Tango

Golf Reports

19 Steps <u>View on Tango</u>

Created by

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Log into RecTrac

STEP 2

Click on Menu

Menu	
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T.	Made with Tango.us

STEP 3

Search for and select "Report Output Management"

	← Filtered Results (2)		
0 F0	Q Report output	RE RE	C
₽ ₽	Report Output Management	Favorites 🖍	
		Global Sales Househo	
		Made with Tang	go.us



Type "GOLF"

Report Headers					
\$ C Z		Report Headers		Showing 0 of 471	Total Rec
Description	 Module/Group 	A Bas	se Table	Output Type	Status
∇ GOLĦ	V	(0)	Selected \$	(0) Selected 🗘	(1) Acti
Module/Group: Activity - Calendar					
 Module/Group: Activity - Financial 					
Module/Group: Activity - Instructor					
Module/Group: Activity - Membership					
Module/Group: Activity - Misc					
Module/Group: Activity - Roster				Made with Ta	ngo.us

STEP 5

1 - GOLF - Daily Summary Report

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

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	Options 🖾 Templates 🗹 (0)	C Refres	h Re	eport Hea	ders	Showing 1 of	f 1 Total Reco				
Desc	ription	•	Module/Group	•	Base Table	Output Type	Status				
7	1-	V		(0) Selected 💲	(0) Selected 🗘	(1) Active					
Module/Group: System - Financial											
1 - GOLF - Daily Summary Report			System - Financial								



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.

~	III Options ☐ Templates ☑ (1)	n Report Hea	ders	Showing 1 o	f 1 Total Recon
70	Description	Module/Group	Base Table	Output Type	Status
•	₽ 2-	∇	(0) Selected 🗘	(0) Selected 🗘	(1) Active
	▼ Module/Group: System - Financial	_			
	2 - GOLF - CC Payment Detail Breakdown	System - Financial	SACreditCard	Custom	Active
	2 - GOLF - CC Payment Detail Breakdown	System - Financial	SACreditCard	Custom	Active

STEP 7

3 - GOLF - Cash Drawer Report (Detail)

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

		resh Repo	ort Hea	ders	Showing 1 o	f 1 Total Record					
	I Options Templates (1) 2 Ref Description	Module/Group		Base Table	Output Type	Status					
	₽ 3-	∇		(0) Selected 🗘	(0) Selected 🗘	(1) Active					
ſ	▼ Module/Group: System - (No Group)										
	3 - GOLF - Cash Drawer Report (Detail)	System (No Group)	System - (No Group)		Custom	Active					



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.

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🕸 Options 🗖 Templates 🗹 (*		Report Headers		of 1 Total Recor	
Description	 Module/Group 	 Base Table 	Output Type	Status	
∀ 4-	V	(0) Selected	(0) Selected \$	(1) Active	
Module/Group: System - Financia 4 - GOLF - Profit Center Split	I System - Financ	ial SAGLDistribu	ıt Custom	Active	
4 - GOLF - Profit Center Split	System - Financ	ial SAGLDistribu	it Custom	Active	

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.

	© Options □ Templates ☑ (1) C Refres	h Report He	aders	Showing 1 o	f 1 Total Reco				
	Description	Module/Group	Base Table	Output Type	Status				
	∇ 6-	V	(0) Selected 🗘	(0) Selected 🗘	(1) Active				
Module/Group: System - Financial									
	6 - GOLF - Period Sales Report	System - Financial	SAGLDistribut	Custom	Active				



8 - GOLF - Daily and Monthly Admissions Report

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

8 - (0) Selected \$ (0) Selected \$	escription
	-
	∀ 8-
odule/Group: POS Service Item - Sales	Module/Group: POS Service Item - S
DLF - Daily and Monthly Admissions Report POS Service Item - Sales SADetail Custom	GOLF - Daily and Monthly Admission

STEP 11

Click on Run Report

Run Report Update Output	t More ▼ Made with Tango.us



Click on Continue

	Report Criteria Template (;)
	No Template Selected
	Do Not Show Me This Again?
	Continue
	Made with Tango.us

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.

	Report Output Ma	nagement (j)	POS Service Item Sales Rep	ort									
	Core Criteria HH / FM Criter	ia Transaction Criteria	Question/Answer Criteria										
•	POS Service Item	Sales Report											
70	Service Items DataGrid							0	Service Item Range				
	Options Template	s 🗹 (499) 🤁 Refresh	Service Items			1 to 19 o	of 499 (Filter	ed from 499)					
2	Service Item	 Record Type 	 Short Description 	Status	Type		SubType	CI	Use Service Item Range (i)		Service Item Status () (0) Selected		
	V	(0) Selected	• 7	(3) Active, L.	± ⊽	.2		. ⁶ 0	Service Item Code WildCard ①		WildCard Option (i)		•
	✓ 00001	Miscellaneous	Printer Test	Active	• •	0	0		Service Item Code WildCard ()	o ⁷⁰	Matches		•
	 00001 01101 	Miscellaneous	Hot Tea	Active						0	inductives.		
	 01101 01102 	Miscellaneous	Mik	Active					Transaction Filters				
	01103	Miscellaneous	luice	Active									
	✓ 01104	Miscellaneous	Hot Cocoa	Active					-		Sale Status 🛈		
	01105	Miscellaneous	Coffee	Active					Use Item Original Transaction Date Range (3)		(1) Sold		÷
	01106	Miscellaneous	Egg: Scrambled	Active					Begin Transaction Date ()		End Transaction Date ()		
	01107	Miscellaneous	Egg: Over Medium	Active					Actual Date • 🗎 11/17/2021		Actual Date	→	
	01108	Miscellaneous	Egg: Over Hard						Use Item Original Transaction Time Range ③				
	01109	Miscellaneous	Egg: Hard Boiled						Ose tem original transaction time range ()				
	01110		Egg: Whites						Use Quantity Range (j)				
	2 01111								Service Item Sale Archived (
	01112	Miscellaneous	Sausage						(1) No	\$			
	d 01113	Miscellaneous	Hash Browns	Active									
>	01114	Miscellaneous	Toast	Active					Primary Record Filters				
	C 01115	Miscellaneous	Tortilla	Active					Record Type ①				
2	Output Group (Sales Reports		•	Add Output		Custom Tit	le (j)			Default S	ettings Last Settings	Report Templates
	Output Template * (1)												



