



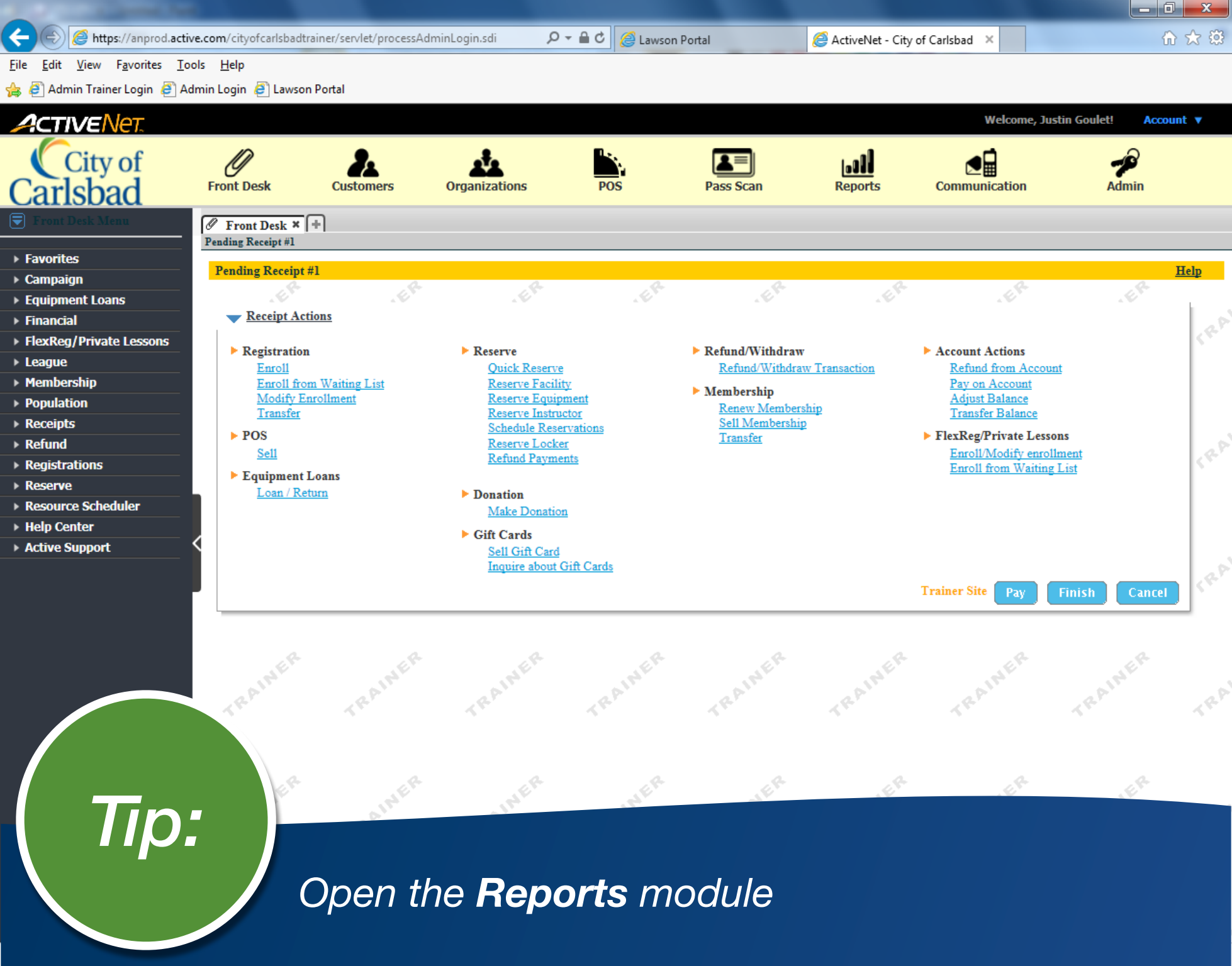
Reports

Now that you are accustomed to the common practices of ActiveNet, you are about to get familiar with a couple of reports you may need to work with.

