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**LAST UPDATED:**  
11/7/2023

# RECTRAC 3.1 AUTO SKILLS GOVERNMENT VEHICLE SERVICES

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# RecTrac 3.1 Auto Skills Government Vehicle Services

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## Government Vehicle Services Overview

Navy Auto Skills locations may periodically perform services/maintenance on Government vehicles. These services are normally paid thru the accounting office via a "mess req".

These services will now be tracked in RecTrac 3.1.

## Processing Government Vehicle Services

Step 1: From the Touch POS screen, click on one of the following buttons to ring in the amount of the service.

**Govt Vehicle  
Service - CYP**

Used to ring in any service amount performed on a vehicle owned by a CYP entity.

**Govt Vehicle  
Service - MWR**

Used to ring in any service amount performed on a vehicle owned by an MWR entity.

# RecTrac 3.1 Auto Skills Government Vehicle Services



## Processing Government Vehicle Services cont.

Step 2: The following pop up screen will display.

**Govt Vehicle Service - CYP (HI4565-39-339-000) for CNIC ZDaily Sales Account (Purchase)** ⓘ ?

**Questions**

Enter Government License Plate#: \* ⓘ

Service(s) Performed: \* ⓘ

(0) Selected

If Other Selected, Please Enter Service Performed: ⓘ

**Fees**

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

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	474712582	Govt Vehicle Service CYP	0.00	0.00	1.00	1.00	0.00

Enter in the license plate # of the vehicle being worked on. Or enter in a description of the piece of equipment being worked on.

Click the 'Services Performed' drop down and select any applicable services performed. If you select other, enter in a description of the service performed.

Service(s) Performed: \* ⓘ

(3) Alternator, Brakes, Code Reading

Check all  Uncheck all

- Alternator
- Battery
- Belts
- Brakes
- Code Reading
- Component Replacement and Testing
- Exhaust Hangers

Enter in the dollar amount of the service performed and then click 'Continue'.

# RecTrac 3.1 Auto Skills Government Vehicle Services



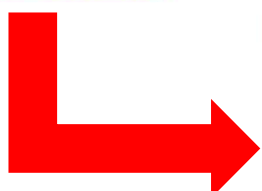
## Processing Government Vehicle Services cont.

Step 3: The item sold in step 2 will now show in the shopping cart, with an amount to pay.

Qty	Description	Total
<input type="checkbox"/> 1.00	Govt Vehicle Service ...	\$ 250.00

In order to complete the transaction in RecTrac, an amount "paid" needs to be applied to this item. Click on the 'Mess Req – Govt Vehicle Service'. The following pop up screen will display.

Mess Req - Govt Vehicle Service



Mess Req - Govt Vehicle Service (HI4565-39-167-000) for CNIC ZDaily Sales Account (Purchase)

Questions

Mess Req Receiving Activity \*

Fees

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

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	474712789	Mess Req	0.00	0.00	-1.00	1.00	0.00



Select the applicable receiving activity from the drop down. This is the CYP/MWR entity that is "paying" for the service being performed.

Enter in the total amount of the transaction. In this example, \$250.

Then click continue.

## RecTrac 3.1 Auto Skills Government Vehicle Services



### Processing Government Vehicle Services cont.

Step 4: The shopping cart should look similar to this:

	Qty	Description	Total
<input type="checkbox"/>	1.00	Govt Vehicle Service ...	\$ 250.00
<input type="checkbox"/>	-1.00	Mess Req - Govt Vehi...	\$ -250.00
			Total
			\$ 0.00

**Remove**   **Change From Cart**

The total amount due for the transaction should be zero.

Click on payment and process to finish the transaction.