



PREPARED BY:
CNIC N946

LAST UPDATED:
7/21/2023

RECTRAC 3.1 ACCOUNTING OVERVIEW

Table of Contents:

- Section 1: [Overview](#)
- Section 2: [Logging in/Screen Layout](#)
- Section 3: [Finding Reports/Creating Favorites](#)
- Section 4: [Document Center](#)
- Section 5: [Accrual Processing Report](#)
- Section 6: [RecTrac 10.3 vs. RecTrac 3.1 Interface Comparaison](#)

FOR ASSISTANCE PLEASE CONTACT:
+1.844.697.4357 | SUPPORT@CNICFFR.ORG

RecTrac 3.1 Accounting Overview



RecTrac 3.1 Accounting Overview

The purpose of this document is to explain the accounting changes in RecTrac 3.1 and how to run reports that are needed to balance financials with the SAP interface.

Some changes and new features to note:

- RecTrac 3.1 no longer contains SAP GL accounts and cost centers. To make the interface more system agnostic and scalable, the POS now contains standard program defined "triggers" which are linked to all the sales items.
- Triggers are mapped on the SAP side to a sites GL accounts and cost centers based on what is being sold in the POS.
- Cost centers are being standardized across every program so there will most likely be some minor adjustments to cost centers are each business location.
- Different data elements are mapped to interface for certain triggers. For example: when a golf pro processes a special order, that is linked to a customer account. During the sales process, the cashier is asked to enter additional information about the special order. This information will pass into SAP in the assignment field.
- The RecTrac 3.1 SAP interface posts with an 'SV' document type in SAP.
- When a business location switches to RecTrac 3.1, the interface files will move out of SAP PR2 and into QA3 until they have been reviewed and all parties are confident they can move back into production. During this time, manual DARs may need to be posted into SAP PR2. Files can be back dated and resent to SAP PR2 as needed though, so if it's anticipated that a location will only be in QA3 for a week or so (and it's not at month close), the recommendation is to:
 - Verify new files in QA3.
 - Hold off posting into PR2.
 - Once files are posting clean, resend files to post into PR2.
- CNIC HQ Finance has standardized the reports packages that sites on RecTrac 3.1 will be submitting. These reports are:
 - End of Shift Cash Out (per clerk).
 - NAVY DAR (per location).
 - Credit Card Report (per location).
 - Gift Certificate Activity (per location).
 - Tips report (if applicable).
- The only receipts that should be required by accounting will be from locations that process "restaurant" tips. This is where the customer is presented with a receipt so they can write in a tip amount and then sign it.

RecTrac 3.1 Accounting Overview



RecTrac 3.1 Accounting Overview cont.

- Reports in RecTrac 3.1 are now stored in the Document Center for 90 days. Reports can always be re-run against historical data; but if a specific report that a user executed needs to be reprinted, the original one now can be reprinted within the 90 day time window.
- Reports in RecTrac 3.1 are now linked together based on what they are, with multiple outputs. For example: Inventory Sales reports contains the following outputs: Cost of Goods, Inventory Sales by Qty, Inventory Sales by hour etc.
- The SAP interface in RecTrac 3.1 allows us to handle customer pre-payments for things like catering more efficiently. In the past, a customer pre-paying for a catering event would have a CREDIT on their customer account in the POS. This credit could potentially be used at other locations by that customer. In RecTrac 3.1, the interface allows us to still pass customer account information for a catering pre-payment (one example of when this is applicable) BUT the customer account balance in the POS will remain at \$0.
- When certain sales items in RecTrac 3.1 are purchased, the revenue from these items needs to be recognized over time based on when the item/event actually occurs. These sales items will be setup as an accrued liability in RecTrac 3.1. Some examples are:
 - Memberships longer than 1 month (revenue recognized over the life of the membership).
 - Golf Punch Cards (revenue recognized as punches are used).
 - Classes (revenue recognized when the class meets).
 - Facility Rentals (revenue recognized when the event happens).
 - Locker rentals longer than 1 month (revenue recognized over the locker rental time).
 - Trips (revenue recognized when the trip happens).
- The accrual process in RecTrac 3.1 is now automated for the entire database. These entries will post to a drawer in the locations drawer range when accrual is run and interface into SAP in that days file. The Navy DAR will show these automatic entries, per location.
- Accrual is processed in RecTrac 3.1 on the 10th, 20th and last day of every month.
- Some examples of transactions that are NOT automatically accrued in RecTrac 3.1 (revenue earning is handled a different way):
 - Retail special orders.
 - Movie Party rentals.
 - Golf Tournaments.
 - Catering Contracts.
 - Monthly auto billing (already accrual in nature).

