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RECTRAC 3.1 CATERING PROCESS

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RecTrac 3.1 Catering Process



RecTrac 3.1 Catering - Overview

RecTrac 3.1 will be used to process the financial transactions involved with catering contracts. The actual contract part will be handled outside of RecTrac in whatever third party catering software your location currently uses.

RecTrac 3.1 Catering – Processing Screen

Legend

Catering Fee Categories	<ul style="list-style-type: none"> • CNIC N92 F&B Program has standardized the different catering categories needed when entering in the financials of a contract into SAP. • You will use these categories when charging a customer catering fees.
<div style="border: 1px solid #007bff; border-radius: 10px; padding: 5px; display: inline-block; background-color: #e6f2ff;">HH Lookup</div>	<ul style="list-style-type: none"> • Used to lookup/create a customer account. • Customer accounts are used to track pre-payments for catering contracts.
<div style="border: 1px solid #ffc107; border-radius: 10px; padding: 5px; display: inline-block; background-color: #fff3cd;">Catering Prepayment</div>	<ul style="list-style-type: none"> • Used to process prepayments.
<div style="border: 1px solid #ffc107; border-radius: 10px; padding: 5px; display: inline-block; background-color: #fff3cd;">Use Catering Prepayment</div>	<ul style="list-style-type: none"> • Used when finalizing the contract to use prepayments made towards catering fees.

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Processing Screen cont.

Legend cont.	
Catering - Food	<ul style="list-style-type: none">Used to post money for catering food charges.
Catering - Bar	<ul style="list-style-type: none">Used to post money for catering bar charges.
Catering - Room Charge	<ul style="list-style-type: none">Used to post money for catering room charges.
Catering - Setup/Breakdown	<ul style="list-style-type: none">Used to post money for catering setup/breakdown charges.Also used to post "club portions" of a service charge.
Catering - Audio Visual	<ul style="list-style-type: none">Used to post money for catering audio visual charges.
Catering - Service Charge	<ul style="list-style-type: none">Used to post money for catering service charges.
Catering - Rentals	<ul style="list-style-type: none">Used to post money for catering rental equipment charges.
Catering - Decorations	<ul style="list-style-type: none">Used to post money for catering decoration charges.



RecTrac 3.1 Catering – Process Overview

Typically, a catering contract has multiple phases.

Catering Contract Phases	
Phase 1	<ul style="list-style-type: none">• Initial contract is written• A pre-payment is made to hold the contract
Phase 2	<ul style="list-style-type: none">• Depending on the size of the contract, pre-payments might be made leading up to the event.• There might also be changes made to the contract<ul style="list-style-type: none">• Examples: More tables, less food, etc• These changes would be made and tracked OUTSIDE of RecTrac.• Only financial entries are made in RecTrac and are processed the same way they are done for Phase 1.
Phase 3	<ul style="list-style-type: none">• Finalization of the contract after the event takes place.• Pre-payment amounts are used towards the overall balance being charged for the contract• Customer supplies the final payment to complete the transaction (if applicable).

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Processing a Pre-Payment Phase 1/Phase 2

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.

Global Sales Lookup

Global Sales Lookup

Lookup Search

Options Templates (1) Refresh Family Member Datagrid 1 to 10 of 10 (Filtered from 10)

Last Name	First Name	Status	Birthdate	Age	Grade	Gender	HH Last Name	HH First Name	HH Address 1	HH
Daily Sales Account	Daily Guest	(1) 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	

Add Change Household Daily/Guest Household Select

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

Click the Catering Prepayment button. The following screen will display. Enter in the contract number associated with this contract and the amount of the prepayment. Then click continue.

Catering Prepayment (FNB-CATER-PREPAYMENT) for Larry Morris (Purchase)

Questions

Catering Contract # *

Fees

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

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	763690	Catering Pre Payment	0.00	0.00	1.00	1.00	0.00

Continue Cancel

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Processing a Pre-Payment Phase 1/Phase 2 (cont.)

