS 34	<input type="checkbox"/>
JP5085-BBSIDE 7	<input type="checkbox"/>
JP5085-BEVS 16	<input type="checkbox"/>
JP5085-PMDDV... 10	<input type="checkbox"/>

Buttons: Tickets, Concessions, Special Events - Benny Decker, Special Events - Fleet

Actions: Refresh, Update Layer, Add Layer, Delete Layer, Clone Layer

**Ship Discount October 2022**

Use the 'POS Service Item Code' picklist to select the newly created service item from Step 3 above. Once that is selected, click 'Save'.

**Touch Button Create - Base Style**

Button Label/Function

Button Type: Purchase

Purchase Module?:

POS Service Item:

**POS Service Item Code: JP5080-27-226-001**

Quantity: -1

Touch Tree Group:

Show Layers When Clicked: (0) Selected

Hide Layers when Clicked (Blank = All): (0) Selected

Override Price?:  Override Item Price: \$ 3.00

Override Price Code:

Search Option: None

Label: Ship Discount October 2022

'Modifier' Order Print Instructions: (0) Selected

Font/Background Settings

Background Color: rgba(255,148,0,0.23)

Font Color: rgba(194,124,7,1)

Font Family: Arial

Border Settings

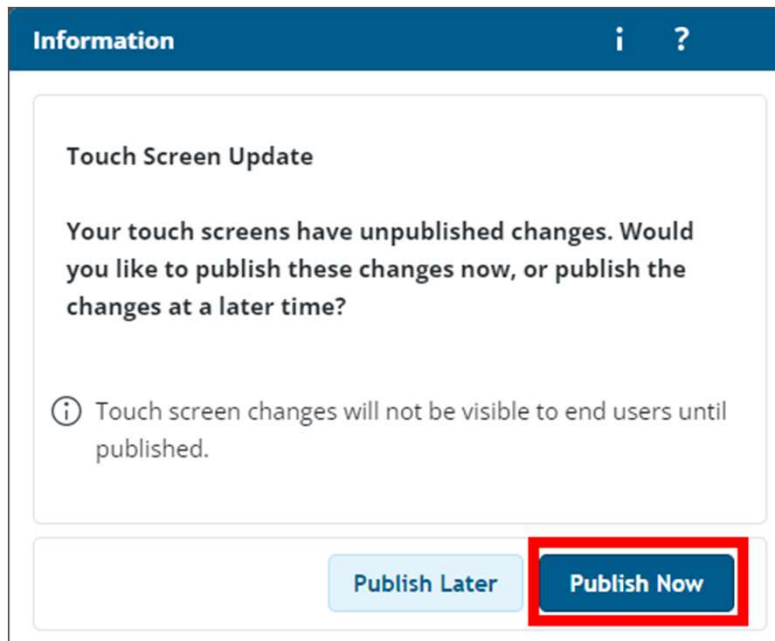
Border Color: rgba(194,124,7,1)

**Save** Cancel



## Service Item/Button Setup – cont.

Click 'Done' in the bottom left. A message will display about publishing touch button changes. Hit 'Publish Now' to complete the setup.

