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RECTRAC 3.1 MANAGER DOCUMENTS

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Introduction

The goal of this document is to make facility managers comfortable running the standard end of day financial reports to send to accounting. Depending on the facility, you may need to run a few of these reports or all of them.

Logging In

When logging into RecTrac, make sure you select a manager user group/menu group and the site you are running the reports for. You won't be able to run these reports if you login with a cashier menu group.

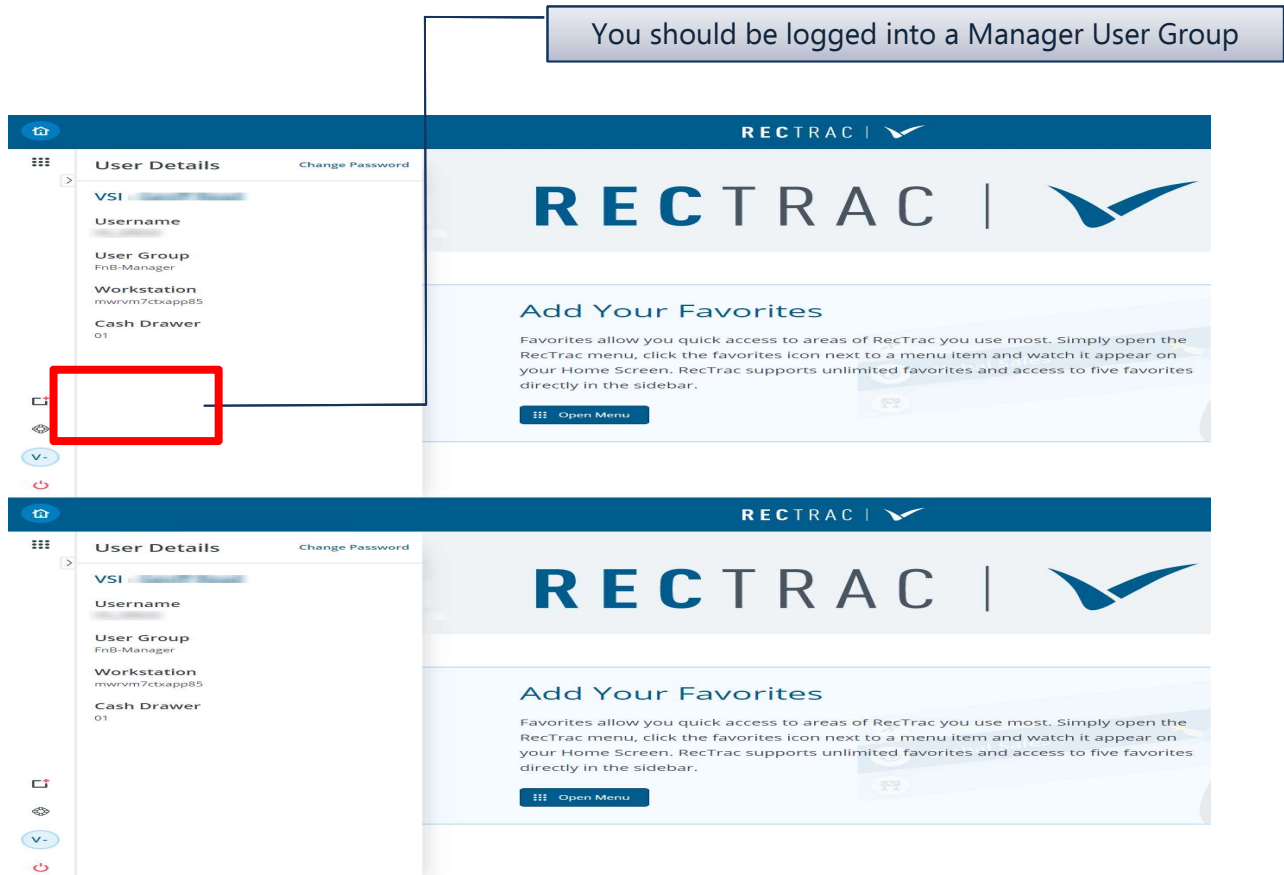