NOTE: Refer to the 'RecTrac 3.1 Manager Documentation.pdf' for instructions on how to run the reports managers will be submitting on a daily basis. This following instructions are for accounting only and build upon the topics covered in that document.



RecTrac 3.1 Login Page

A screenshot of the RecTrac 3.1 login page. The page has a dark blue background with a white border. At the top, it says 'Welcome Back!' in large white text. Below this are three white input fields: the first is labeled 'Username' with a person icon, the second is labeled 'Password' with a key icon, and the third is a 'Sign In' button. Below the 'Sign In' button is a link for 'Forgot Password?'. At the bottom, the 'RECTRAC' logo is displayed with a white checkmark icon to its right.

Enter in your RecTrac 3.1 Username and then your Password. Then Click 'Sign in'.

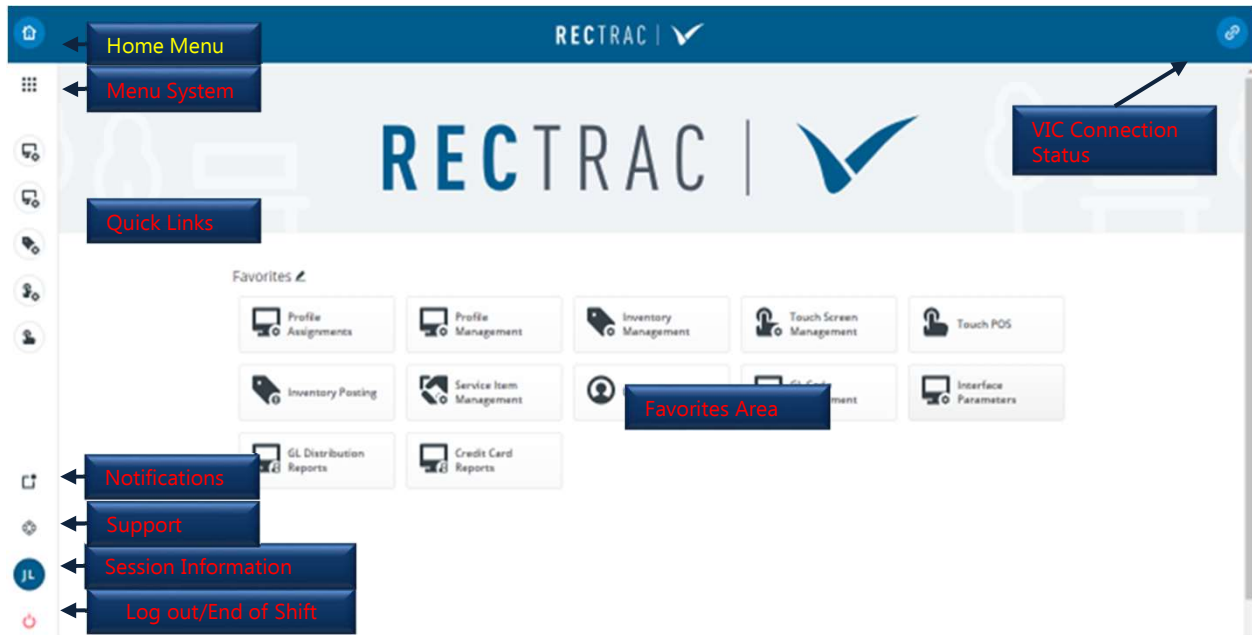
For most accounting users, there will be no site/group/drawer selection.

