



Golf Reports

19 Steps [View on Tango](#)

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STEP 1

Log into RecTrac

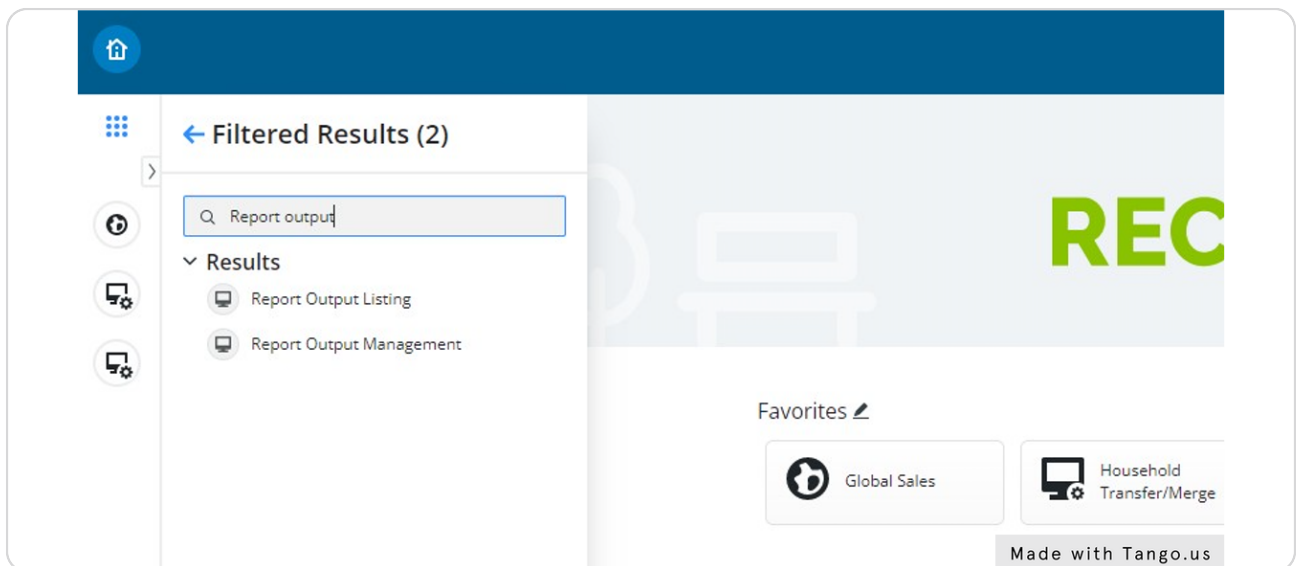
STEP 2

Click on Menu



STEP 3

Search for and select "Report Output Management"



STEP 4

Type "GOLF"

The screenshot shows the 'Report Output Management' interface. At the top, there's a header 'Report Headers' and a sub-header 'Report Headers' with 'Showing 0 of 471 Total Records'. Below this is a table with columns: Description, Module/Group, Base Table, Output Type, and Status. A search filter is applied to the 'Description' column with the text 'GOLF'. The table lists several 'Module/Group' entries under the 'Activity' category, such as 'Activity - Calendar', 'Activity - Financial', 'Activity - Instructor', 'Activity - Membership', 'Activity - Misc', and 'Activity - Roster'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 5

1 - GOLF - Daily Summary Report

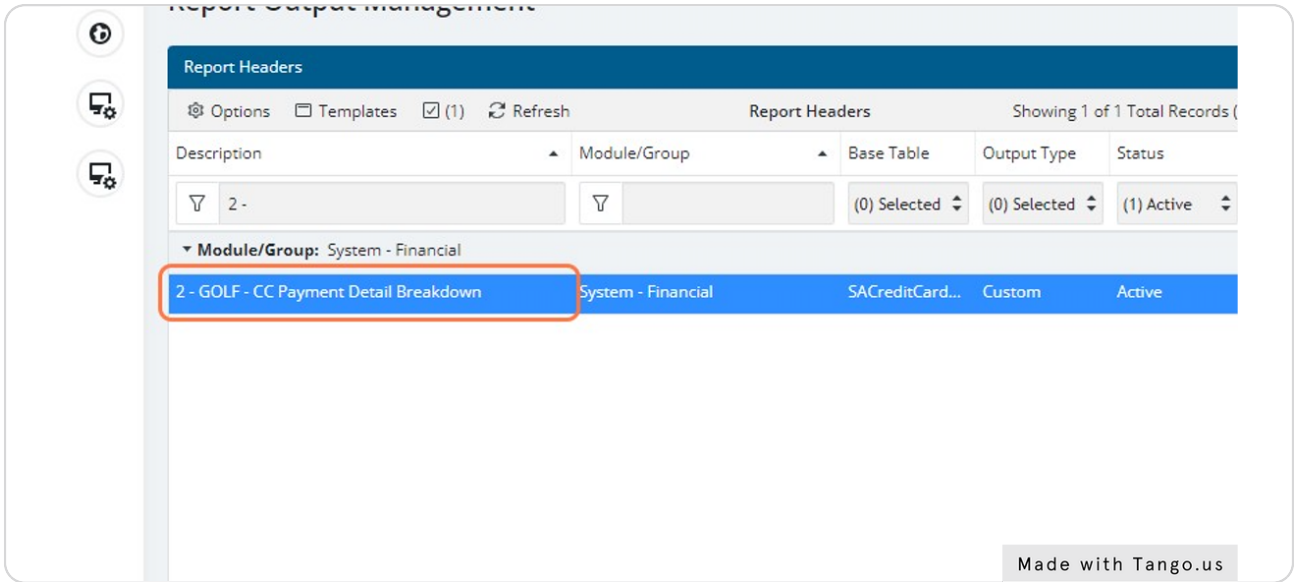
Daily Summary Report covers Income and debits - Including a total amount.