This section teaches how to run a **Summary Cash Receipt** report and an **A/R Aging** report. The *Cash Receipt* report is ran at the end of every day/weekday (depending which center you are located) and shows each transaction that was posted while the summary report solely displays the totals for each payment method.

The **A/R Aging** report should be completed once at the start of every month. The purpose of this report is to break down which customers (organizations and patrons alike) owe monetary funds.

To be completed . . .



- Front Desk Menu
- Favorites
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- FlexReg/Private Lessons
- League
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- Population
- Receipts
- Refund
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- Reserve
- Resource Scheduler
- Help Center
- Active Support

Front Desk * +

Pending Receipt #1

Pending Receipt #1 Help

Receipt Actions

<p>Registration</p> <ul style="list-style-type: none">EnrollEnroll from Waiting ListModify EnrollmentTransfer	<p>POS</p> <ul style="list-style-type: none">Sell	<p>Equipment Loans</p> <ul style="list-style-type: none">Loan / Return	<p>Reserve</p> <ul style="list-style-type: none">Quick ReserveReserve FacilityReserve EquipmentReserve InstructorSchedule ReservationsReserve LockerRefund Payments	<p>Donation</p> <ul style="list-style-type: none">Make Donation	<p>Gift Cards</p> <ul style="list-style-type: none">Sell Gift CardInquire about Gift Cards	<p>Refund/Withdraw</p> <ul style="list-style-type: none">Refund/Withdraw Transaction	<p>Membership</p> <ul style="list-style-type: none">Renew MembershipSell MembershipTransfer	<p>Account Actions</p> <ul style="list-style-type: none">Refund from AccountPay on AccountAdjust BalanceTransfer Balance	<p>FlexReg/Private Lessons</p> <ul style="list-style-type: none">Enroll/Modify enrollmentEnroll from Waiting List
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Trainer Site Pay Finish Cancel

Tip:

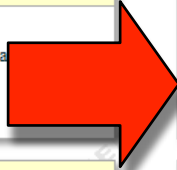
Open the **Reports** module

- Reports Menu
- ▶ Favorites
 - ▶ Ad Hoc Report setup
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 - ▶ Active Support

Reports Home

Reports Home [Help](#)

Favorites	Registration Reports	FlexReg/Private Lessons Reports	Daily Close Reports
<ul style="list-style-type: none">• Enroll• Enroll In Class• Facility Schedule Report• Transaction Comparison	<ul style="list-style-type: none">• Activity Attendance Sheet• Activity Attendance Sheet - Daily• Activity Overview• Activity Totals• Roster - Brief• Roster - with Payments• Roster - Expanded• Facility Usage	<ul style="list-style-type: none">• Attendance Sheet• Attendance Sheet - Daily• Programs• Roster	<ul style="list-style-type: none">• Account Distribution• Cash Distribution by Account• Cash Receipts• Refunds
Reservation Reports	Instructor Reports	Membership Reports	Financial Reports
<ul style="list-style-type: none">• Calendar - Daily• Calendar - Weekly• Calendar - Monthly• Permit Master• Reservation Master	<ul style="list-style-type: none">• Instructors• Instructor Schedule• Instructor Weekly Schedule• Instructor Attendance	<ul style="list-style-type: none">• Membership Usage• Membership Autorenewal• Membership by Customer• Membership by Package	<ul style="list-style-type: none">• A/R Aging• A/R Statements• A/R Summary• A/R Transactions• Payment Plan• Receipt Audit



Open Cash Receipts.
This is the report to be ran at the end of the business day.

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 - Population Reports
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 - Reservation Reports
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Reports x

Reports Home » Cash Receipts Report

Cash Receipts Report [Help](#)

[Recall / Schedule](#) a saved report definition

Filters

Selection	Value
Receipt Date/Time	From: Jul 27, 2016 12:00 AM Through: Jul 27, 2016 11:59 PM
System User	<input type="text"/> Remove
Transaction Site	Carlsbad Parks & Recreation Remove
Workstations	<input type="text"/> Remove
Payment Types	<input type="text"/> Remove
Alternate Key Value	<input type="text"/> Remove
Cash Out Reports	<input type="text"/> Remove

Options



[Run Report](#) [Cancel](#)

[Report Definition](#)

*Choose the **Workstation** in which you wish to run.*

Workstation ListHelp

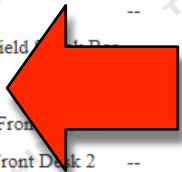
To select items click links below.