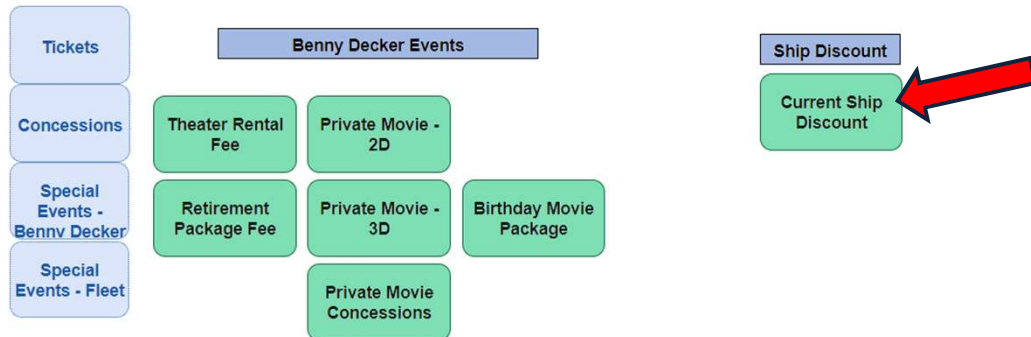


# Japan Ship Discount Setup/Processing

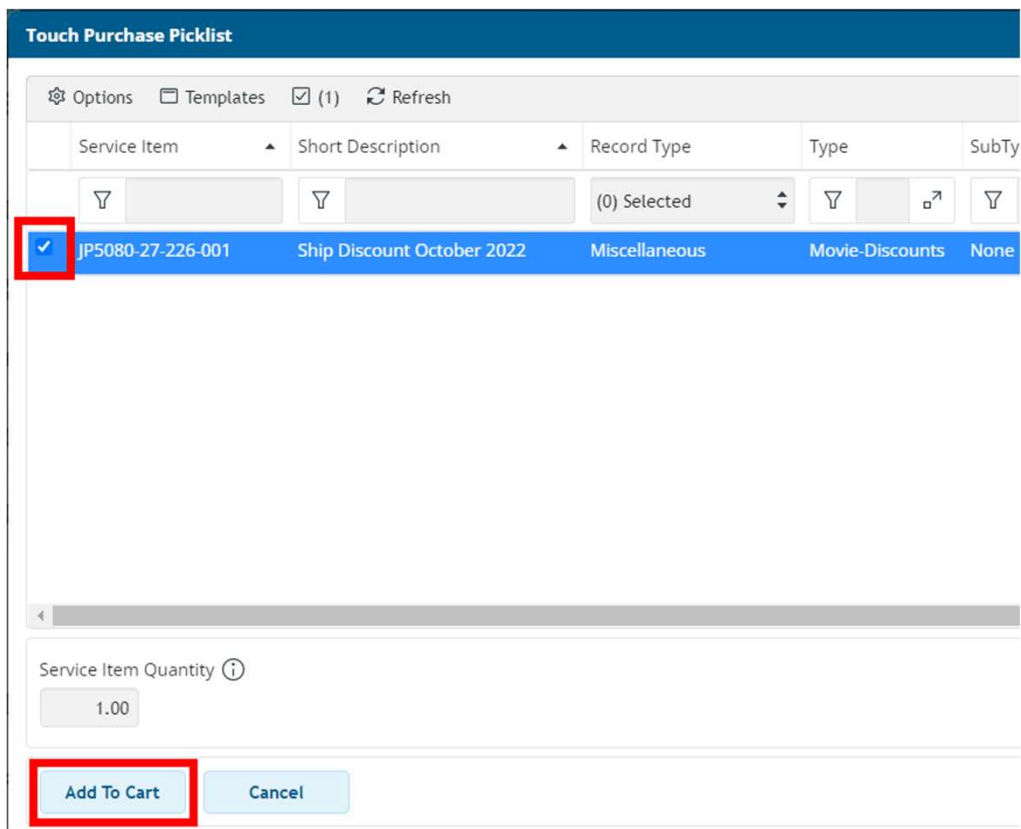


## Taking the Initial Ship Payment

Step 1: Locate the 'Current Ship Discount' Button on the events menu.



Select that button to display a list of active ship discount service items. Select the one needed and click 'Add to Cart'.



# Japan Ship Discount Setup/Processing



## Taking the Initial Ship Payment cont.

Step 2: On the fees screen that display, enter in the amount they are paying and then hit continue.

Ship Discount October 2022 (JP5080-27-226-001) for CNIC ZDaily Sales Account (Purchase) i ?

Fees

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

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	49867676	Special Ship Discount	6,000	0.00	1.00	1.00	0.00

Cancel **Continue**

The item will be added into the shopping cart. Hit the 'Payment' button in the bottom left to take payment and finish the transaction.

Q	Description	Total
<input type="checkbox"/>	1.00 Ship Discount Octo...	\$ 6,000.00

Total  
\$ 6,000....