The screenshot shows the 'Report Output Management' interface. At the top, there's a header 'Report Headers' and a sub-header 'Report Headers' with 'Showing 1 of 1 Total Records'. Below this is a table with columns: Description, Module/Group, Base Table, Output Type, and Status. A search filter is applied to the 'Description' column with the text '1 -'. The table lists one entry: '1 - GOLF - Daily Summary Report' under the 'System - Financial' category. The 'Base Table' is 'SAGLDistribut...', the 'Output Type' is 'Custom', and the 'Status' is 'Active'. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 6

2 - GOLF - CC Payment Detail Breakdown

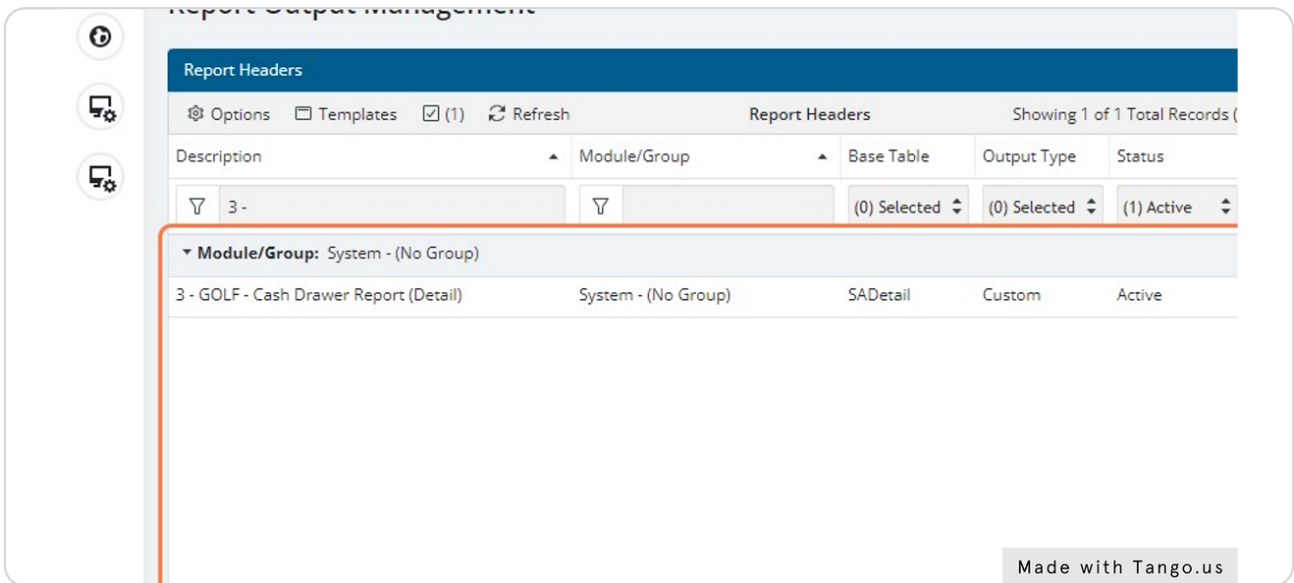
CC Payment Detail Breakdown includes a transaction breakdown of all credit card transactions and a split out of each credit card type.



