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RECTRAC 3.1 FNB FLASH REPORTS

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RecTrac 3.1 FnB Flash Reports



FnB Flash Reports in RecTrac 3.1 - Overview

This document goes over how to run four reports that are needed to fill in the flash report spreadsheet.

Part 1 of these instructions goes through how to run each report. There are 4 reports that need to be generated:

- 1) Sales Statistics
- 2) Top Sellers
- 3) Tender Totals
- 4) Employee Discounts

Part 2 goes through each field in the spread sheet from top to bottom and how to gather the data from the reports that were ran.

Note: These reports should be ran on a Monday for the previous week. The reports should never be ran for more than a 7 day time span or the data won't be accurate.

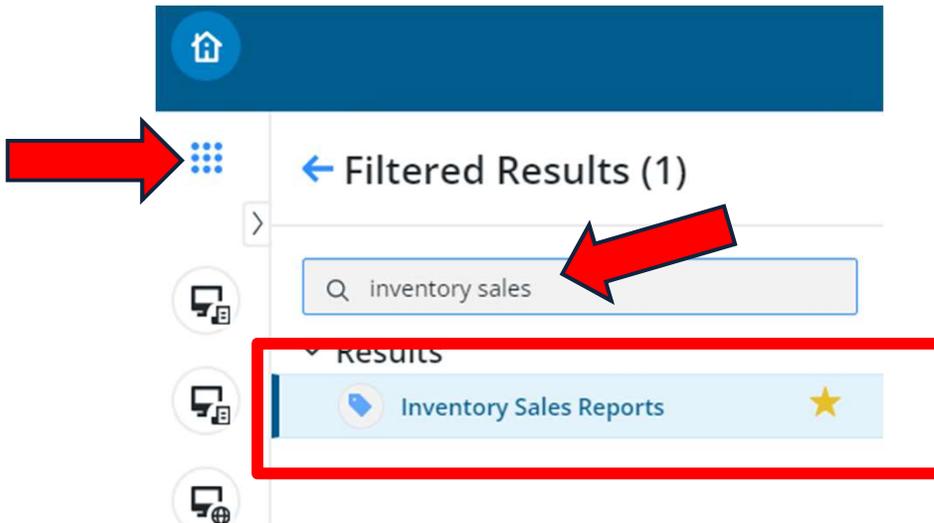
Note: This document assumes you are running the reports in order, as some of the reports feed into another one.

RecTrac 3.1 FnB Flash Reports



Part 1: Running the Reports In RecTrac – Sales Statistics

Step 1: Log into RecTrac 3.1 as a manager. From the menu button in the upper left search for 'Inventory Sales' and click on 'Inventory Sales Reports'.



Step 2: In the bottom left make sure that:

- Output Group is set to 'All Outputs'.
- Output Template is set to 'Flash Report 1 – Sales Statistics'.
- Output Type is set to 'Summary'.



Note: Depending on how you ran this report the last time, it might be helpful to click 'Default Settings' in the lower right to reset the report and start with the correct criteria.

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Part 1: Running the Reports In RecTrac – Sales Statistics cont.

Step 3: In the upper right, toggle on 'Use Inventory Code Range'. Then input your 6 digit code used for all sales items at your location and change the 'Wildcard Option' to 'Begins'.

Under Transaction Filters, change the date ranges to 'Actual Date' and make sure the 'Begin Transaction Date' is a Monday and the 'End Transaction Date' is a Sunday.

The screenshot shows the RecTrac report configuration interface. It is divided into two main sections: 'Inventory Item Status' and 'Transaction Filters'.
In the 'Inventory Item Status' section, the 'Use Inventory Code Range' checkbox is checked. The 'Begin Inventory Code' field is empty. The 'End Inventory Code' field contains 'ZZZZZZ'. The 'Inventory Code WildCard' field contains 'SE0106'. The 'Wildcard Option' dropdown is set to 'Begins'.
In the 'Transaction Filters' section, the 'Use Item Original Transaction Date Range' checkbox is checked. The 'Begin Transaction Date' dropdown is set to 'Actual Date' and the date is '03/18/2024'. The 'End Transaction Date' dropdown is set to 'Actual Date' and the date is '03/24/2024'.
Red arrows point to the 'Use Inventory Code Range' checkbox, the 'Inventory Code WildCard' field, the 'Wildcard Option' dropdown, the 'Begin Transaction Date' dropdown, and the 'End Transaction Date' dropdown.