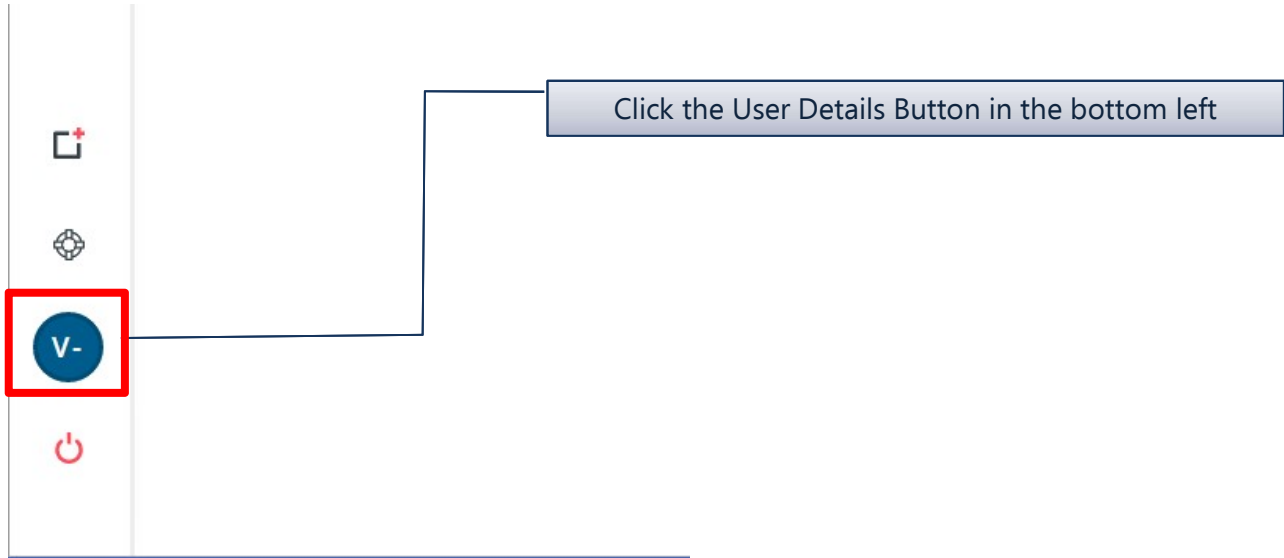
A screenshot of the RecTrac login interface. The background is dark blue with white text. At the top, it says "Login Prompts" in large white font. Below this are two white input fields, each with a red border. The first field is labeled "Menu Group" and contains the text "Food and Beverage Manager" with a dropdown arrow. The second field is labeled "Site" and contains the text "Helmsman Club Complex" with a dropdown arrow. Below these fields are two white buttons: "Continue" and "Cancel". At the bottom, the "RECTRAC" logo is displayed in white, followed by a white checkmark icon.

