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RECTRAC 3.1 ACCRUAL PROCESSING REPORT

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RecTrac 3.1 Accrual Processing Report



RecTrac 3.1 Accrual Processing Report Overview

With the implementation of RecTrac 3.1, Accrual Processing will be used extensively as per CNIC accounting standards. Items are setup for accrual based on what they are, and then accrual posts automatically on the 10th, 20th and last day of every month.

When accrual posts, a report is posted in the document center to show what was posted, per SAP site, on that date. However, there will always be items in RecTrac that will accrue when they happen at some point in the future.

In order to balance to the amounts sitting in the unearned GL account in SAP, accounting users can run the Accrual Process for dates into the future to generate a report on what's left to earn out of RecTrac.

Basically, by putting in a wide open date range and running the accrual processing in PREVIEW mode, we are telling RecTrac to give us a preview report on what is left to accrue for the entire database.

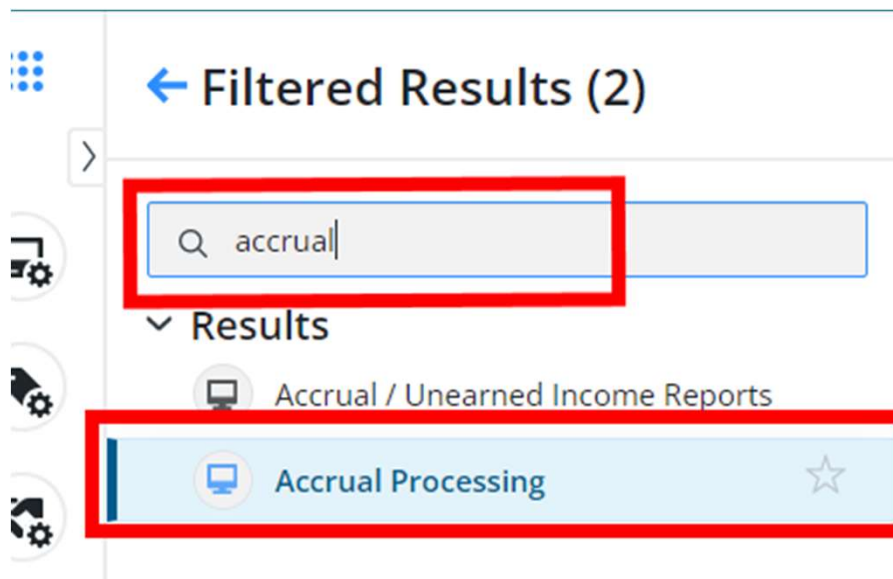
RecTrac 3.1 Accrual Processing Report



Running the RecTrac 3.1 Accrual Processing Report

Note: You must be logged into RecTrac 3.1 as an Accounting Menu user in order to generate this report.

Step 1: Click on the Menu System button in the upper left. Start typing 'Accrual Processing' in the search box. Then select 'Accrual Processing' when it appears.



RecTrac 3.1 Accrual Processing Report



Running the RecTrac 3.1 Accrual Processing Report cont.

Step 2: The following Accrual Processing program will display. Under 'Select Modules', make sure all modules are checked on.

Accrual Processing

Select Modules

- include Activity ⓘ
- include Pass ⓘ
- include Rental ⓘ
- include Trip ⓘ
- include League ⓘ

- include Facility ⓘ
- include Tickets ⓘ
- include Locker ⓘ
- include Court ⓘ
- include Trainer ⓘ

Scroll down and under 'Posting Options' select the dates and settings shown in the screenshot below.

Begin Accrual Date = 01/01/1985
End Accrual Date = 12/31/2099
Report Print Option: Detail

Posting Options

Begin Accrual Date * ⓘ
Actual Date ▾ 01/01/1985

End Accrual Date * ⓘ
Actual Date ▾ 12/31/2099

Posting Date Option * ⓘ
End Date ⇅

Specific Date * ⓘ
📅

Posting Cash Drawer * ⓘ
1

Report Output Option ⓘ
PDF ⇅

Report Print Option ⓘ
Detail ⇅

Post Accrual ⓘ

Process Schedule

Note: You can change the 'Report Output Option' to CSV if you want the report in an easily sortable format.

Note: The 'Post Accrual' toggle is grayed out and unchecked. If for some reason you can manipulate this toggle, **STOP** what you are doing and contact CNIC for assistance. **DO NOT RUN THIS PROCESS WITH THAT TOGGLE CHECKED ON!**

Click 'Process' to continue.

RecTrac 3.1 Accrual Processing Report



Running the RecTrac 3.1 Accrual Processing Report cont.

The following message will display:

Information i ? x

Override Future Dates (this is not standard practice)?

Override Dates Cancel

Click 'Override Dates'. The following screen will display:

Information i ? x

Continue with Accrual Processing?

Print Report i Printer i
Generic / Text Only ▾

Preview Report i

Email Report i Email Address(es) i

Process Accrual Cancel

Leave 'Preview Report' checked and click 'Process Accrual'. The standard "report being run" message will display and then your report will preview. This report could take a few minutes to finish. If it doesn't display, find "Document Center" in your menu on the left and you should see it there when it is complete.

Note: We are not actually processing any accrual postings; we are just running it in "preview" mode to tell use what amounts are left to accrue in the database. This should line up with the amounts sitting in the unearned GL in SAP.