Note: This report output is specifically formatted to run for exactly 7 days, Monday through Sunday. Even if you are not open on one (or more) of these weekdays, you MUST make the begin date a Monday and the end date the following Sunday.

If you need to run this report for more than one week, you will need to run it multiple times for each date range.

Step 4: Click 'Process' in the bottom right. Determine whether to preview or print the PDF, then click 'Continue'. The report will generate and then display on the screen. Save or Print it for use in Part 2.

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Part 1: Running the Reports In RecTrac – Top Sellers

Step 1: While still under 'Inventory Sales Reports', change the Output Template to 'Flash Report Part 2 – Top Sellers' and click process to run the report. Determine whether to preview or print the PDF, then click 'Continue'. The report will generate and then display on the screen. Save or Print it for use in Part 2.

Note: These steps assume you just completed running the sales statistics report. 'Top Sellers' is just a different output using the SAME criteria of the previous report; the only change needed is changing the Output Template'.

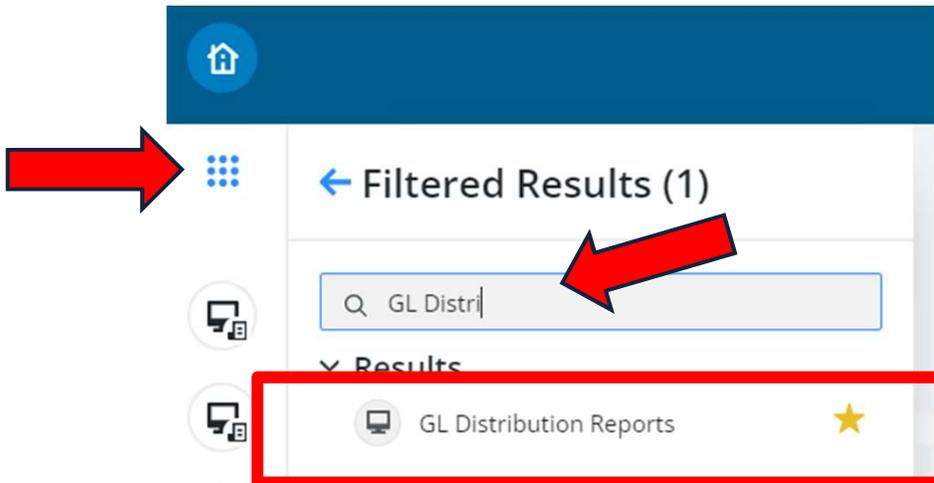
| | | | |
|---------------------|-------------------------------------|----------------|----------------------|
| Output Group ⓘ | All Outputs ▾ | Custom Title ⓘ | <input type="text"/> |
| Output Template * ⓘ | Flash Report Part 2 - Top Sellers ▾ | Output Type ⓘ | Summary ▾ |

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Part 1: Running the Reports In RecTrac – Tender Totals