STEP 7

3 - GOLF - Cash Drawer Report (Detail)

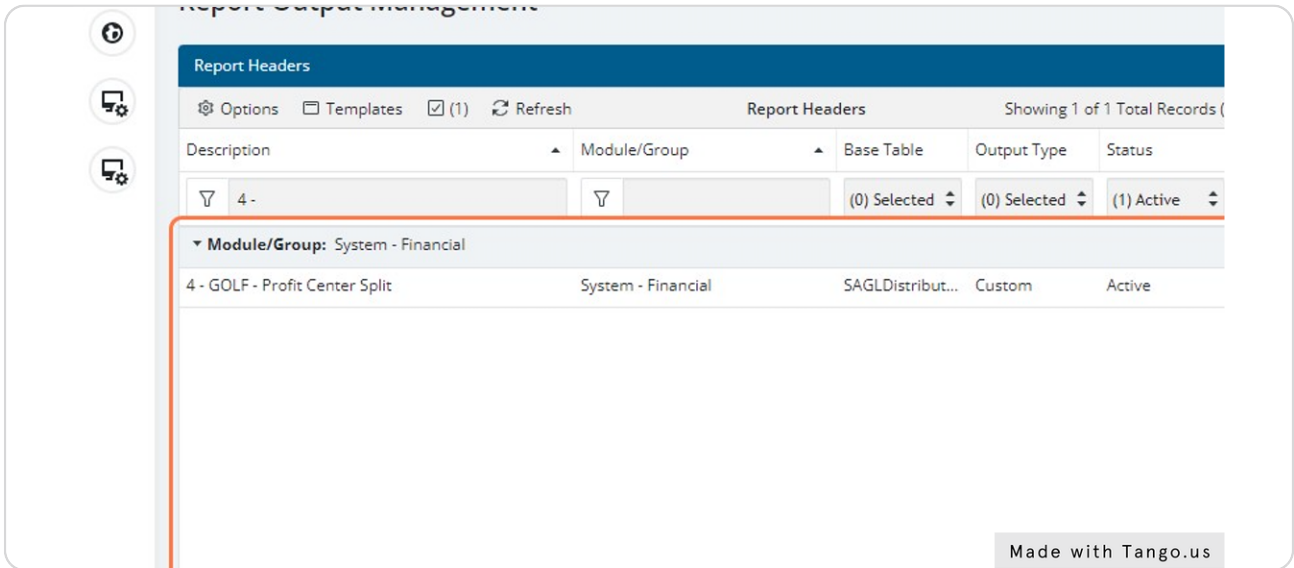
Cash Drawer Report includes a transaction history of all transaction types by location and time period.



STEP 8

4 - GOLF - Profit Center Split

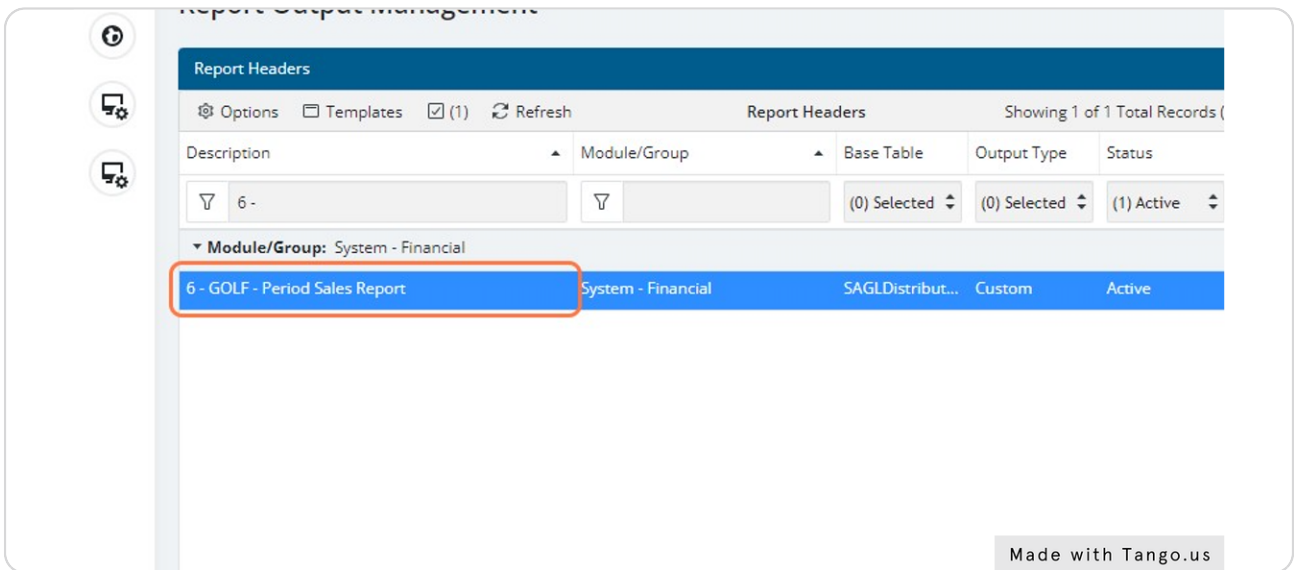
Profit Center Split is a profit report by GL Code and by Cost Center. Summary report appears at the bottom of the file.