If you are not given any of these options when you login, check the next step to make sure you're logged in as a manager. If you are not and think you should have this option, check with IT to get your account updated.



Verify Manager Access

Once you are logged in, verify that you have manager access. This is particularly important if you were not given the options mentioned in the previous step.





Reprinting Cashier Cashout Reports

Scenario:

A cashier cashes out at the end of the day and leaves the paper work on the desk. Coffee is spilled all over it and it can't be recovered. How do you get a new copy? There are a couple ways to do this. Which one you choose depends on the situation.

Option 1: Use the Document Center

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.

NOTE: Before you start, make sure you have the RecTrac user ID of the user who cashed out and/or the date that the cashout happened. Knowing both of those is ideal.

The screenshot shows the RecTrac interface with a search bar containing 'Document'. The results section shows 'Document Center' as the only result. Callouts point to the menu icon, the search box, and the 'Document Center' result. A hint box provides additional instructions.

Click The Menu Icon

Type "Document" into the Search Box

Click on Document Center

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 Manager Documents



Document Center

Set the Document type to Reports

Change the Date to the Cashout 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\

Use the scroll bar at the bottom of the datagrid to scroll to the right. You can use the Owner filter to filter by user name if need be.

File Time	Misc Information	Owner
<input type="text" value="09:12"/>	<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 Manager Documents



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 Manager Documents



Option 2: End of Shift Change

End of Shift change allows you to print End of Shift paperwork among other things.

Click the Menu Button

Type in End of Shift in the Search Box

Click on End of Shift Change

Filtered Results (1)

End of

Results

- End of Shift Change

Document Center

Use the datagrid filters to find the batch number that needs to be reprinted. Select the batch number and then click Reprint Batch at the bottom of the screen.

End of Shift Change

Options Templates (1) Refresh End of Shift Batches 1 to 13 of 249

Drawer Number	Batch Number	Begin Date	Begin Time	Begin Balan...	Users
<input type="checkbox"/>	100	249 05/28/2020	14:39	\$ 0.00	MOVIE-USE
<input type="checkbox"/>	100	248 05/28/2020	08:43	\$ 0.00	MOVIE-USE
<input type="checkbox"/>	100	247 05/20/2020	10:04	\$ 0.00	MOVIE-USE
<input checked="" type="checkbox"/>	100	246 05/20/2020	09:31	\$ 0.00	MOVIE-USE
<input type="checkbox"/>	100	245 05/19/2020	15:42	\$ 0.00	MOVIE-USE
<input type="checkbox"/>	500	244 05/15/2020	08:09	\$ 0.00	FIT-USER
<input type="checkbox"/>	101	243 05/14/2020	08:52	\$ 0.00	FNB-USER
<input type="checkbox"/>	101	242 05/12/2020	11:31	\$ 0.00	FNB-USER
<input type="checkbox"/>	101	241 05/11/2020	19:50	\$ 0.00	FNB-USER
<input type="checkbox"/>	250	240 04/24/2020	09:22	\$ 0.00	GOLF-USEF
<input type="checkbox"/>	250	239 04/23/2020	14:05	\$ 0.00	GOLF-USEF
<input type="checkbox"/>	250	238 04/23/2020	11:26	\$ 0.00	GOLF-USEF
<input type="checkbox"/>	250	237 04/23/2020	08:44	\$ 0.00	GOLF-USEF

Join Batch Leave Batch Close Batch Consolidate Batch Quick Batch Edit Reprint Batch



Navy DAR

The screenshot shows the RecTrac 3.1 Manager interface. At the top left is a menu button (three blue dots). Below it is a search bar containing the text "GL Distribi". Under the search bar, a dropdown menu is open showing "Results" with a sub-item "GL Distribution Reports" which has a yellow star icon next to it. A red arrow points from the star icon to a callout box. Other callout boxes point to the menu button and the search bar.

Click the Menu Button

Type GL Distribution in the search field

Select GL Distribution Reports

HINT: Click the Star next to GL Distribution to make it a favorite. This makes it even easier to access the next time it's needed.

If this is the first time you've run the DAR or if you've run a similar GL Distribution Report, click Default Settings at the bottom. This will ensure your settings will match the settings in this documentation.

A row of six buttons: "Default Settings", "Last Settings", "Report Templates", "Process", "Prev", and "Next". A large red arrow points from the left towards the "Default Settings" button.

NOTE: Don't be afraid to use the Default Settings for any report that you're running. It will not delete anything or permanently change any settings. If you're not getting the data you're expecting on any report, click Default Settings and reconfigure the report.

RecTrac 3.1 Manager Documents



Running the Navy DAR

Turn on the Cash Drawer Range Toggle. In the Begin Drawer and End Drawer Fields, enter the drawer number range for your facility.

Use Cash Drawer Range ⓘ

Begin Drawer ⓘ

30000

End Drawer ⓘ

30009

Use Posting Date Range ⓘ

Begin Posting Date ⓘ

Today -1

End Posting Date ⓘ

Today -1

Turn on the Use Posting Date Range Toggle

If you are typically running this report for business that happened "Yesterday" you can use a date range like Today -1 through Today -1. That way you don't need to change the date each time you run this report. It will always run it for "Yesterday". Otherwise you can choose Actual Date and then put in an actual date range.