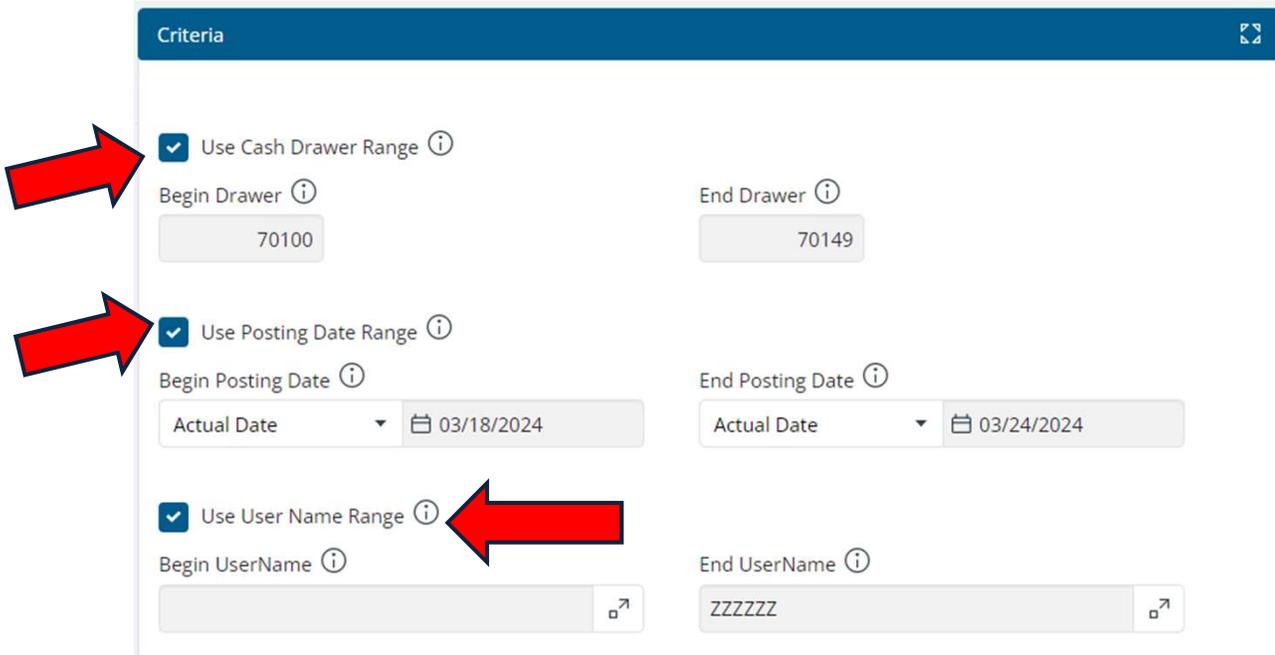
Step 1: From the menu button in the upper left search for 'GL Distribution' and click on 'GL Distribution Reports'.



Step 2: Click 'Default Settings' in the bottom right. Then:

- Check on 'Use Cash Drawer Range' and set the begin and end drawers to the range for your business location.
- Check on 'Use Posting Date Range' and make the begin/end posting date range 'Actual Date', selecting a Monday as the begin date and a Sunday as the ending date.
- Check on 'Use Username Range' and leave it as the default <blank> through ZZZZZZ

See below for an example; your settings should be similar.



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Part 1: Running the Reports In RecTrac – Tender Totals cont.

Step 3: In the bottom left make sure that:

- Output Group is set to 'All Outputs'.
- Output Template is set to 'Flash Report Part 3 – Tender Totals'.
- Output Type is set to 'Summary'.

A screenshot of the RecTrac report configuration interface. It shows four dropdown menus arranged in a 2x2 grid. The top-left dropdown is labeled 'Output Group' and is set to 'All Outputs'. The top-right dropdown is labeled 'Custom Title' and is empty. The bottom-left dropdown is labeled 'Output Template *' and is set to 'Flash Report Part 3 - Tender Totals'. The bottom-right dropdown is labeled 'Output Type' and is set to 'Summary'. Three red arrows point to the selected values: one to 'All Outputs', one to 'Flash Report Part 3 - Tender Totals', and one to 'Summary'.