RecTrac 3.1 Accounting Overview



Main RecTrac Screen

Note: You can mouse over any icon for a pop up explaining what it is.



Legend

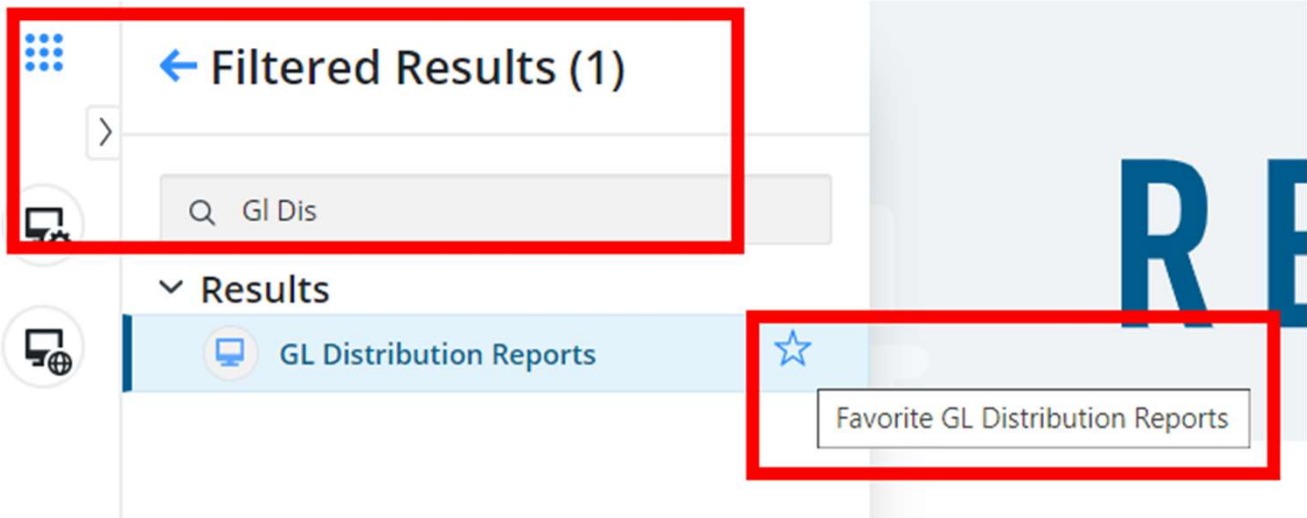
	<p>VIC connection status. Flipped to the left with a red line through it means no hardware connection. Click this icon to reconnect all hardware to RecTrac. Note: if connection through Citrix VIC is not needed.</p>
	<p>Session Information. Click on this to display: current user logged in, user group selected, workstation name, cash drawer number used for sales,</p>
	<p>Log out/End of Shift. Click here to log out of RecTrac. If you are in an open sales batch, you will be prompted to do an end of shift cash out.</p>
	<p>Home. Click here to return to the main home screen when you have multiple tabs open.</p>
	<p>Menu System. Click this to access the menu navigation system. Can browse through all menus, type search terms in to find items, click the 'star' next to an item to favorite it so it will display in the "Favorites" area.</p>
	<p>Notifications. Any system notifications will display in here.</p>
	<p>Support. Enable the in app help or search the help system.</p>