Use User Name Range ⓘ

Begin UserName ⓘ

End UserName ⓘ

ZZZZZZZZZZ

Turn on the Use User Name Range toggle. Leave it default blank thru ZZZZZZZZZZ

At the bottom of the screen, double check these settings

Output Group ⓘ

Financial Reports

Add Output

Custom Title ⓘ

SE9999 <My Facility> DAR

Output Template * ⓘ

Navy DAR

Update Output

Output Type ⓘ

Summary

Select Summary

Make sure Financial Reports and Navy DAR are selected.

Fill in a Custom Title with your SAP Region/Site Number, your facility name, and DAR,

NOTE: Once this report is run once with these settings, RecTrac will save the settings. The next time you open up the Navy DAR, it will be filled in with the same settings as the last time you ran it. You can also create a template of the settings. See the RecTrac 3.1 – Reports document for more information on reporting and report templates.



Run the Report

Your Navy DAR settings should look close to this when it's ready to run. Please remember to replace the drawer numbers with the drawer number range of your facility.

GL Distribution Report

Criteria

Use Cash Drawer Range ⓘ

Begin Drawer ⓘ: 30000 End Drawer ⓘ: 30009

Use Posting Date Range ⓘ

Begin Posting Date ⓘ: Today -1 End Posting Date ⓘ: Today -1

Use User Name Range ⓘ

Begin UserName ⓘ: End UserName ⓘ: ZZZZZzzzzzzz

User DataGrid

Transaction Criteria - Receipt

Transaction Criteria - Advanced

Module Filters

Site Filters

Output Group ⓘ: Financial Reports Add Output Custom Title ⓘ: SE9999 <My Facility> DAR Default Settings Last Settings Report Templates

Output Template * ⓘ: Navy DAR Update Output Output Type ⓘ: Summary Process Prev Next

Click Process

Default Settings
Last Settings
Report Templates

Process
Prev
Next

Turn on PDF and Print Selection Criteria

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

XML ⓘ

Schedule Only Options

Dashboard Chart or Table ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ

Printer List Not Available

Send Report Debug Email To ⓘ

Turn on Preview and/or Print (select a valid printer in the printer list below if printing)

Click Continue to run the report.

Continue
Schedule
Cancel

NOTE: Reports take a little longer in Rectrac 3.1. It will run in the background and print/preview when ready.

RecTrac 3.1 Manager Documents



Credit Card and Credit Card Tip Report

- The Credit Card Report will print all credit card transaction for the time period specified. Think of it like the settlement report on a standalone credit card machine. There is no settlement process needed in RecTrac; if you take tips transactions need to be closed out and marked for settlement. See the RecTrac 3.1 – Tip Processing documentation for detail on inputting credit card tips into RecTrac and closing out the transactions.
- The Tip Report only applies to food and beverage facilities that process tips. This should be run after tips are entered into the system.

NOTE: The Credit Card Report and Tip Report are run in very similar fashion. Page 13 and 14 show the slight differences between the two.

The screenshot shows a search interface with a search bar containing 'Credit Card Reports'. Below the search bar, a 'Results' section is expanded to show one result: 'Credit Card Reports'. Three callout boxes on the left point to specific elements: the first points to the menu icon (a 3x3 grid of dots), the second points to the search bar, and the third points to the 'Credit Card Reports' result item.

If this is the first time you've run the credit card report, click Default Settings at the bottom. This will ensure your settings will match the settings in this documentation.

A set of six buttons is displayed. A large red arrow points from the left towards the 'Default Settings' button. The buttons are arranged in two rows: the top row contains 'Default Settings', 'Last Settings', and 'Report Templates'; the bottom row contains 'Process', 'Prev', and 'Next'.

NOTE: Don't be afraid to use the Default Settings for any report that you're running. It will not delete anything or permanently change any settings. If you're not getting the data you're expecting on any report, click Default Settings and reconfigure the report.