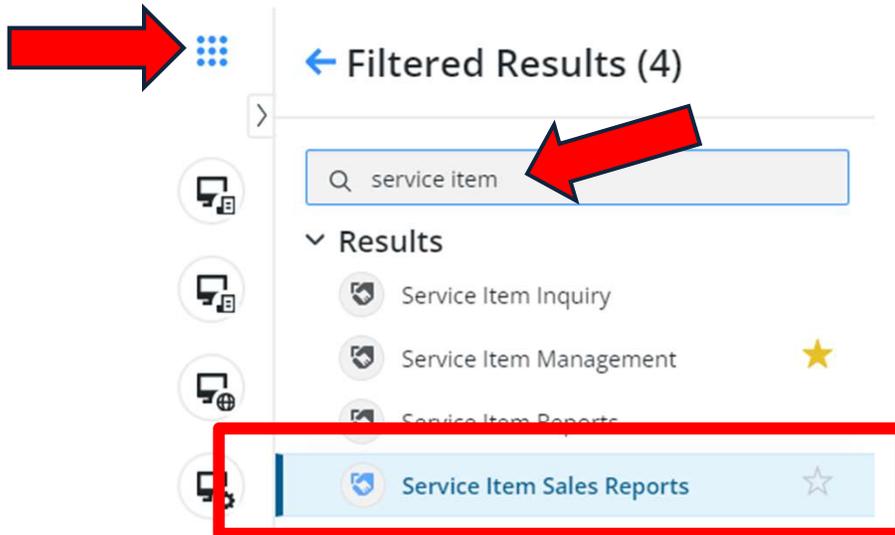
Step 4: Click 'Process' in the bottom right. Determine whether to preview or print the PDF, then click 'Continue'. The report will generate and then display on the screen. Save or Print it for use in Part 2.

RecTrac 3.1 FnB Flash Reports



Part 1: Running the Reports In RecTrac – Employee Discounts

Step 1: From the menu button in the upper left search for 'Service Item' and click on 'Service Item Sales Reports'.



Step 2: Click Default Settings in the lower right. Then, in the Service Items DataGrid, type 'Employee' in the 'Short Description' field. Find your locations 'Employee Meal Discount' service item and select it.

The screenshot shows the 'Service Items DataGrid' interface. At the top, it says 'Service Items' and '24 to 36 of 48 (Filtered from 48)'. The table has columns for 'Service Item', 'Record Type', 'Short Description', 'Status', and 'Site Co'. A search filter is applied to the 'Short Description' column with the value 'Employee'. The table shows four rows of data. The first row is selected, and a red arrow points to the 'Employee' filter. Another red arrow points to the 'Employee Meal Discount' row, which is highlighted in blue.

| Service Item | Record Type | Short Description | Status | Site Co |
|---|---------------|------------------------|--------|---------|
| <input type="checkbox"/> SE0018-10-139-001 | Miscellaneous | Employee Discount | Active | |
| <input type="checkbox"/> SE0023A-10-139-001 | Miscellaneous | Employee Discount | Active | |
| <input type="checkbox"/> SE0056-10-139-000 | Miscellaneous | Employee Meal | Active | |
| <input checked="" type="checkbox"/> SE0106-10-139-001 | Miscellaneous | Employee Meal Discount | Active | |

Note: All employee meal discount service items are coded as XXYYYY-10-139, so if it's named a little different you can make sure it's the correct one based on the item coding.

RecTrac 3.1 FnB Flash Reports



Part 1: Running the Reports In RecTrac – Employee Discounts cont.

Step 3: Under 'Transaction Filters':

- Check on 'Use Item Original Transaction Date Range'.
- Change begin and end to 'Actual Date'.
- Set the date range to the exact same date range used for all the previous reports.

The screenshot shows the 'Transaction Filters' section. A red arrow points to the checked box for 'Use Item Original Transaction Date Range'. Another red arrow points to the 'Actual Date' dropdown for 'Begin Transaction Date'. A third red arrow points to the 'Actual Date' dropdown for 'End Transaction Date'. The 'Sale Status' dropdown is set to '(1) Sold'. The dates are 03/18/2024 and 03/24/2024.

Step 4: In the bottom left make sure that:

- Output Group is set to 'All Outputs'.
- Output Template is set to 'Flash Report Part 4 – Employee Discounts'.
- Output Type is set to 'Summary'.

The screenshot shows the 'Output' settings section. A red arrow points to the 'All Outputs' dropdown for 'Output Group'. Another red arrow points to the 'Flash Report Part 4 - Employee Discounts' dropdown for 'Output Template *'. A third red arrow points to the 'Summary' dropdown for 'Output Type'. The 'Custom Title' field is empty.

