



Army Standard Payment Codes

Conversion Instructions for RecTrac Conversion Rules

1. When using the Payment Code conversion program you must only process 1 pay code at a time. Doing more than 1 pay code will corrupt your database.
2. To further eliminate the possibility of corruption, the conversion program should be run at night.
3. All drawers must be closed out before running the conversion process.
4. After running the conversion program all Quick payment touch buttons must be changed to reflect the new Payment Code number.
5. **Recommend changing the naming convention on a specific start date rather than running the conversion process. NOTE that the conversion process is a lengthy process and must be completed in sequential order to prevent loss of data.**

Conversion Steps

1. Close out all drawers
2. Run Conversion utility
 - a. Move Installation specific Pay Codes to numbers 11 or higher
 - b. Relocate standard Pay Codes to their new numbers
3. Edit Quick Payment Buttons
4. Validate Wildcard Cost Center Setup on Drawer Devices
5. Validate Cost Center setup on pay codes



Army Standard Pay Code Listing

- Pay Code 1-29 Reserved for FMWRC Standards (If multiple Garrisons need the same pay code, FMWRC should be notified to standardize.)
- Pay Code: 1
 - a. Description: E Checks (Chase Contract)
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Check
- Pay Code: 2
 - a. Description: Cash
 - b. GL Code: 111
 - c. Cost Center: Blank
 - d. Type: Cash
- Pay Code: 3
 - a. Description: Visa, MasterCard
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 4,5
- Pay Code: 4
 - a. Description: American Express/Other Credit Cards
 - b. GL Code: 139
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 3
- Pay Code: 5
 - a. Description: MWR Card Private Label
 - b. GL Code 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 6030
- Pay Code: 6
 - a. Description: Foreign Currency
 - b. GL Code: 102
 - c. Cost Center: Blank
 - d. Type: F' Currency
- Pay Code: 7
 - a. Description : Journal Pay
 - b. GL Code: 140 RecTrac 501 CYMS
 - c. Cost Center: Blank
 - d. Type: Misc



- Pay Code: 8
 - a. Description: Paper Checks/eChecks (Local Bank)
 - b. GL Code: 111
 - c. Cost Center: Blank
 - d. Type: Misc
 - e. Prefix:
- Pay Code 9
 - a. Description: Money Order/Trvlr's Ck/Cashier Ck
 - b. GL Code 111
 - c. Cost Center: Blank
 - d. Type: Cash
- Pay Code 10
 - a. Description: Gift Certificates
 - b. GL Code 267
 - c. Cost Center: Blank
 - d. Type: G'Certif
- Pay Code 11
 - a. Description: Transfers Between Activities
 - b. GL Code 289
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 12
 - a. Description: Rain Checks
 - b. GL Code: 267
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 13
 - a. Description: Bad Debt Expense
 - b. GL Code: 661
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 14
 - a. Description: Miscellaneous Expense
 - b. GL Code: 799
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 15
 - a. Description: Employee Discount
 - b. GL Code: 548
 - c. Cost Center: Blank
 - d. Type: Misc



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- Pay Code 16
 - a. Description: Employee Meals
 - b. GL Code: 306
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 17
 - a. Description: Promotions Expense
 - b. GL Code: 669
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 18
 - a. Description: Coupons/Cust Disc (Non Resale)
 - b. GL Code: 548
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 19
 - a. Description: Coupons/Cust Disc (Resale)
 - b. GL Code: 305
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 20
 - a. Description: MWR Gift Card
 - b. GL Code 110
 - c. Cost Center: Blank
 - d. Type: Gift Card
 - e. Prefix: 603571
- Pay Code: 21
 - a. Description: Discover
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - Prefix: 6011
- Pay Code **30-49 Reserved for Local Garrison Use**
- Pay Code **50-59 Reserved for GWOT Tracking No Longer Used other than Historical**
- Pay Code **60-69 Reserved for Financial Management**
- Pay Code 60
 - a. Description: Accounts Payable
 - b. GL Code: 240
 - c. Cost Center: Blank
 - d. Type: Journal
- Pay Code **70-79 Reserved for CYMS Primary Use (but may be used to track equivalent data in RecTrac/GolfTrac)**