RecTrac 3.1 Accounting Overview

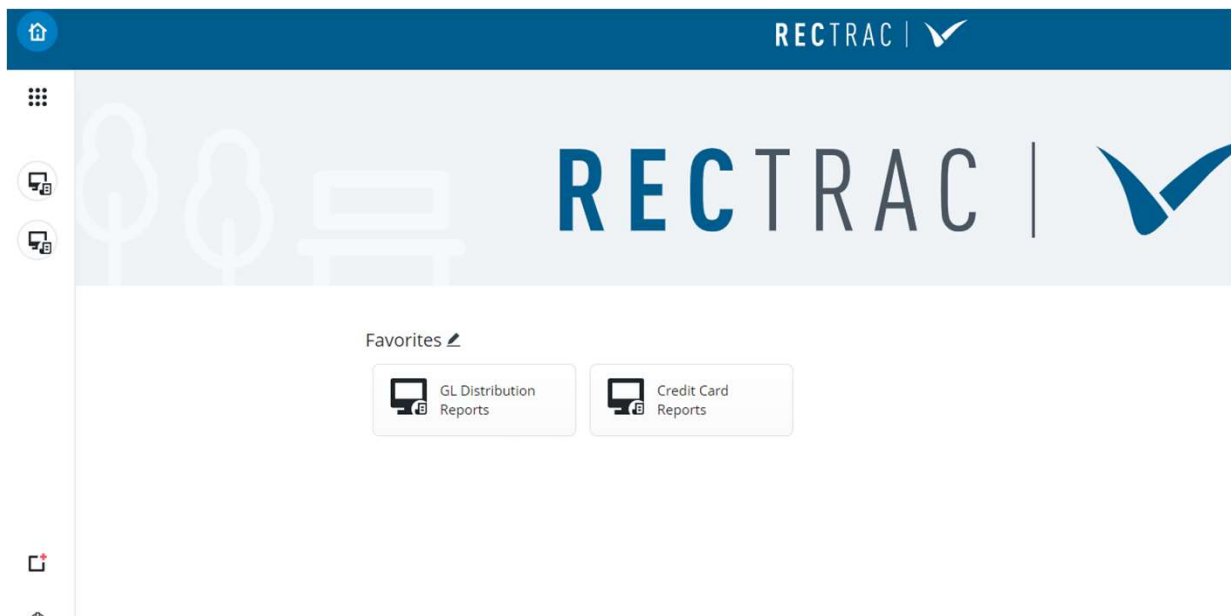


RecTrac 3.1 Finding Reports and Creating Favorites

Click on the Menu System button in the upper left. Start typing what you are looking for. In this example, we will search for "GL Distribution" reports.



Notice the 'Star' icon next to the search result. Clicking this will make this report a "favorite", which will put a shortcut on your RecTrac 3.1 desktop. Do this for any report or function that is frequently used. See an example below.





Use the Document Center to Reprint Reports

The Document Center stores reports that were run in RecTrac by all users. You will only be able to retrieve paperwork that is 90 days old or less. If you need paperwork that is older than 90 days, use Option 2.

So, if a DAR package is missing a report but the manager ran it, you can use the document center to re-print the exact report they ran. Otherwise, the report would have to be re-run for that locations settings.

End of shift cash outs can also be re-printed from the document center.

NOTE: Knowing the user ID of the person who ran the report you are trying to reprint is ideal.

The screenshot shows a search interface with the following elements and callouts:

- Click The Menu Icon:** A red box highlights the menu icon (a 3x3 grid of dots) in the top left corner.
- Type "Document" into the Search Box:** A callout points to the search input field containing the text "Document".
- Click on Document Center:** A callout points to the "Document Center" result item, which includes a star icon to its right.

HINT: Click the Star next to Document Center to make it a favorite. This makes it even easier to access the next time it's needed. The document center is used for many things aside from what these instructions are showing you.

RecTrac 3.1 Accounting Overview



Use the Document Center to Reprint Reports cont.

Set the Document type to Reports

Change the Date to the Cash Out Date

Set Display Users to All Users

Document Center

Document Type

Documents Newer Than

Display Users

Import File

In the datagrid below, you should see all reports that were generated on or after the date you selected above. The EOS Close out documents are the end of shift paperwork. You can type EOS in the File Name filter to find just the end of shift paperwork. You may need to scroll down to see all the documents.