Remove Update Fees Change Quantity

Empty Cart

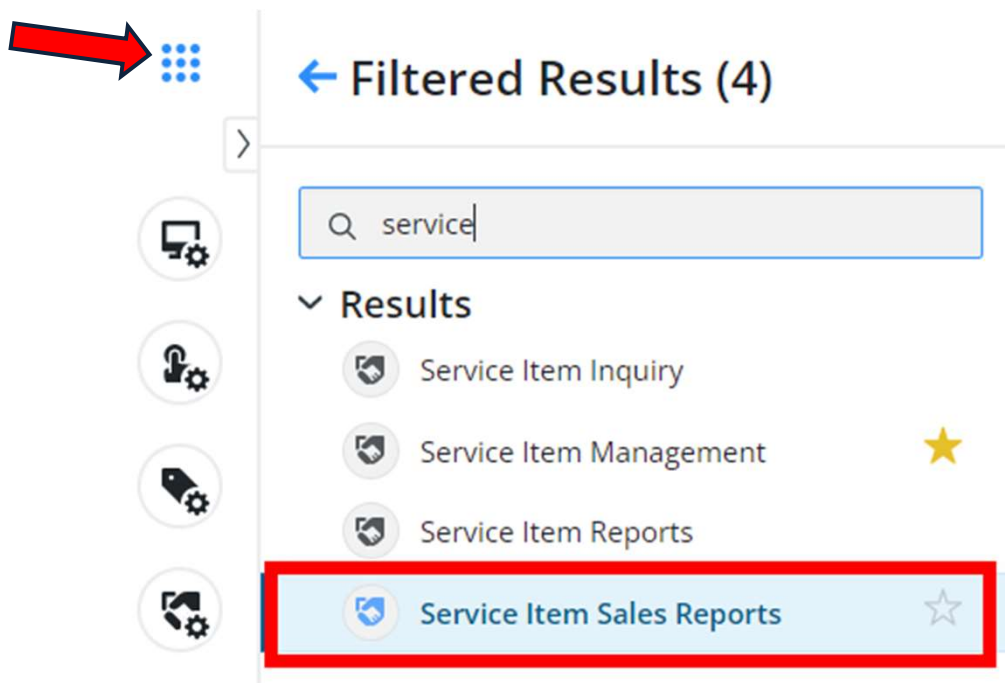
**\$6,000.00 Payment**



## Finalizing the Ship Discount Process

Once the ship discount period is over, we need to figure out how much money was NOT redeemed out of the initial ship payment and then book that money to program revenue.

Step 1: Run a Service Item Sales Report for the time period of the current ship discount period. Click the menu button and find 'Service Item Sales Report'.



# Japan Ship Discount Setup/Processing



## Finalizing the Ship Discount Process cont.

Step 2: Make the following selections on the report screen.

- Select the applicable service item in the browser.
- Under 'Transaction Filters', check on 'Use Original Transaction Date Range' and select the date range that encompasses the transaction period.
- Under 'Output Template', select 'VSI – Service Item Sales History Report by Item'.

Then Click 'Process' and then 'Continue' on the output selection screen.

Core Criteria **HH / FM Criteria** Transaction Criteria Question/Answer Criteria

### POS Service Item Sales Report

**Service Items DataGrid**

Service Item	Record Type	Short Description	Status	Type
jp5080	(0) Selected		(3) Active, L...	
JP5080-27-155-000	Miscellaneous	Theater Rental Fee	Active	Parties
JP5080-27-155-001	Miscellaneous	Retirement Package Fee	Active	Parties
JP5080-27-155-002	Miscellaneous	Private Movie - 2D	Active	Parties
JP5080-27-155-003	Miscellaneous	Private Movie - 3D	Active	Parties
JP5080-27-155-004	Miscellaneous	Private Movie Concessions	Active	Parties
JP5080-27-155-010	Miscellaneous	Birthday Movie Package	Active	Parties
JP5080-27-226-001	Miscellaneous	Ship Discount October 2022	Active	Movie-Dis

**Service Item Range**

Use Service Item Range

Service Item Code WildCard

**Transaction Filters**

Use Item Original Transaction Date Range

Begin Transaction Date: 10/01/2022

End Transaction Date: 10/31/2022

Sale Status: (1) Sold

Output Group: All Outputs

**Output Template: VSI - Service Item Sales History Report by Item**

Buttons: Add Output, Update Output, Custom Title, Output Type (Detail)

Buttons: Default Settings, Last Settings, Report Templates, **Process** (with red arrow), Next

A report similar to the following will display. It will show the initial ship payment and then all the redemptions. Any amount left over needs to be moved to revenue.

!!! RecTrac TRAINING !!!

Page: 1 of 2

### Service Item Sales History Report by Item

Service Item	Description	Date	Receipt #	User	Quantity	Fee Amt	Disc Amt	Tax Amt	Net Fees
JP5080-27-226-0	Ship Discount October	10/21/2022	614478	HQ_JLUSSIER	1	6,000.00	0.00	0.00	6,000.00
		10/21/2022	614479	HQ_JLUSSIER	-1	-3.00	0.00	0.00	-3.00
		10/21/2022	614479	HQ_JLUSSIER	-1	-3.00	0.00	0.00	-3.00
		10/21/2022	614479	HQ_JLUSSIER	-1	-3.00	0.00	0.00	-3.00
					-3	5,988.00	0.00	0.00	5,988.00

<b>Report Grand Totals</b>					<b>-3</b>	<b>5,988.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,988.00</b>
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#### Report Summary Totals