Step 5: Click 'Process' in the bottom right. Determine whether to preview or print the PDF, then click 'Continue'. The report will generate and then display on the screen. Save or Print it for use in Part 2.

RecTrac 3.1 FnB Flash Reports



Part 2: Using the RecTrac Reports to Fill Out the Flash Report Spreadsheet

The food and beverage program will provide a flash report spreadsheet that looks like this:

| Fill in Yellow Cells Only! | | | Weekly Flash Report | | Revised 072320 ver. 5.1 | | | | | |
|---|--------|--------|---|--------------|----------------------------|-------------|------------|------------|------------|---------------|
| (1) Revenue: | | | Week Ending: | Flash Report | | | | | | |
| Food | \$ | % | Location: | | | | | | | |
| Food | \$0.00 | 0.0% | Prepared by: | | | | | | | |
| Delivery Sales | \$0.00 | 0.0% | Due Monday COB to brian.murley@navy.mil | | | | | | | |
| Drinks | \$0.00 | 0.0% | | | | | | | | |
| Sub Total Food | \$0.00 | 0.0% | | | | | | | | |
| Sub Total Alcohol | \$0.00 | 0.0% | | | | | | | | |
| Total Revenue | \$0.00 | 0.0% | | | | | | | | |
| (2) Expenses: | | | Note: | | | | | | | |
| Food Purchases | \$ | % | Monthly Food cost is to be entered in box below after inventory is taken at the end of the month. | | | | | | | |
| Alcohol Purchases | \$0.00 | 0.0% | Monthly Food Cost: | \$0.00 | 0.0% | | | | | |
| Labor Cost | \$0.00 | 0.0% | Weekly Employee Meals % of Food Purchases | 0.0% | | | | | | |
| Employee Meals | \$0.00 | 0.0% | Weekly Food Waste % of Food Purchases | 0.0% | | | | | | |
| Food Waste | \$0.00 | 0.0% | | | | | | | | |
| Paper Purchases | \$0.00 | 0.0% | | | | | | | | |
| Total Purchases | \$0.00 | 0.0% | | | | | | | | |
| (3) Daily: | | | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Totals |
| Covers | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Average Check | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Daily Total Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Daily Waste | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Employee Meals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Delivery Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Daily Labor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Comp Sales 2018 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Difference FY '18-'19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| # of Deliveries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Daily Labor % | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| (4) Top 10 Decending Dollar Items This Week: What's Hot What's Not | | | | | | | | | | |
| 1 | | | | | | | | | | Revenue |
| | | | | | | | | | | \$0.00 |

Flash Report Part 1 - Sales Statistics

Flash Report Part 4 - Employee Discounts

Flash Report Part 3 - Tender Totals

Flash Report Part 2 - Top Sellers

Each RecTrac report header in this document has been color coded to match the above image, so you can see which parts from each report go into the different areas of each the flash report spreadsheet. Some notes on a the fields to fill out:

Sales Statistics – Food Revenue

- Subtract 'Non-Alcohol' and 'Café Bevs' totals from the FnB Food totals. This will give you total food revenue for the week.

Sales Statistics – Drink Revenue

- Add together 'Non-Alcohol' and 'Café Bevs' to give you total drink revenue for the week.

Sales Statistics – Alcohol Revenue

- Add together 'FnB Beer', 'FnB Liquor' and 'FnB Wine' totals to give you total alcohol revenue for the week.

RecTrac 3.1 FnB Flash Reports



Part 2: Using the RecTrac Reports to Fill Out the Flash Report Spreadsheet cont.

Sales Statistics – Covers

- This report considers a completed sales receipt a cover. At the bottom of this report, there is a 'Covers' column with this total.

Sales Statistics – Daily Sales Totals

- At the bottom of this report, there is a 'Days of the Week' with 'Revenue' Total.

Top Sellers – What's Hot/What's Not

- Enter the top 10 sellers from this report into the spreadsheet where indicated.

Employee Discounts – Employee Meals

- This will show as a negative number on the RecTrac report; enter it as a positive number in the spreadsheet. .

Tender Totals - Deliveries

- From the report, enter in the number of Dine on the Go transactions and amounts.