Step 3 cont: Click the Payment button in the bottom left hand corner under the shopping cart. The total amount being charged for the prepayment will default in. Click the green 'Process' button to finish the transaction.

The screenshot displays the RecTrac 3.1 Catering interface for a payment entry. The main heading is "Global Sales Payment for Morris". On the left, a "Shopping Cart" table lists one item: "Catering Prepayme..." for a total of \$250.00. Below the cart, the "Total Due" is also listed as \$250.00. In the center, the payment form includes fields for "Total Due" (displaying \$250.00), "Pay Code" (set to "03 - Credit Card"), and "Linked Credit Cards". A prominent green "Process" button is highlighted with a red box. To the right, the "Split Payment Detail" section is empty, displaying "No records were found." and buttons for "Delete Line Item" and "Use/Refund Credit".

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Finalizing the Contract Phase 3

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

Select the applicable customer account.

Step 2: Now that the customer account is selected, any prepayment amounts made towards this contract need to be applied to this transaction. If you already know what this amount is, skip to step 3. Otherwise, you can look up their account history to determine their total prepayment amount.

Click the HH Inquiry button in the bottom left (under the shopping cart). The following window will display.

Last Name	First Name	HH ID	Address 1	Address 2	City	State	Zip Code	Email #1
Morris			2 112 Miss Helen Circle		Brighton	TN	38011	larmor19@

Click on the Transaction History button and then select Service Items from the list that appears.

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Finalizing the Contract Phase 3 (cont)

The following screen will display.

Transaction D...	Transaction T...	Service Item	Last Name	First Name	HH ID	Description	Status	Total Amount	Total Paid	Total Due	User	Pass
05/06/2020	14:36	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ 250.00	250.00	0.00	HQ_JLUSSIER	
05/05/2020	08:44	FNB-CATER-009	Morris	Larry	2	Catering - Service Charge (F...	Sold	\$ 50.00	50.00	0.00	HQ_JLUSSIER	
05/05/2020	08:44	FNB-CATER-002	Morris	Larry	2	Catering - Bar (FNB-CATER-0...	Sold	\$ 150.00	150.00	0.00	HQ_JLUSSIER	
05/05/2020	08:44	FNB-CATER-006	Morris	Larry	2	Catering - Audio Visual (FNB...	Sold	\$ 200.00	200.00	0.00	HQ_JLUSSIER	
05/05/2020	08:44	FNB-CATER-001	Morris	Larry	2	Catering - Food (FNB-CATER...	Sold	\$ 150.00	150.00	0.00	HQ_JLUSSIER	
05/05/2020	08:43	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ -350.00	0.00	-350.00	HQ_JLUSSIER	
05/05/2020	08:10	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ 350.00	350.00	0.00	HQ_JLUSSIER	
03/25/2020	09:50	FNB-CATER-006	Morris	Larry	2	Catering - Audio Visual (FNB...	Sold	\$ 67.00	67.00	0.00	HQ_JLUSSIER	
03/25/2020	09:50	FNB-CATER-003	Morris	Larry	2	Catering - Room Charge (FN...	Sold	\$ 45.00	45.00	0.00	HQ_JLUSSIER	
03/25/2020	09:49	FNB-CATER-001	Morris	Larry	2	Catering - Food (FNB-CATER...	Sold	\$ 125.00	125.00	0.00	HQ_JLUSSIER	
03/25/2020	09:39	FNB-CATER-004	Morris	Larry	2	Catering - Setup (FNB-CATER...	Sold	\$ 200.00	200.00	0.00	HQ_JLUSSIER	
03/25/2020	09:39	FNB-CATER-003	Morris	Larry	2	Catering - Room Charge (FN...	Sold	\$ 50.00	50.00	0.00	HQ_JLUSSIER	
03/25/2020	09:39	FNB-CATER-002	Morris	Larry	2	Catering - Bar (FNB-CATER-0...	Sold	\$ 75.00	75.00	0.00	HQ_JLUSSIER	
03/25/2020	09:39	FNB-CATER-001	Morris	Larry	2	Catering - Food (FNB-CATER...	Sold	\$ 100.00	100.00	0.00	HQ_JLUSSIER	

Depending on how many transactions this customer account has done, there could be many records listed here. Use the filter icon next to the description column to change the filter to 'contains' and then type in 'prepay' and hit enter. This will show only service items that contain the text 'prepay'. Now, you can highlight a record and click question/answers at the bottom left to see which contract number is associated with what prepayment amount.