Click on Process

\$		
Default Settings	Last Settings	Report Templat
Default Settings		Report remplat
Process	Prev	Next
		Made with Tango.us

STEP 15

Select the format you wish to receive your report

						RECTRAC 🔗
utput Mana	gement	() POS SE	Report Options			
	Transaction Crit		File Format		Output Option	s
ce Item S	ales Repor	t	PDF ()		Print Repo	art (j)
ataGrid				Print Selection Criteria	Preview Re	eport ()
Templates	🗹 (499) 🏾 🕄 Re	efresh	CSV (Raw Data)	D	Email Repo	ort (j)
m 🔺	Record Type	 Short 			FTP Report	t (j)
	(0) Selected	\$ 7	Schedule Only Opti	ons	sFTP Repo	rt 🛈
		Prine			Printer List No	t Available
		Hot	Dashboard Chart	or Table	Send Report De	ebug Email To (;)
	Miscellaneous	Milk				Made with Tango.us



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STEP 16
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Select how you want your report to be delivered to you.

	RECTRAC 🔗		
rt Options		i ?	×
Format	Output Options		
PDF () Print Selection Criteria	Print Report ①		
CSV (Raw Data) (j)	Email Report ()		Item Status
XML ()	FTP Report ()		ected
hedule Only Options	sFTP Report ()		d Option (j)
Dashboard Chart or Table (i)	Printer List Not Available		-
			tus 🛈 d
			nsaction Date (j)
			Date + 🗄 11/18/2021
			Made with Tango.us

STEP 17

Click on Continue

	Miscellaneous	Egg: F				
		Egg: V				
		Bacor				
		Sausa				
		Hash				
		Toast				
		Tortill	Continue	Schedule	Cancel	
)	Sales Reports				Aud Output	Costo
* 🛈	8 - GOLF - Daily and	Monthly Adm	issions Report	•	Update Output	Outpu
					Made with T	ango.us



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

Success	×	
	cessing. Check the notification center	
for completed reports.		4
	action Date Range ()	
	Close	Į.
	Actual Date 🔹 🗄 11/17/2021	
	Use Item Original Transaction Time Range (i)	

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.

<u> </u>											
8 - GOLF - Daily and Monthly Admissions Report		1 / 92	- 100% +	1 🖸 🔇	5						± ē :
		8	- GOLF - Dail	Rec and Mor		nissions Re	eport		Pag	e: 1 of 92	
	Service Item	Description	Date	Receipt #	User	Quantity	Fee Amt	Disc Amt	Tax Amt	Net Fees	
· · · · · · · · · · · · · · · · · · ·	01101	Hot Tea		3098884 3099024 3100639 3102472 3103258 3103304 3103510	E05618 X02707 E43050 e39409 E35875 E43606 E43606	1 1 1 1 1 1 1 7	0.30 0.30 0.30 0.30 0.30 0.30 0.30 0.30	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.30 0.30 0.30 0.30 0.30 0.30 0.30 0.30	
2	01102	Mik	11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021	3098452 3098528 3098529 3098529 3098557 309858 3098649 3098659 3098659 3098674 3098810	E44971 E36909 E05805 E36909 E43624 E36526 E43624 X02707 E38340 E38340	*******	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	
			11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021	3098815 3098836 3098862 3098878 3098948 3100091 3100173 3100183 3100196 3100210	E43606 E43606 E36526 E36526 E36526 E36526 E36526 E35691 E43050 E35691 E35691 E43050		0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	
•			11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/17/2021 11/18/2021 11/18/2021	3100212 3100249 3100355 3100394 3100557 3100820 3100852 3101941 3101975	E35691 E43606 E36909 E05805 E35691 E35875 E35691 e39409 E19355		0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	
			11/18/2021 11/18/2021 11/18/2021 11/18/2021 11/18/2021 11/18/2021 11/18/2021 11/18/2021 11/18/2021	3102013 3102034 3102044 3102063 3102106 3102129 3102162 3102162 3102197	E36909 E43606 E43624 E30731 E30731 E30731 E30731 E30731 E30731	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.25 0.25 0.25 0.25 0.25 0.25 0.25 0.25	Made with Tango.u



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