File Name	Folder Name
<input type="text" value="EOS"/>	<input type="text"/>
EOS Close Out (End of Shift Close Out Journal)_ 9-12-52 AM_6052.PDF	\Reports\FNB-USER\03-04-2020\
EOS Close Out (End of Shift Close Out Journal)_10-16-29 AM_5016.PDF	\Reports\FNB-USER\03-04-2020\
EOS Close Out (End of Shift Close Out Journal)_ 7-48-24 AM_10164.P...	\Reports\FIT-USER\04-09-2020\
EOS Close Out (End of Shift Close Out Journal)_ 7-52-56 AM_10164.P...	\Reports\FIT-USER\04-09-2020\
EOS Close Out (End of Shift Close Out Journal)_ 7-55-39 AM_4832.PDF	\Reports\FIT-USER\04-09-2020\
EOS Close Out (End of Shift Close Out Journal)_ 9-58-47 AM_10164.P...	\Reports\FIT-USER\04-09-2020\
EOS Close Out (End of Shift Close Out Journal)_11-43-14 AM_4832.PDF	\Reports\FIT-USER\04-09-2020\
EOS Close Out (End of Shift Close Out Journal)_ 3-50-29 PM_8116.PDF	\Reports\GOLF-USER\04-22-2020\

You can use the Owner filter to filter by user name if need be.

File Time	Misc Information	Owner
<input type="text"/>	<input type="text"/>	<input type="text" value="FNB-USER"/>
09:12		FNB-USER
10:16		FNB-USER
17:52		FNB-USER
19:52		FNB-USER
11:34		FNB-USER

RecTrac 3.1 Accounting Overview



Print Document

Options Templates (1) Refresh Documents 1 to 5 of 5 (Filtered from 143)

File Name	Folder Name
EOS	
EOS Close Out (End of Shift Close Out Journal)_ 9-12-52 AM_6052.PDF	\Reports\FNB-USER\03-04-2020\
EOS Close Out (End of Shift Close Out Journal)_10-16-29 AM_5016.PDF	\Reports\FNB-USER\03-04-2020\
EOS Close Out (End of Shift Close Out Journal)_ 5-52-14 PM_7260.PDF	\Reports\FNB-USER\05-11-2020\
EOS Close Out (End of Shift Close Out Journal)_ 7-52-27 PM_7260.PDF	\Reports\FNB-USER\05-11-2020\
EOS Close Out (End of Shift Close Out Journal)_11-34-44 AM_7340.PDF	\Reports\FNB-USER\05-12-2020\

Open RecConnect Results Delete

Select the Document that you would like to print and click Open. Your document will display and you can print from there.

EOS Close Out (End of Shift Close Out Journal) 1 / 1

END OF SHIFT JOURNAL
EOS User: FNB-USER
EOS Date: 03/04/2020
EOS Time: 09:12

PayCode	Description	Clerk Amount
02	Cash	0.00
03	Credit Card	0.00
31	Manual CC Entry	0.00
32	Voice Auth Credit Car	0.00
33	Refund CC - Manual	0.00
34	Refund CC - Swipe C	0.00
COUP	Coupons	0.00
DNG	Dine on the Go	0.00
GC	Gift Certificate	0.00
MWRB	MWR Bucks	0.00
RIK	RIK	0.00
STARTING CASH		0.00
ENDING CASH		0.00
NEW CASH IN DRAWER(S)		0.00

US DOLLAR CLOSE OUT INFO
TOTAL CLERK AMOUNT (US \$) 0.00

RecTrac 3.1 Accounting Overview



Accrual Processing Report

The accrual process in RecTrac 3.1 is run automatically. This process moves money from unearned to revenue based on when the items sold/events actually occur in RecTrac. This process will post the money into a logical drawer number in each locations defined drawer "range", which is also used for the SAP interface. This ensures the Navy DAR report run for business when accrual is posted will include these amounts.

The automatic accrual run generates a report of what was posted in the Document Center. To access this report from the document center, change the following settings:

- Document Type --- All Document Types
- Documents Newer Than --- <Date you are searching for>
- Display Users --- All Users
- File Name --- Type in 'acc' or 'accrual'

This will filter the document center and display a result similar to the screen shot below. The report will be date stamped when it was run. In this example, this was the report for 6/30/2021.