Select	Name	Facility	Site	Group
<input type="checkbox"/>	ANPAC	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	ANPAC - Ballfield	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Calavera Hills	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Cultural Arts - Front	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Cutural Arts - Front Deck 2	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill-018	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill-019	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Harding	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Lagoon Permits	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Leo Carrillo	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Monroe St Pool	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Safety Center	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Sr. Center	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Stagecoach	--	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



Tip:

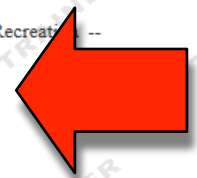
For Sake of example, select **Calavera**.

Workstation List Help

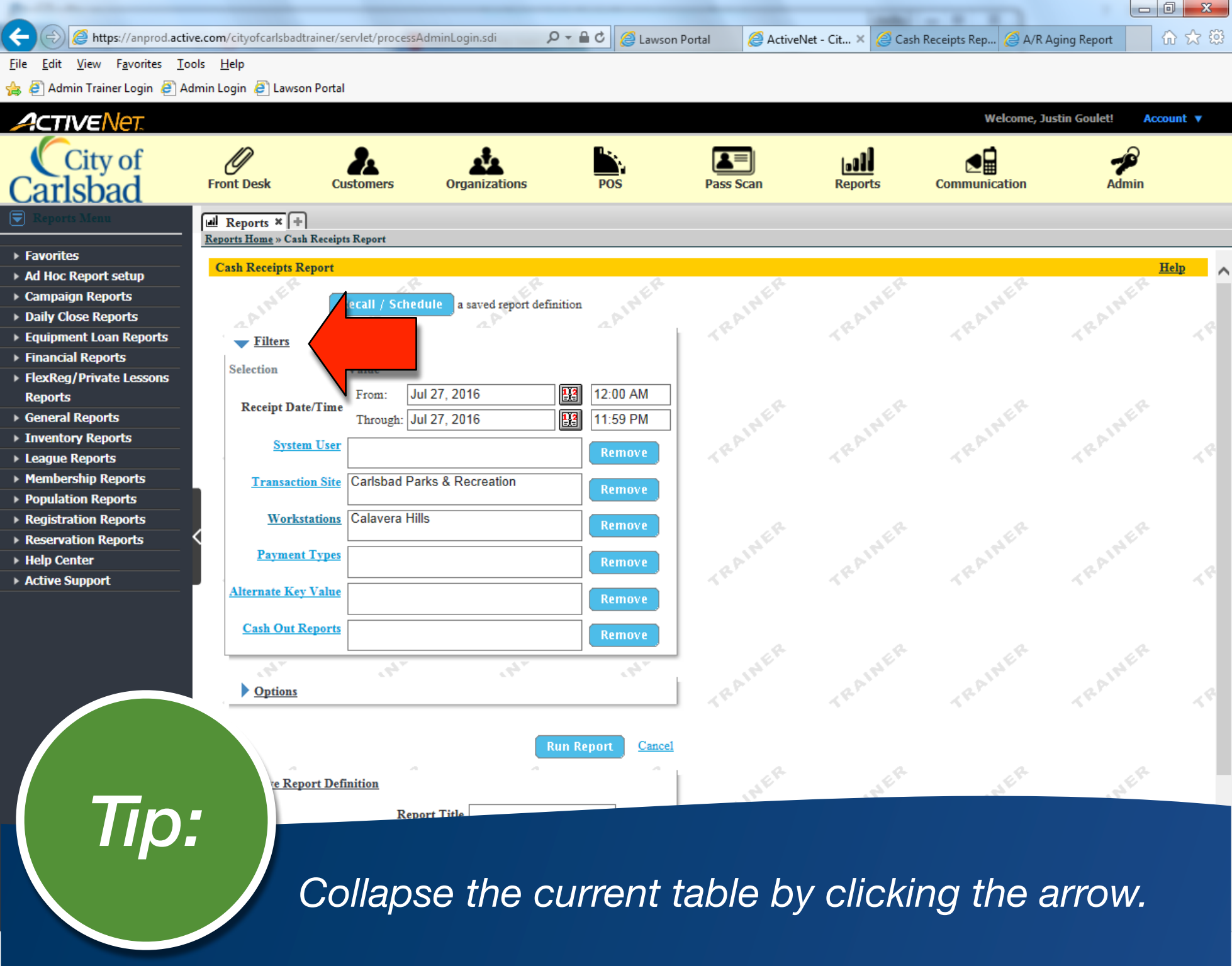
To select items click links below.