STEP 9

6 - GOLF - Period Sales Report

Period Sales Report is a sales report summed by Cost Center. Summary report appears at the bottom of the file.



STEP 10

8 - GOLF - Daily and Monthly Admissions Report

Daily and Monthly Admissions Report displays admissions by pass type and time of day.

The screenshot shows a web interface titled "Report Output Management". At the top, there is a "Report Headers" section with a blue header bar. Below this, there are navigation options: "Options", "Templates", a checkbox "(0)", and a "Refresh" button. The main area is a table with the following columns: "Description", "Module/Group", "Base Table", "Output Type", and "Status". The table contains one row: "8 - GOLF - Daily and Monthly Admissions Report", "POS Service Item - Sales", "SADetail", "Custom", and "Active". The "Description" cell is highlighted with an orange border. To the right of the table, there are statistics: "(0) Selected", "(0) Selected", and "(1) Active". At the bottom right, there is a watermark "Made with Tango.us".

| Description | Module/Group | Base Table | Output Type | Status |
|--|--------------------------|------------|-------------|--------|
| 8 - GOLF - Daily and Monthly Admissions Report | POS Service Item - Sales | SADetail | Custom | Active |

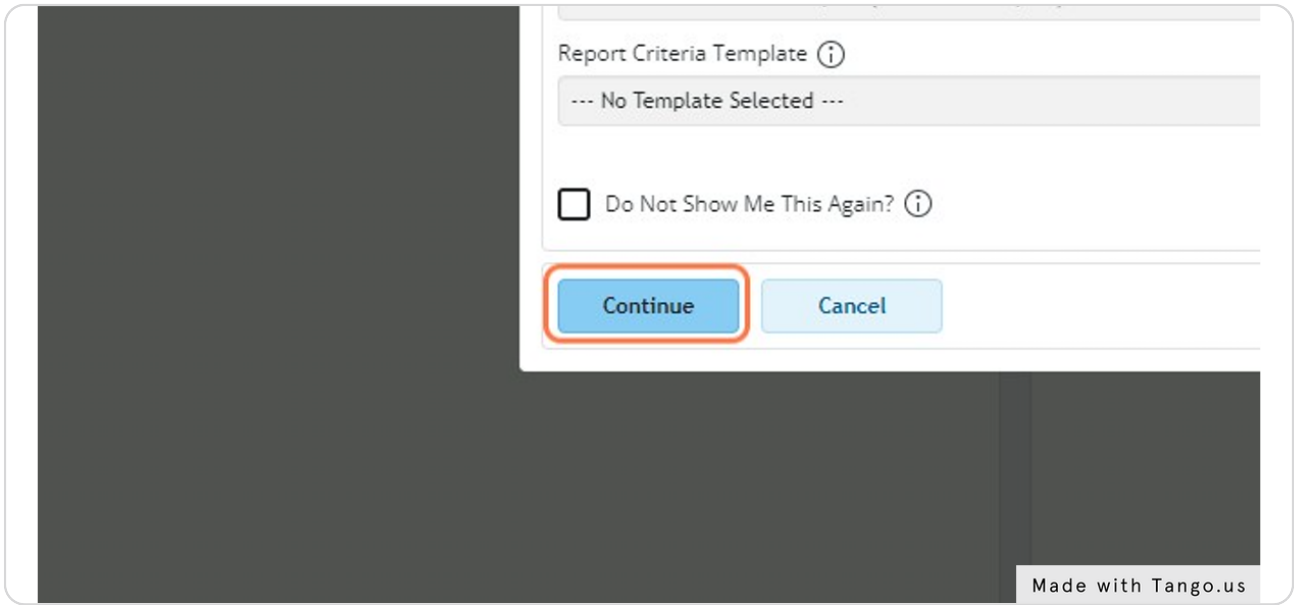
STEP 11

Click on Run Report

The screenshot shows the bottom part of the web interface. It features three buttons: "Run Report", "Update Output", and "More" with a dropdown arrow. The "Run Report" button is highlighted with an orange border. At the bottom right, there is a watermark "Made with Tango.us".