The screenshot shows the Document Center interface with several search filters highlighted in red boxes:

- Document Type:** Set to "All Document Types".
- Documents Newer Than:** Set to "06/30/2021".
- Display Users:** Set to "All Users".
- File Name:** Set to "acc".

The interface also shows a table of documents with the following columns: File Name, File Date, File Time, Owner, and Misc Information. The table contains one entry:

File Name	File Date	File Time	Owner	Misc Information
AccrualProcessing20210630-85806.pdf	06/30/2021	23:50	SAP-INT	

RecTrac 3.1 Accounting Overview



Accrual Processing Report – cont.

Highlight the report entry and click 'Open' at the bottom of the document center. A report similar to the following will display:

Page: 1 of 2

Accrual Processing Post Journal

GLCode	Item Site	Drawer	Module	Item	HH#	Name	D/C	Amount
516109212	4596	40924	PM	Retiree E6-O3 20 Round (480)	402		C	48.00
516109212	4596	40924	PM	Retiree E6-O3 20 Round (537)	343		C	8.00
516109212	4596	40924	PM	DoD Civilian 20 Round (802)	559		C	22.00
516109212	4596	40924	PM	Retiree E6-O3 20 Round (487)	337		C	16.00
516109212	4596	40924	PM	AD/Reservist E6-O3 20 Round (798)	557		C	9.00
516109212	4596	40924	PM	Retiree E6-O3 20 Round (470)	332		C	8.00
516122174	4594	40974	PM	AD/Reservist O4-O10 90 Day Pass (814)	566		C	26.37
516122174	4594	40974	PM	Retired Mil E1-E5 90 Day Pass (780)	547		C	17.58
516122174	4594	40974	PM	AD/Reservist O4-O10 90 Day Pass (503)	422		C	46.15
516122174	4594	40974	PM	AD/Reservist E6-O3 90 Day Pass (794)	554		C	26.92
516122174	4594	40974	PM	AD/Reservist E6-O3 90 Day Pass (511)	429		C	32.97
516122174	4594	40974	PM	AD/Reservist E6-O3 90 Day Pass (508)	427		C	32.97
516122174	4594	40974	PM	AD/Reservist E6-O3 90 Day Pass (729)	523		C	42.31
516122174	4594	40974	PM	AD/Reservist E6-O3 90 Day Pass (791)	554		C	26.92
516122174	4594	40974	PM	Retired Mil E6-O3 90 Day Pass (506)	425		C	32.97
516122174	4594	40974	PM	Retired Mil E6-O3 90 Day Pass (500)	420		C	32.97
516122174	4594	40974	PM	Retired Mil E6-O3 90 Day Pass (512)	430		C	32.97
516122174	4594	40974	PM	Retired Mil O4-O10 90 Day Pass (504)	421		C	46.15
516122174	4594	40974	PM	Retired Mil O4-O10 90 Day Pass (718)	512		C	28.57
516122174	4594	40974	PM	Retired Mil O4-O10 90 Day Pass (720)	514		C	48.35

This report shows, by detail record, what is being accrued for the time period of the run. At the bottom of the report, this will be subtotaled by SAP site number against the unearned trigger(s) being debited, and display the posting drawer for that site.

GLCode	Description	Account Number	Item Site	Drawer	D/C	Amount
212105000	Unearned Inc RT Accrual	2012105154A	0181	40049	D	230.41
212105000	Unearned Inc RT Accrual	2012105154A	4596	40924	D	111.00
212105000	Unearned Inc RT Accrual	2012105154A	4594	40974	D	1,363.45

RecTrac 3.1 Accounting Overview



Other Reports – UNDER CONSTRUCTION

There is an Unearned Income report that you can run per location.