Select	Name	Facility	Site	Group
<input type="checkbox"/>	ANPAC	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	ANPAC - Ballfield Snack Bar	--	Carlsbad Parks & Recreation	--
<input checked="" type="checkbox"/>	Calavera Hills	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Cultural Arts - Front Desk 1	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Cutural Arts - Front Desk 2	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill-018	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Dive In Grill-019	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Harding	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Lagoon Permits	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Leo Carrillo	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Monroe St Pool	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Safety Center	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Sr. Center	--	Carlsbad Parks & Recreation	--
<input type="checkbox"/>	Stagecoach	--	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



Select Done



Filters

Selection

Receipt Date/Time From: Jul 27, 2016 12:00 AM Through: Jul 27, 2016 11:59 PM

[System User](#) [Remove](#)

[Transaction Site](#) [Remove](#)

[Workstations](#) [Remove](#)

[Payment Types](#) [Remove](#)

[Alternate Key Value](#) [Remove](#)

[Cash Out Reports](#) [Remove](#)

[Options](#)

[Run Report](#) [Cancel](#)

Tip:

Collapse the current table by clicking the arrow.

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

Lawson Portal

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Admin Trainer Login Admin Login Lawson Portal

ACTIVENet

Welcome, Justin Goulet! Account

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Reports * +

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Cash Receipts Report Help

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

Set as Default for Me?

Tip:

Select the **Summary** checkbox.
Not doing so will display all transactions that occurred at the location during the selected timeframe.

ACTIVE*Net*

City of Carlsbad

Front DeskCustomersOrganizationsPOSPass ScanReportsCommunicationAdmin

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Reports * +

Reports Home » Cash Receipts Report

Cash Receipts Report

Recall / Schedule

a saved report definition

Filters

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NameValues

Notes

Summary Report☒

☐ Include Payment total of users

Include Cash Out ID?☐

Voided StatusBoth

Credit Card TransactionAll

Group By

Sort byReceipt Number

Output TypeAdobe Acrobat Reader

Run Report

Save Report Definition

Report Title

Set as Default for Me?

Tip:

Run the Report

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Cash Receipts Report (Summary)

Jul 27, 2016 3:40 PM

Receipt Date/Time: From Jul 27, 2016 12:00 AM through Jul 27, 2016 11:59 PM

Transaction Site: Carlsbad Parks & Recreation

Workstations: Calavera Hills

Next Page

Cash Drawer Totals

Cash: +	\$0.00
Cash Refunds: -	\$0.00
Sub-Total Cash: =	\$0.00
Check: +	\$0.00
Sub-Total Cash/Check: =	\$0.00
Gift Card: +	\$0.00
Sub-Total Cash/Check/GC: =	\$0.00
Memo: +	\$0.00
Check/GC/Memo: =	\$0.00
Credit Card: +	\$0.00
Refunds: -	\$0.00
Credit Card:	\$0.00

Grand Totals

Total Cash Drawer: +	\$0.00
Sub-Total Manual Deduct: +	\$0.00
Grand Total: =	\$0.00
Sub-Total From Account: +	\$0.00
Grand Total With From Account: =	\$0.00
Sub-Total From ECP: +	\$ 0.00
Grand Total With ECP: =	\$ 0.00
Sub-Total From Journal Entries: +	\$ 0.00
Grand Total With Journal Entries: =	\$ 0.00

Tip:

Follow the attached document for assistance on the proper procedure for **Balancing**.



Complete!

Please Navigate to the next module
within this course to continue

Start Over