STEP 12

Click on Continue

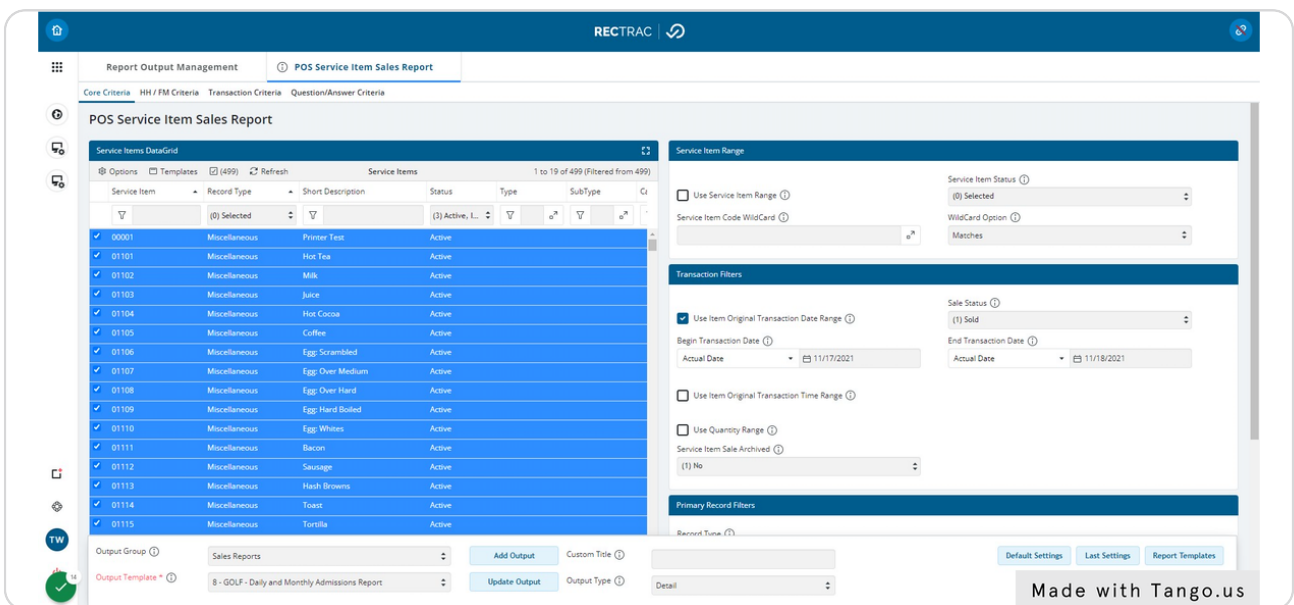


STEP 13

Each Report is highly customizable. The customization is done on this page

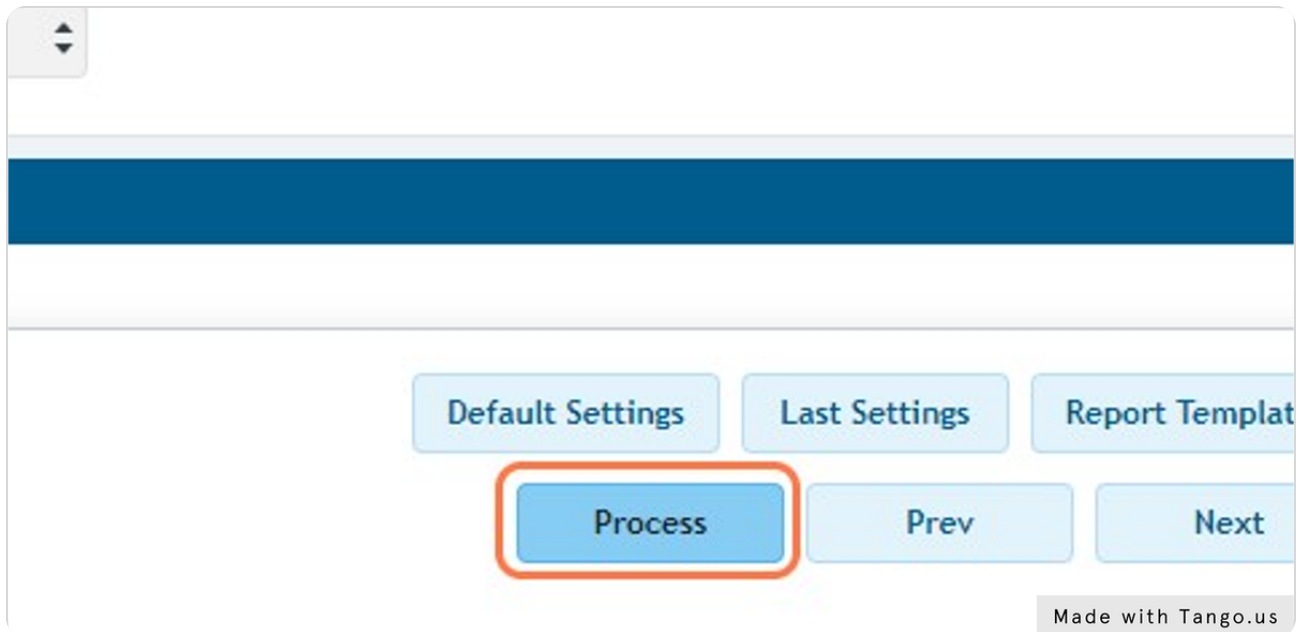
Examples:

You can run reports by specific locations, specific time frames, specific employees / cash drawers.