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- Pay Code 70
 - a. Description: AFC 20% FD/PD Reduction
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 71
 - a. Description: AFC CAT 1 Fees
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 72
 - a. Description: Mandatory Deployment Mtgs
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 73
 - a. Description: Employee Reductions
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 74
 - a. Description: AFC FRG Meetings (ACS Funded)
 - b. GL Code: 136
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 75
 - a. Description: AFC Memorial Care
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 76
 - a. Description: AFC SKIES
 - b. GL Code: 534
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 77
 - a. Description: AFC Sports
 - b. GL Code: 501
 - c. Cost Center: Blank
 - d. Type: Disc/Agency
- Pay Code 78
 - a. Description: Reserved for CYMS AFC
 - b. GL Code: Blank



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- c. Cost Center: Blank
 - d. Type: blank
- Pay Code 79
 - a. Description: Reserved for CYMS AFC
 - b. GL Code: Blank
 - c. Cost Center: Blank
 - d. Type: Blank
- Pay Code **80-89 Reserved for Voice/Manual Processing with Customer Payment Solutions (CPS) and WebTrac Processing**
- Pay Code 80
 - a. Description: Credit Card Voice Auth
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: vauth
- Pay Code 81
 - a. Description: Credit Card Manual Auth
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: manual
- Pay Code 82
 - a. Description: Checks for Deposit from eCheck
 - b. GL Code: 111
 - c. Cost Center: Blank
 - d. Type: Check
 - e. Prefix: deposit
- Pay Code 83
 - a. Description: Web American Express
 - b. GL Code: 139
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 3
- Pay Code 84
 - a. Description: Web VISA
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 4
- Pay Code 85
 - a. Description: Web Mastercard
 - b. GL Code: 110
 - c. Cost Center: Blank



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- d. Type: Cr Card
 - e. Prefix: 5
- Pay Code 86
 - a. Description: Web Discover
 - b. GL Code: 110
 - c. Cost Center: Blank
 - d. Type: Cr Card
 - e. Prefix: 6
- Pay Code **90-99 Reserved for System Functions**
- Pay Code 90
 - a. Description: Accrual Posting
 - b. GL Code: 267
 - c. Cost Center: Blank
 - d. Type: System
- Pay Code 96
 - a. Description: Accounts Receivables Posting
 - b. GL Code: 140
 - c. Cost Center: Blank
 - d. Type: System
- Pay Code 97
 - a. Description: RecTrac Refund Checks
 - b. GL Code:
 - c. Cost Center: Blank
 - d. Type: Misc
- Pay Code 98
 - a. Description: Refund from Finance
 - b. GL Code: 240
 - c. Cost Center: Blank
 - d. Type: Journal
- Pay Code 99
 - a. Description: System
 - b. GL Code: 267
 - c. Cost Center: Blank
 - d. Type: System



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Running the Payment Code Conversion Program

1. The Payment Code Conversion program is found under Utilities→System→Conversion Utilities→Pay Code Conversion.



2. In order to save the history of Payment code, payment codes must be transferred and not deleted. In the Payment Code conversion program you will choose what Payment Code you are moving and what you are moving it too. You must move current Payment Codes into Payment Codes that do not exist.

Pay Code Conversion

Old Pay Code ↑ ↓ Check

New Pay Code

Note: Running the Payment Code conversion program could take hours to complete! Keep in mind the more sales history you have in the system the longer it will take to run the utility.

