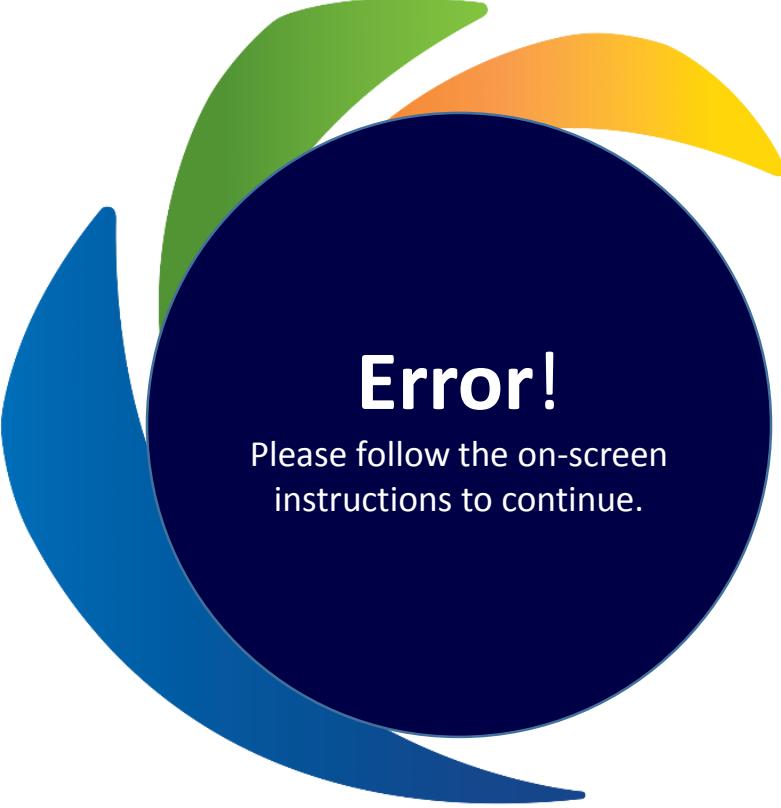




Before We  
Continue

Click to Begin



# Error!

Please follow the on-screen  
instructions to continue.

[Go Back](#)



# Complete

Please navigate to the next module  
in the course to continue.

[Restart Course](#)

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City of Carlsbad

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Favorites

FlexReg/Private Lessons

Membership

Population

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Registrations

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Customers

Organizations

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Admin

Front Desk x + Pending Receipt #1

Pending Receipt #1

Help

Receipt Actions

Registration

Enroll

Enroll from Waiting List

Transfer

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Sell

Refund/Withdraw

Refund/Withdraw Transaction

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Refund from Account

Pay on Account

Donation

Make Donation

Trainer Site Pay Finish Cancel

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Tip:

Select the **Reports** module

This is where we print all reports

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City of Carlsbad

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**Favorites**

- Activity Totals
- Enroll
- Enroll In Class
- Instructor Payment Due
- Roster - with Payments

**Reservation Reports**

- Calendar - Daily
- Calendar - Weekly
- Calendar - Monthly
- Permit Master
- Reservation Master

**Registration Reports**

- Activity Attendance Sheet
- Activity Attendance Sheet - Daily
- Activity Overview
- Activity Totals
- Roster - Brief
- Roster - with Payments
- Roster - Expanded
- Facility Usage

**FlexReg/Private Lessons Reports**

- Attendance Sheet
- Attendance Sheet - Daily
- Programs
- Roster

**Membership Reports**

- Membership Usage
- Membership Autorenewal
- Membership by Customer
- Membership by Package

**Daily Close Reports**

- Account Distribution
- Cash Distribution by Account
- Cash Receipts**
- Refunds

**Financial Reports**

- A/R Aging
- A/R Statements
- A/R Summary
- A/R Transactions
- Payment Plan
- Receipt Audit

Help

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**Tip:**

Select the **Cash Receipts** option from the **Daily Close Reports** section.

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Reports x \* Reports Home > Cash Receipts Report Cash Receipts Report Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User [ ] Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations [ ] Remove

Payment Types [ ] Remove

Alternate Key Value [ ] Remove

Cash Out Reports [ ] Remove

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**NOTE:**  
Today's date is automatically input for you.

**Tip:**

*After verifying the date, select Workstations*

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Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

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Recreation

Workstation	Location	Category
Stagecoach-032	--	Carlsbad Parks & Recreation
Stagecoach-033	--	Carlsbad Parks & Recreation
Stagecoach-034	--	Carlsbad Parks & Recreation
z - ActiveNet Support	--	Carlsbad Parks & Recreation
z - Administration	--	Carlsbad Parks & Recreation
Z-Rec Admin-035	--	Carlsbad Parks & Recreation
Z-Rec Admin-036	--	Carlsbad Parks & Recreation
Z-Rec Admin-037	--	Carlsbad Parks & Recreation

Add All Selected    Remove All Selected    Done

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**Tip:**

Select all workstations for your location.