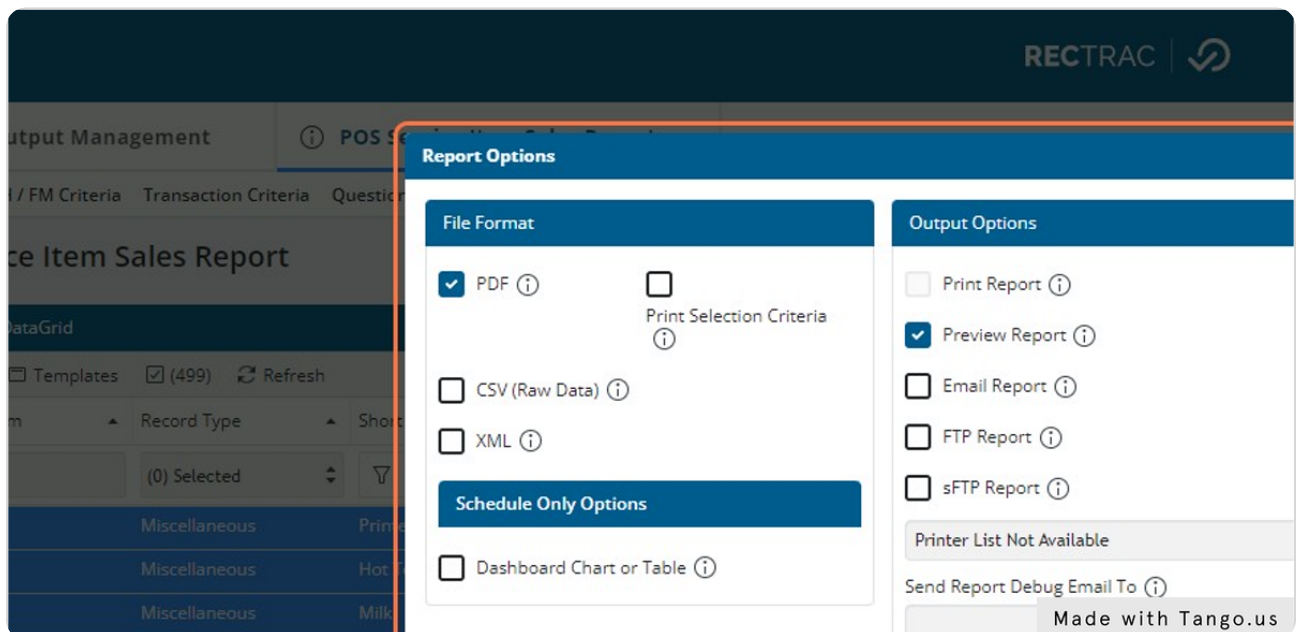
STEP 14

Click on Process



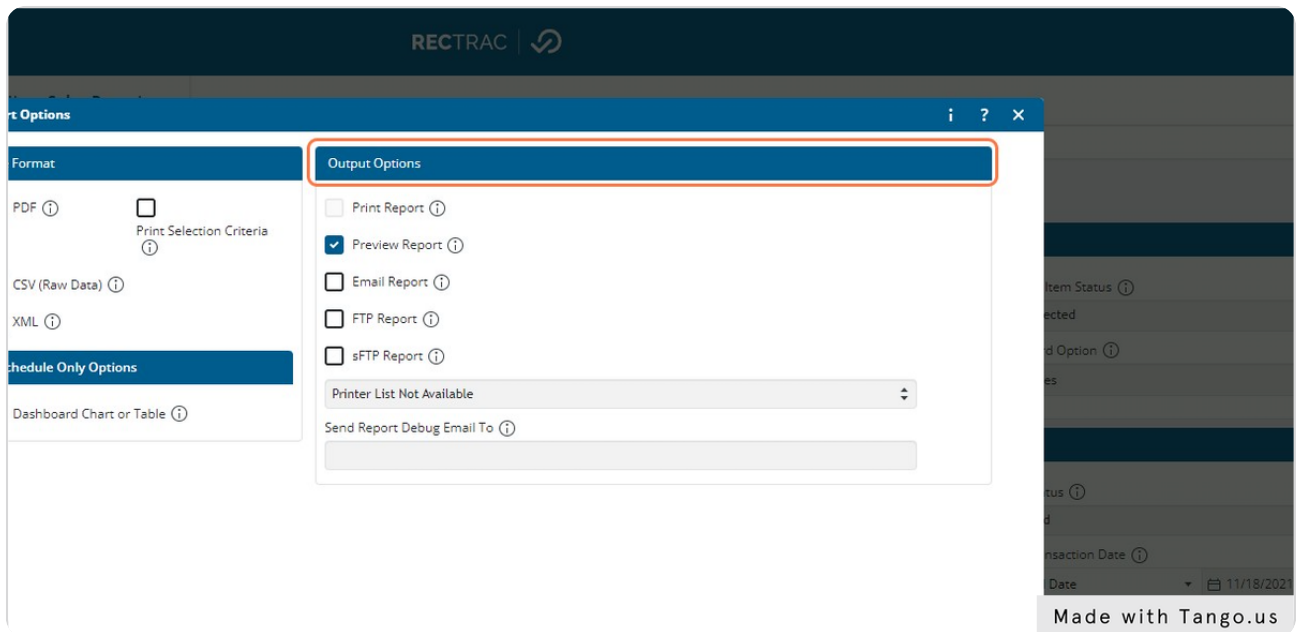
STEP 15