Credit Card and Credit Card Tip Report continued

Turn on the Cash Drawer Range Toggle. In the Begin Drawer and End Drawer Fields, enter the drawer number range for your facility.

Use Cash Drawer Range ⓘ

Begin Drawer ⓘ

End Drawer ⓘ

Turn on the Date Range toggle

Use Process Date Range ⓘ

Begin Process Date ⓘ

End Process Date ⓘ

If you are typically running this report for business that happened "Yesterday" you can use a date range like Today -1 through Today -1. That way you don't need to change the date each time you run this report. It will always run it for "Yesterday". Otherwise you can choose Actual Date and then put in an actual date range or leave the range as Today 0 through Today 0 to run the report for today.

At the bottom of the screen, double check these settings

Output Group ⓘ Custom Title ⓘ Output Type ⓘ

Make sure Navy – Credit Card Report is selected.

Fill in a Title with your SAP Region/Site Number, your Custom facility name, and DAR,

NOTE: Once this report is run once with these settings, RecTrac will save the settings. The next time you open up the Credit card report, it will be filled in with the same settings as the last time you ran it. You can also create a template of the settings. See the RecTrac 3.1 – Reports document for more information on reporting and report templates.



Run the Report

Your Credit Card Report settings should look close to this when it's ready to run. Please remember to replace the drawer numbers with the drawer number range of your facility.

Credit Card Report

Transaction Filters

Use Drawer Range ⓘ

Begin Drawer ⓘ: 30000 End Drawer ⓘ: 30009

Use Process Date Range ⓘ

Begin Process Date ⓘ: Today -1 End Process Date ⓘ: Today -1

Use UserName Range ⓘ

Record Status ⓘ: (0) Selected Transaction Type ⓘ: (0) Selected

Pay Code(s) ⓘ: (0) Selected Authorization Code ⓘ:

Credit Card Merchant Filters

Credit Card Profiles 1 to 11 of 63

Profile Type	Profile Subtype	Profile Code	Profile I
(0) Selected			
<input type="checkbox"/> Credit Card	Demo	DEMO-CC	Demo
<input type="checkbox"/> Credit Card	No Validate	SE0106-CCNOVAL	101902
<input type="checkbox"/> Credit Card	No Validate	CCNOVAL	No Vali
<input type="checkbox"/> Credit Card	No Validate	MA1256-CCNOVAL	403900
<input type="checkbox"/> Credit Card	VeriFone	SE3824-CCPNT01	SE Pens
<input type="checkbox"/> Credit Card	VeriFone	SE3824-CCPNT02	SE Pens
<input type="checkbox"/> Credit Card	VeriFone	SE0058-CCPNT02	SE May
<input type="checkbox"/> Credit Card	VeriFone	SE0028-CCPNT02	SE JAX
<input type="checkbox"/> Credit Card	VeriFone	SE0114-CCPNT02	SE KB T
<input type="checkbox"/> Credit Card	VeriFone	SE0058-CCPNT01	SE May

Output Group ⓘ: Financial Reports Add Output Custom Title ⓘ: SE9999 <My Facility> Credit Card Repo Default Settings Last Settings Report Templates

Output Template* ⓘ: Navy - Credit Card Report Update Output Output Type ⓘ: Detail Process Prev Next

Click Process

Default Settings
Last Settings
Report Templates

Process
Prev
Next

Turn on PDF and Print Selection Criteria

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

XML ⓘ

Schedule Only Options

Dashboard Chart or Table ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ

Printer List Not Available

Send Report Debug Email To ⓘ

Turn on Preview and/or Print (select a valid printer in the printer list below if printing)

Click Continue to run the report.

Continue
Schedule
Cancel

NOTE: Reports take a little longer in Rectrac 3.1. It will run in the background and print/preview when ready.



Tip Report

At the bottom of the screen, fill in the Custom Title with your region abbreviation, SAP site code, name of your facility, and Tip Report report. Here is an example below.

Custom Title ⓘ

The remaining settings should match what you see below.