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Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

Help

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Recreation

<input checked="" type="checkbox"/>	Stagecoach-032	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Stagecoach-033	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Stagecoach-034	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - ActiveNet Support	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	z - Administration	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-035	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-036	--	Carlsbad Parks & Recreation
<input type="checkbox"/>	Z-Rec Admin-037	--	Carlsbad Parks & Recreation

Add All Selected Remove All Selected Done

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Tip:

Select the next workstation in the list

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Recall / Schedule a saved report definition

**Filters**

Selection	Value
Receipt Date/Time	From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM
System User	[Empty]
Transaction Site	Carlsbad Parks & Recreation
Workstations	[Empty]
Payment Types	[Empty]
Alternate Key Value	[Empty]
Cash Out Reports	[Empty]

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Recreation
<input checked="" type="checkbox"/> Stagecoach-032 -- Carlsbad Parks & Recreation
<input checked="" type="checkbox"/> Stagecoach-033 -- Carlsbad Parks & Recreation
<input type="checkbox"/> Stagecoach-034 -- Carlsbad Parks & Recreation
<input type="checkbox"/> z - ActiveNet Support -- Carlsbad Parks & Recreation
<input type="checkbox"/> z - Administration -- Carlsbad Parks & Recreation
<input type="checkbox"/> Z-Rec Admin-035 -- Carlsbad Parks & Recreation
<input type="checkbox"/> Z-Rec Admin-036 -- Carlsbad Parks & Recreation
<input type="checkbox"/> Z-Rec Admin-037 -- Carlsbad Parks & Recreation

Add All Selected    Remove All Selected    Done

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**Tip:**

Select the next workstation in the list

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Recall / Schedule a saved report definition

Filters

Selection Value

Receipt Date/Time From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM

System User Remove

Transaction Site Carlsbad Parks & Recreation Remove

Workstations Remove

Payment Types Remove

Alternate Key Value Remove

Cash Out Reports Remove

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Recreation

<input checked="" type="checkbox"/> Stagecoach-032	--	Carlsbad Parks &	--
<input checked="" type="checkbox"/> Stagecoach-033	--	Carlsbad Parks &	--
<input checked="" type="checkbox"/> Stagecoach-034	--	Carlsbad Parks &	--
<input type="checkbox"/> z - ActiveNet Support	--	Carlsbad Parks &	--
<input type="checkbox"/> z - Administration	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-035	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-036	--	Carlsbad Parks &	--
<input type="checkbox"/> Z-Rec Admin-037	--	Carlsbad Parks &	--

Add All Selected Remove All Selected Done

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*Tip:*

*Click Done when all are selected*

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Cash Receipts Report

Recall / Schedule a saved report definition

▼ Filters

Selection	Value
Receipt Date/Time	From: Jan 11, 2017 12:00 AM Through: Jan 11, 2017 11:59 PM
System User	[Empty]
Transaction Site	Carlsbad Parks & Recreation
Workstations	Stagecoach-032 Stagecoach-033 Stagecoach-034
Payment Types	[Empty]
Alternate Key Value	[Empty]
Cash Out Reports	[Empty]

Remove Remove Remove Remove Remove Remove

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Tip:

*Collapse the first table.*

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Reports x \* Reports Home > Cash Receipts Report

Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Options

Name Values  
Notes

Summary Report   Include Payment total of users

Include Cash Out ID?

Voided Status Both

Credit Card Transaction All

Group By

Sort by Receipt Number

Output Type Adobe Acrobat Reader

Run Report Cancel

Save Report Definition

Report Title

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Tip:

*Click Summary Report.*

This will only display subtotals and totals – not transaction numbers

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Cash Receipts Report

Recall / Schedule a saved report definition

Filters

Options

Name Values  
Notes

Summary Report  Include Payment total of users

Include Cash Out ID?

Voided Status Both

Credit Card Transaction All

Group By

Sort by Receipt Number

Output Type Adobe Acrobat Reader

Run Report Cancel

Save Report Definition

Report Title

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Tip:

Run the Report



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Jan 11, 2017

2:37 PM

# Cash Receipts Report (Summary)

Receipt Date/Time: From Jan 11, 2017 12:00 AM through Jan 11, 2017 11:59 PM

Transaction Site: Carlsbad Parks &amp; Recreation

Workstations: Stagecoach-032, Stagecoach-033, Stagecoach-034

## Cash Drawer Totals

Cash: +	\$0.00
Cash Refunds: -	\$0.00
<b>Sub-Total Cash: =</b>	<b>\$0.00</b>
Check: +	\$0.00
<b>Sub-Total Cash/Check: =</b>	<b>\$0.00</b>
Gift Card: +	\$0.00
Cash/Check/GC: =	\$0.00
Memo: +	\$0.00
C/Memo: =	\$0.00

## Grand Totals

Total Cash Drawer: +	\$0.00
Sub-Total Manual Deduct: +	\$0.00
<b>Grand Total: =</b>	<b>\$0.00</b>
Sub-Total From Account: +	\$0.00
<b>Grand Total With From Account: =</b>	<b>\$0.00</b>
Sub-Total From ECP: +	\$ 0.00
<b>Grand Total With ECP: =</b>	<b>\$ 0.00</b>

**Tip:***This sheet is reported to Finance*

Part of the Cash Out process includes printing this sheet.

When you are finished reviewing this report, click **Finish** to move on.**Finish**