Select the format you wish to receive your report



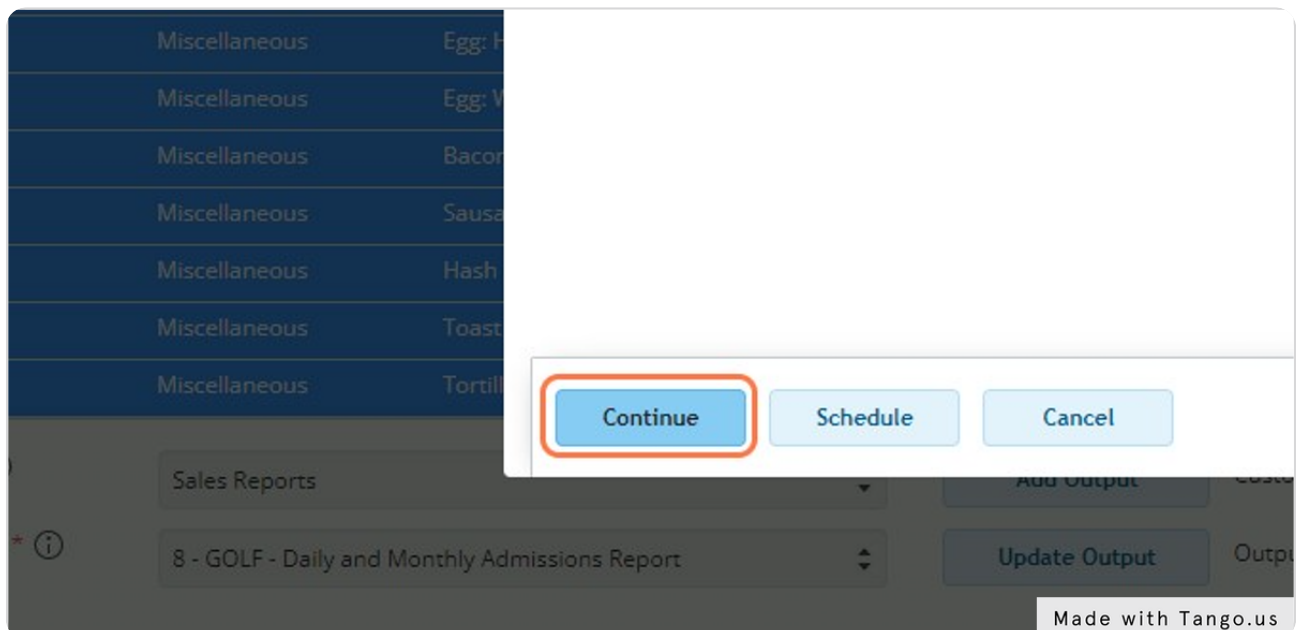
STEP 16

Select how you want your report to be delivered to you.