Output Group ⓘ Financial Reports Custom Title ⓘ SE9999 <My Facility> Tip Repc

Output Template * ⓘ Tip Report Output Type ⓘ **Detail**

NOTE: This will need to be ran in Detail Mode.

Turn on PDF and Print Selection Criteria

Turn on Preview and/or Print (select a valid printer in the printer list below if printing)

Click Continue to run the report.

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

XML ⓘ

Schedule Only Options

Dashboard Chart or Table ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ

Printer List Not Available ⓘ

Send Report Debug Email To ⓘ



GL Distribution Report and Cash Journal

The GL Distribution Report will show each transaction broken down by trigger (General Ledger Account). Use this to get transactional financial details or troubleshoot a sale going to the wrong trigger.

The Cash Journal can be used to reconcile a cashier's cash count or be printed for surprise cash counts by the financial management office. This report will show each transaction, tender received, user who made the sale, dollar amount, and other important information.

NOTE: The GL Distribution Report and the Cash Journal are ran in very similar fashion. Page 16 and 17 show the difference between the two.

Click the Menu Button

Type in GL Distribution Reports in the Search Box

Click GL Distribution Reports

Turn on the Cash Drawer Range Toggle In the Begin Drawer and End Drawer Fields, enter the drawer number range for your facility

Use Cash Drawer Range ⓘ

Begin Drawer ⓘ 30000

End Drawer ⓘ 30009

Turn on Posting Date Range Toggle

Use Posting Date Range ⓘ

Begin Posting Date ⓘ Today -1

End Posting Date ⓘ Today -1

Use User Name Range ⓘ

Begin UserName ⓘ

End UserName ⓘ ZZZZZZZZZZZ

Turn on the Use User Name Range toggle. Leave it default blank thru ZZZZZZZZZZ

If you are typically running this report for business that happened "Yesterday" you can use a date range like Today -1 through Today -1. That way you don't need to change the date each time you run this report. It will always run it for "Yesterday". Otherwise you can choose Actual Date and then put in an actual date range.



GL Distribution Report

At the bottom of the screen, fill in the Custom Title with your region abbreviation, SAP site code, name of your facility, and GL Distribution report. Here is an example below.

Custom Title ⓘ

Make sure the VSI – GL Distribution is selected in the Output Template. Output Type has two options, Detail or Summary. Detail will list all transactions. Summary will summarize the results by Date and GL Code. There are summarization options based on the next screen.

Output Group ⓘ Custom Title ⓘ

Output Template * ⓘ Output Type ⓘ

Select your Sort Option

Turn on PDF and Print Selection Criteria

Turn on Preview and/or Print (select a valid printer in the printer list below if printing)

Click Continue to run the report.

GL Distribution Format Options

Sort Option ⓘ
Date/GL Code/Cost Center/Receipt

Print Credit Card Information ⓘ

Print Pay Code Description ⓘ Include Header In CSV ⓘ

Do NOT Print Cost Center Information ⓘ

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ



Cash Journal

For the cash journal, follow the same instructions from Page 14. At the bottom of the Screen, select VSI-Cash Journal. Fill in the Custom Report Title with your region abbreviation, SAP Site Number, your facility name and Cash Journal

Output Group ⓘ All Outputs Add Output Custom Title ⓘ SE9999 <Facility Name> Cash Joi

Output Template * ⓘ VSI - Cash Journal Update Output Output Type ⓘ Detail

NOTE: The cash journal is almost always ran in Detail mode. Summary is an option. This will subtotal all transactions by Payment Code.

Click Process

Default Settings

Last Settings

Report Templates

Process

Prev

Next

Select your Print Layout. Standard or 40 Column

Cash Journal Format Options

Print Layout Option ⓘ Standard

Sort Option ⓘ Date

Balance Sheet Option ⓘ None

Pay Code Print Option ⓘ Code

Household Option ⓘ Household Name

Print Module Totals ⓘ

Subtotal By Date ⓘ

Print Credit Card Information ⓘ

Print End of Shift Batch Number ⓘ

Wrap Payment Reference ⓘ

Print Household Name on Internal/Guest Sales ⓘ

Use the screenshot above as your suggested settings. You may find that there maybe a better way to run this report that suites your need once you have experience running reports.