Once you know the total prepayment amount, click the X in the upper right to return to the main processing screen.

Transaction D...	Transaction T...	Service Item	Last Name	First Name	HH ID	Description	Status	Total Amount	Total Paid	Total Due	User	Pass
05/06/2020	14:36	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ 250.00	250.00	0.00	HQ_JLUSSIER	
05/05/2020	08:43	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ -350.00	0.00	-350.00	HQ_JLUSSIER	
05/05/2020	08:10	FNB-CATER-PRE...	Morris	Larry	2	Catering Prepayment (FNB...	Sold	\$ 350.00	350.00	0.00	HQ_JLUSSIER	

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Finalizing the Contract Phase 3 (cont)

Step 3: Now that you know the prepayment amount, click on the 'Use Catering Prepayment' button. Enter in the contract number and the TOTAL amount of ALL prepayment amounts determined in step 2. Click continue.

The amount will display in the shopping cart as a negative. This is correct and will apply this prepayment amount against the sales that will be rung in during the next step.

TouchScreen - No Household

Scan Item ⓘ

Qty	Description	Total
-1.00	Catering Prepayment (FNB-CATER-PRE...	\$ -250.00

Total \$-250.00

Remove Update Empty Cart

Change From Cart

\$250.00 Refund

Catering - Food Catering - Bar Catering - Room Charge Catering - Setup Catering - Breakdown

Catering - Audio Visual Catering - Service Charge Catering - Employee Gratuity Catering - Rentals Catering - Decorations

Reverse HH Lookup Catering Prepayment Use Catering Prepayment

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

RecTrac 3.1 Catering Process



RecTrac 3.1 Catering – Finalizing the Contract Phase 3 (cont)

Step 4: Ring up the catering fees you need to charge. Click on any one of the catering fee category buttons. The following window will display.

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	658541	Catering - Food	0.00	0.00	1.00	1.00	0.00

Continue Cancel

Enter in the amount to charge for this item and click continue.

The charge will display in the shopping cart as shown.

Once you are done with all the charges, click the Payment button below the shopping cart.

Q...	Description	Total
<input type="checkbox"/>	-1.00 Catering Prepayme...	\$ -250.00
<input type="checkbox"/>	1.00 Catering - Food (FN...	\$ 150.00
<input type="checkbox"/>	1.00 Catering - Service C...	\$ 200.00
<input type="checkbox"/>	1.00 Catering - Bar (FNB-...	\$ 100.00
Total		\$ 200.00

Remove Update Empty Cart
HH Inquiry
\$200.00 Payment

Step 5: Finalize the payment normally. Notice the prepayment amount is applied towards the fees being charged.

Global Sales Payment for Morris

Shopping Cart

Description	Total D...
Catering Prepayme...	\$ -250.00
Catering - Food (FN...	\$ 0.00
Catering - Service C...	\$ 100.00
Catering - Bar (FNB-...	\$ 100.00

Total Due \$ -50.00

<< Back Name Lookup

Total Due \$ 200.00

Total Paid \$ 200.00

Pay Code 03 - Credit Card

Linked Credit Cards

Payment Reference 1

Payment Reference 2

Process

Add Split Payment

Split Payment Detail

RF	Description	Amnt	Pay Ref 1	Pay Ref 2
VSL...	System	250.00		

Delete Line Item Use/Refund Credit

Settings

Receipt Options