Edit Quick Payment Buttons in Touch Screen Maintenance

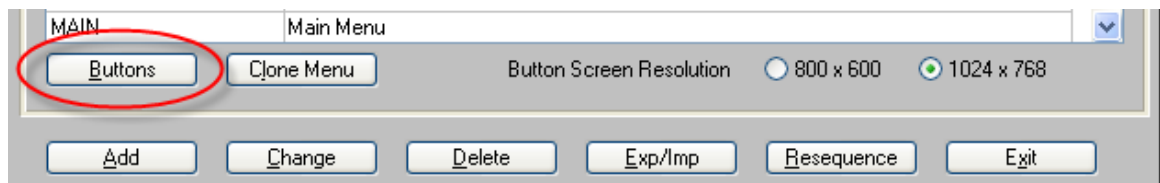


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1. Go to Files→POS→Touch Screen Maintenance.



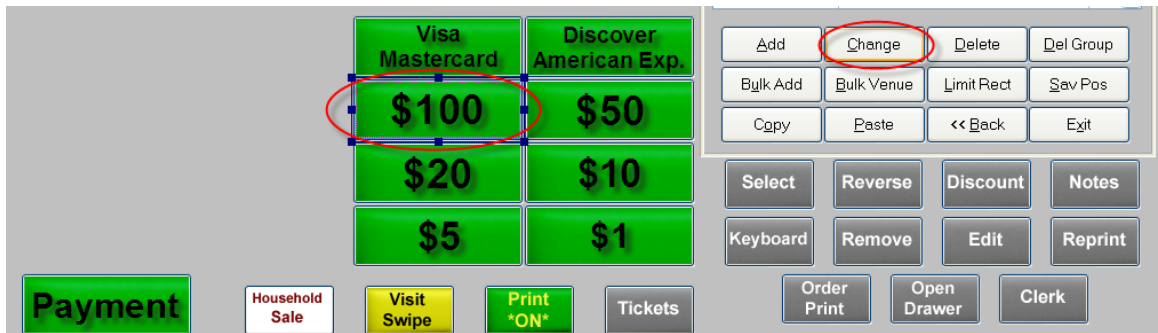
2. At the bottom of the screen click the **Buttons** button.



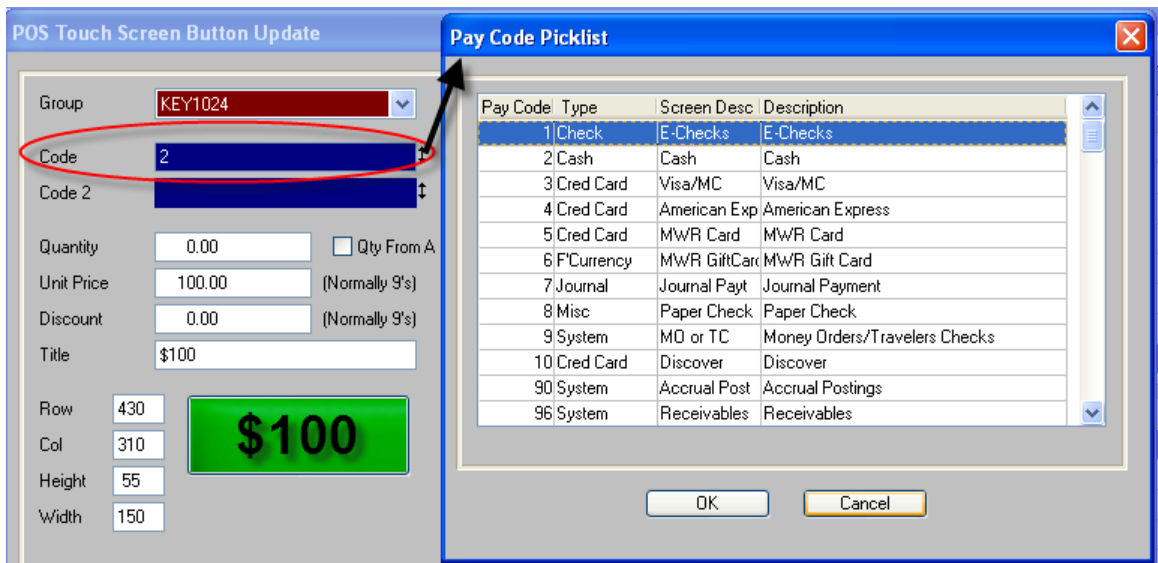
3. Highlight one of the quick payment buttons and press **change**.