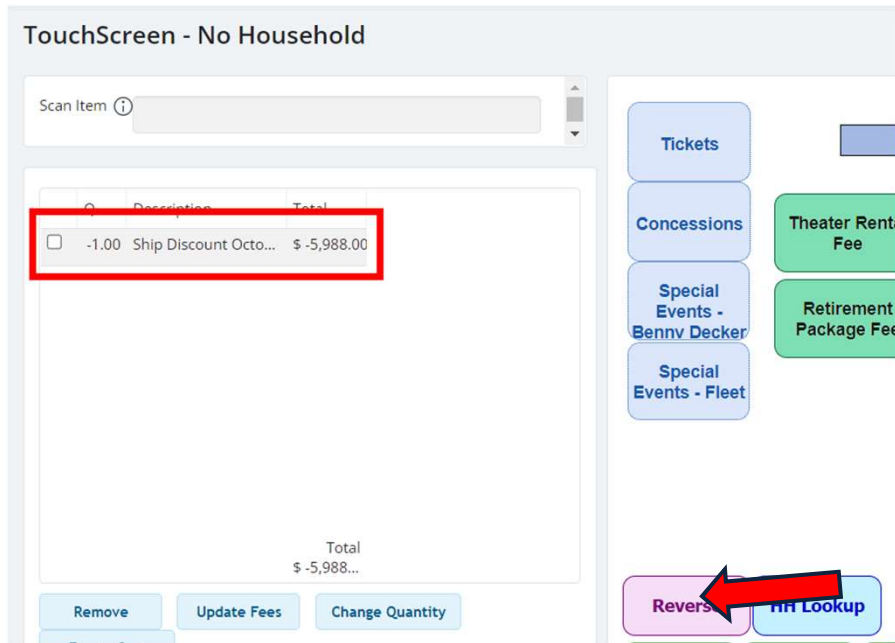
**Total Transactions:** 2  
**Service Items with a Transaction:** 1

# Japan Ship Discount Setup/Processing

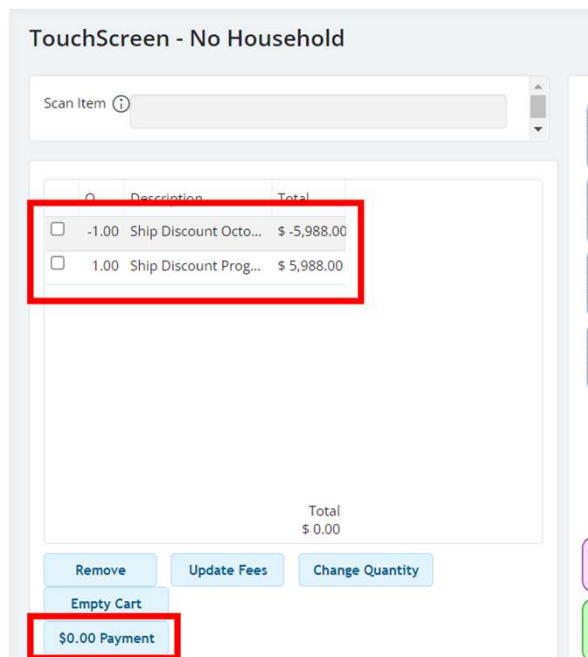


## Finalizing the Ship Discount Process cont.

Step 3: Now that we know the amount of money to book to revenue, access the Touch POS screen. Use the 'Ship Discount Sales' button to ring up that amount. Once it's in the shopping cart, select it and hit 'Reverse' to make it a negative amount.



Then hit the 'Ship Discount 'Ship Discount Program Revenue' button and enter in the same amount. This will net the transaction to zero. Finish it by going through the payment screen and printing a receipt.



# Japan Ship Discount Setup/Processing



## Inactivate Old Service Items

Once the process is complete and the ship discount period has ended, the Service Item that was used will have a zero balance when you run the Service Item Sales Report. Once this has happened, it's best to inactivate that service item so it won't show up on the sales screens anymore.

Step 1: Access Service Item Management again (like in step 1 on page 2). Find the applicable service item. Click the stylus on the right hand side. Under 'Status', change it from 'Active' to 'Inactive'. Click the stylus again to save the changes.

	JP5080-27-155-0...	Miscellaneous	Private Movie - 2D	Active	Movies
	JP5080-27-155-0...	Miscellaneous	Private Movie - 3D	Active	Movies
	JP5080-27-155-0...	Miscellaneous	Private Movie Concessions	Active	Movies
	JP5080-27-155-0...	Miscellaneous	Birthday Movie Package	Active	Movies
	JP5080-27-155-1...	Miscellaneous	Ship Discount Program Revenue	Active	Movies
	JP5080-27-226-0...	Miscellaneous	Ship Discount October 2022	Active	Movies

A red arrow points to the edit icon of the selected row. A red box highlights the status dropdown menu, which is open and shows options: Active, Inactive, Default, and Deleted.