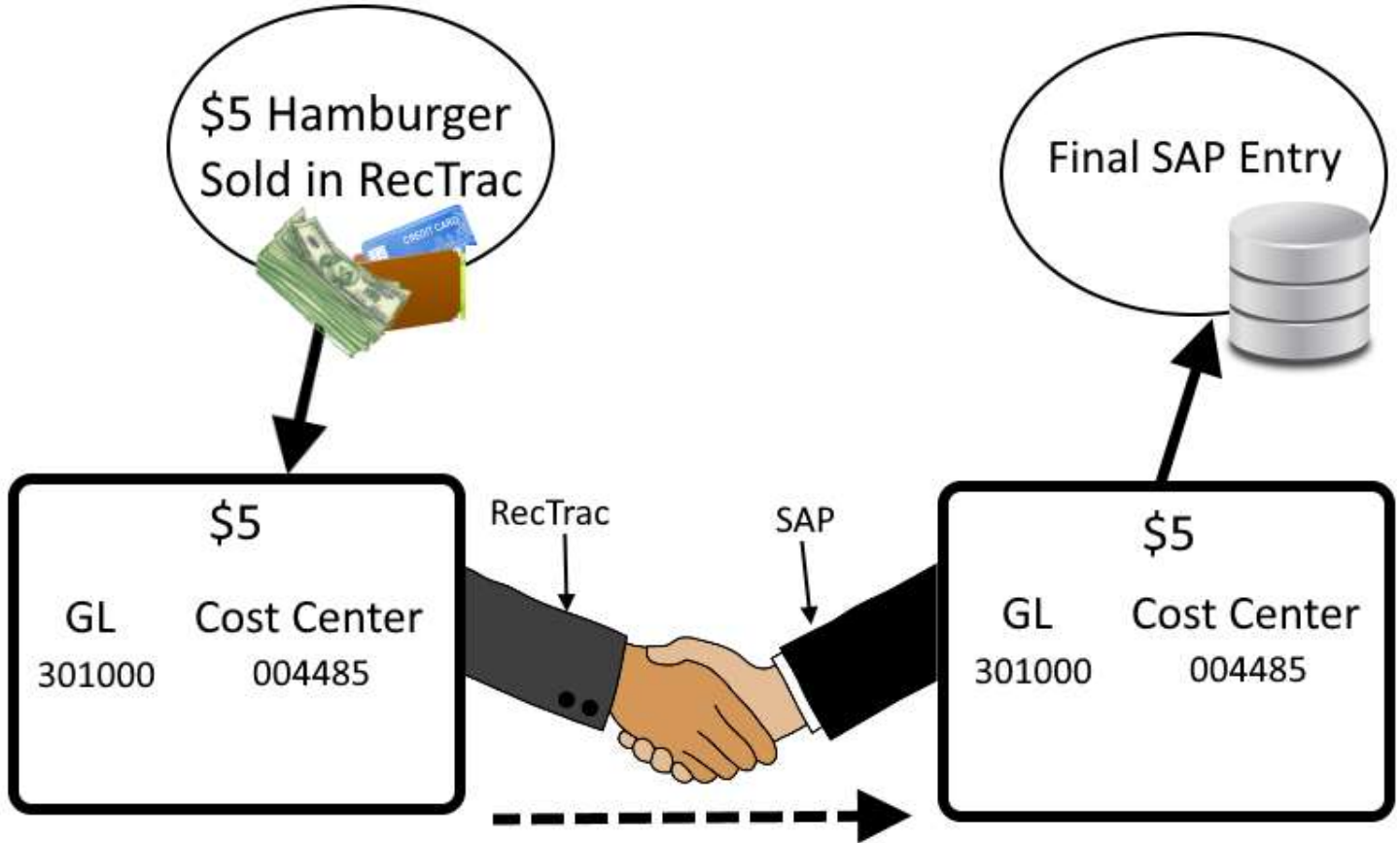
Gift Certificate reports can be run, either on usage or as a general listing based on what's outstanding in RecTrac.

RecTrac 3.1 Accounting Overview



RecTrac 10.3 vs. RecTrac 3.1 Interface Comparison

RecTrac 10.3 SAP Interface



RecTrac 3.1 Accounting Overview



RecTrac 10.3 vs. RecTrac 3.1 Interface Comparison cont.

RecTrac 3.1 SAP Interface