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4. In the POS Touch Screen Button Update screen, validate the correct Payment Code by right clicking in the **Code** picklist field.
5. Double click on the correct Payment Code.



6. Choose **OK** at the bottom of the screen.
7. Repeat this process for **ALL** payment codes.

Wildcard Cost Center for Drawer Device

1. Go to Files→System→Setup Codes and File Listings→Device Links



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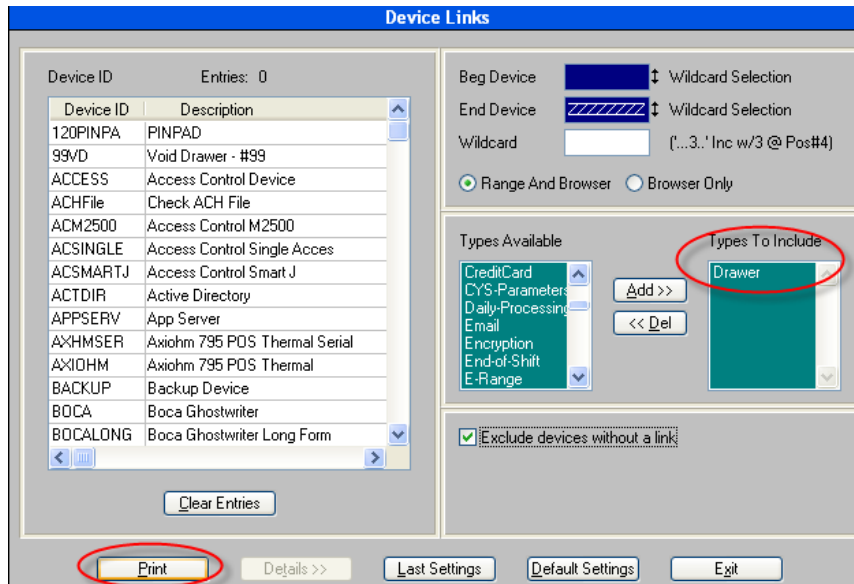
Note: For each location that is running End of Shift, all drawer devices at that location must be setup to Wildcard by Cost Center. This tells the End of Day reports what that locations primary Cost Center for income is.

The screenshot shows the RecTrac software interface. At the top, the window title is "10.1 Testing DB Rel 10.1i Reports 04/10/08 120". The menu bar includes "Func", "Global", "Activity", "Facility", "Pass", "League", "POS", "Rent", "Court", "Lock", "Trip", "Incdnt", "System", "Golf", "CYS", and "PT". A dropdown menu is open under "System", showing a list of reports and utilities. The "Device Links" option is highlighted with a red circle. Below the menu, there is a grid of buttons for various functions such as "Activity Registrations", "Bottom Line Report", "Bulk Permission Assign", "Printer/Device Maintenance", "Status Parameters", "Activity Cancel/Change", "Household Maintenance", "Installation Bill / Auto Debit", "Device Assignments", "Security Maintenance", "Activity Xfer (Individual)", "Daycare Registrations", "Invoices / Statements", "Schedule Events Maint.", "Schedule Misc. Pro", "Activity Inquiry", "Visit Check-In", "Misc. Income & Exp. Posting", "Global Sales", "Global Cancel/Ch", "Activity Roster", "Access Control Processing", "GL Distribution Interface", "Login As New User", "Cash / GL History Fi", "League Maintenance", "Pass Registrations", "Refund Interface", "Custom Program Loader", "Get VSI Alert", "League Sched. Gen.", "Pass Renewals", "Refund Report", "Blob Explorer", "Household Inquiry", "CC Batch Number Change", "League Score Update", "Pass Transfers", "Cash/GL Comparison", "Cash Journal", "GL Distribution", "Tip Processing", "League Sched. Maintenance", "Pass Detail Changes", "Quick Rept. Reprint", "Date Change", "CC Auth. Reprint", "Locker Inquiry", "League Sched. Print", "Pass Transfers", "Quick Rept. Reprint", "Date Change", "CC Auth. Reprint". At the bottom, there is a row of buttons: "Files", "Inquiry", "Daily", "Period End", "Reports", "Utilities", "Help?", and "Exit". A status bar at the very bottom reads "Select a Button or Menu-Item to run a Procedure".