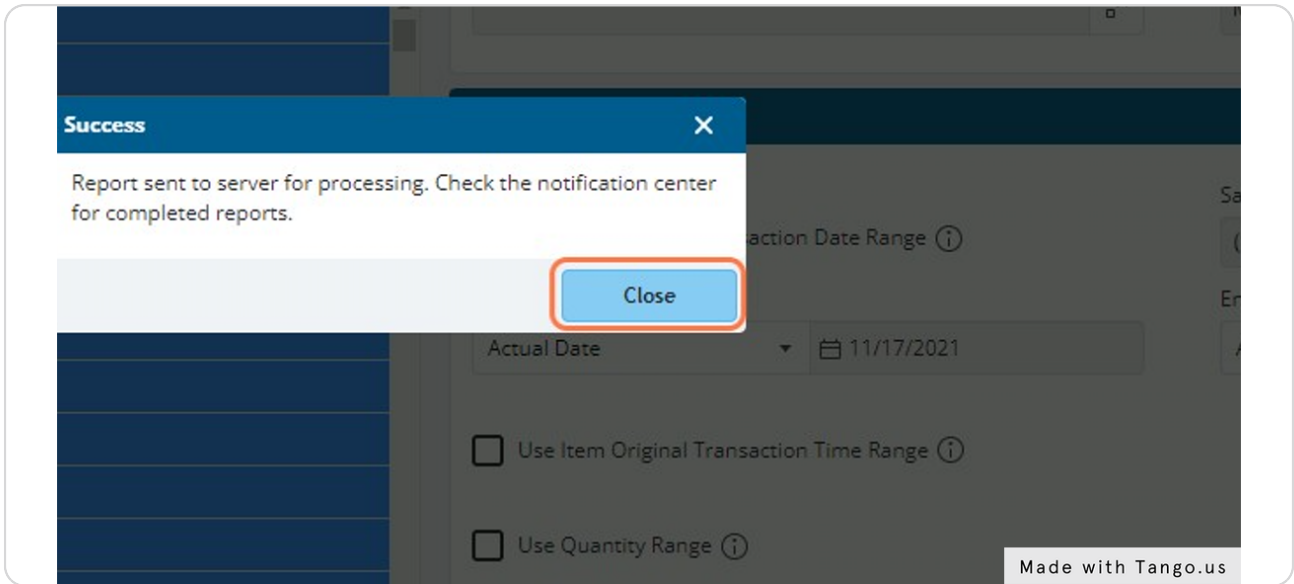
STEP 17

Click on Continue



STEP 18

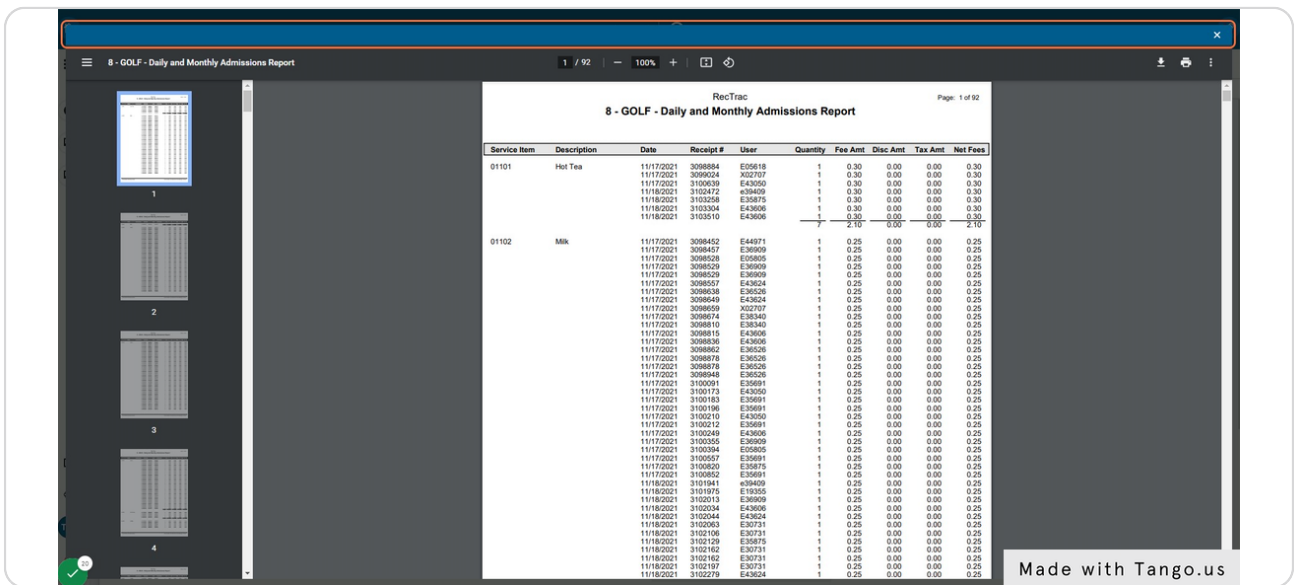
Your report will then begin to be generated. Click close on the success message



STEP 19

if you selected "Preview" as your delivery method, the full report will eventually pop up once it's done generating.

You have the option to save and download the report, or print the report as well.



Created in seconds with

Tango