RecTrac 3.1 Manager Documents



Cash Journal Continued

Turn on PDF and Print Selection Criteria

Turn on Preview and/or Print (select a valid printer in the printer list below if printing)

Click Continue to run the report.

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

XML ⓘ

Schedule Only Options

Dashboard Chart or Table ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

Email Report ⓘ

FTP Report ⓘ

Printer List Not Available

Send Report Debug Email To ⓘ

Continue Schedule Cancel

RecTrac 3.1 Manager Documents



Gift Certificate Activity Report

The Gift Certificate Activity Report shows all GC activity for a given date range. Typically this is run for a single days business and submitted to accounting.

This report is found under 'Gift Certificate Reports' in RecTrac

Click the Menu Button

Type in Gift Certificate Reports

Click Gift Certificate Reports

Filtered Results (4)

- Gift Certificate Detail Inquiry
- Gift Certificate Inquiry
- Gift Certificate Reports**

Gift Certificate Report

Service Item	Short Description	Status	Expiration Date
<input type="checkbox"/> MA4091-00-137-001	Newport O'Club Gift Cert	Active	
<input type="checkbox"/> SE0028-16-137-001	NAS Jacksonville Golf Gift Cert	Active	
<input type="checkbox"/> SE0028-16-137-002	NAS Jacksonville Golf Rain Check	Active	
<input type="checkbox"/> SE0114-16-137-001	Trident Lake Gift Cert	Active	
<input type="checkbox"/> SE0114-16-137-002	Trident Lake Rain Check	Active	
<input type="checkbox"/> SE3824-27-137-001	Portside Cinema Movie Voucher	Active	
<input type="checkbox"/> SE7115-16-137-001	Glen Eagle Gift Cert	Active	
<input type="checkbox"/> SE7115-16-137-002	Glen Eagle Rain Check	Active	

Select the applicable gift certificate service item from the data grid.

Turn on the Cash Drawer Range Toggle In the Begin Drawer and End Drawer Fields, enter the drawer number range for your facility

Date Filters

Use Cash Drawer Range (Issued on Cash Drawer) ⓘ

Begin Cash Drawer ⓘ

End Cash Drawer ⓘ



Gift Certificate Activity Report

Select 'VSI – Gift Certificate Activity Report' as the output template. Fill in the Custom Title with your region abbreviation, SAP site code, name of your facility, and GC Activity report. Output type is 'Detail'. See below for an example.

Output Group ⓘ All Outputs Add Output Custom Title ⓘ SE9999 <Facility Name> GC Activity Re

Output Template * ⓘ VSI - Gift Certificate Activity Report Update Output Output Type ⓘ Detail

Click Process

Default Settings Last Settings Report Templates

Process Prev Next

On the Report Options screen, leave the default of 'ALL Activity'. Change the date range to the business date you are running the report for. In this example, it's for "yesterday's" business. Output options are defaulted to PDF and preview. See below for an example.

Report Options ⓘ ? ✕

Gift Certificate Activity Run Options

Activity To Print ⓘ ALL Activity

Activity Begin Date ⓘ Today -1

Activity End Date ⓘ Today -1

Include Gift Certificates with no Activity ⓘ

File Format

PDF ⓘ Print Selection Criteria ⓘ

CSV (Raw Data) ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

FTP Report ⓘ

Click continue to run the report.



Conclusion

The instructions above show the simplest way to run these reports.

- To learn more about report running, please read the RecTrac 3.1 – Reporting Guide.
- This guide goes through creating templates to make configuring report for yourself and others very easy.
- If you aren't getting the results you are looking for when running report, try clicking default settings on the report and then reconfigure the settings.
- Most reports have the Print Selection Criteria toggle on the Report options screen (the screen where you click continue).
- Make sure that toggle gets turned on particularly if you need to send the report to IT or another user for troubleshooting.
- If reports aren't running correctly, first thing to try is 'Default Settings' and then input criteria again.