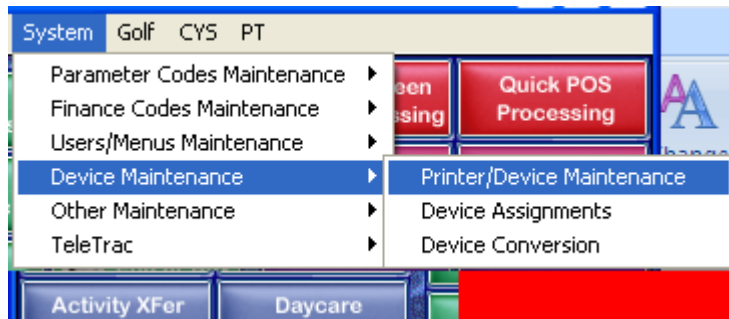
2. Run the report to show all drawer devices by only including **Drawer** type devices in the **Add/Delete** column listing.



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3. Choose **Print** and **Preview**.
4. Use the following report to get a list of all Drawer Devices you will need to edit.
5. Choose **Exit** at the bottom of the Device Links report screen.
6. Go to Files→System→Device Maintenance→Printer Device Maintenance



7. Find one of the drawers you have linked using the Device Links report.
8. Highlight the drawer device and choose **Change**.



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ID	Description	Type	Sub-Type
DRAW002	Drawer 002	Drawer	Drawer
DRAW003	Drawer 003	Drawer	Drawer
DRAW004	Drawer 004	Drawer	Drawer
DRAW005	Drawer 005	Drawer	Drawer
DRAW006	Drawer 006	Drawer	Drawer
ESEEK	E-Seek M200	Input	Serial M200
ELT2QRTL	Eltron 2742 2 1/4" Inventory Lbls	Printer	Eltron 2742
ELT-BAGT	Eltron 2742 Bag Tags	Printer	Eltron 2742
ELT-GC	Eltron 2742 Gift Certificates	Printer	Eltron 2742
ELT-KEY	Eltron 2742 Key FOBs	Printer	Eltron 2742
ELTRON27	Eltron 2742 Label Stock 1"	Printer	Eltron 2742
ELTTCKTS	Eltron 2742 Label Stock 1" Tickets	Printer	Eltron 2742
ELT2INLB	Eltron 2742 Label Stock 2"	Printer	Eltron 2742
ELTRON	Eltron TLP 2844	Printer	Eltron 2742
LOCCEMACH	Emachine	Location	Location

After Record Update Reposition Browser By: Current Record Next Record

9. In the drawer properties right click in the **Wildcard Cost Center** field and choose that locations primary Cost Center.

Note: This **Wildcard Cost Center** field allows End of Shift balance sheet entries to be specific to the location that is posting the End of Shift.

Cash Drawer Details

Type: Drawer ID: DRAW003 Desc: Drawer 003
Sub-Type: Drawer Status: Active Inactive

Logical Drawer Number: 3 Drawer Label: Drawer 3
Drawer #1: 0
Drawer #2: 0

Force Drawer Assignment on Clerk Change
 Allow Multiple Clerks in Same Drawer
 Input Starting Cash on Clerk Change (Required if using End-of-Shift Process) Default Starting Cash: 100.00
Valid Cash Drawers: Allow \$0.00 as Starting Cash

Wildcard Cost Center:

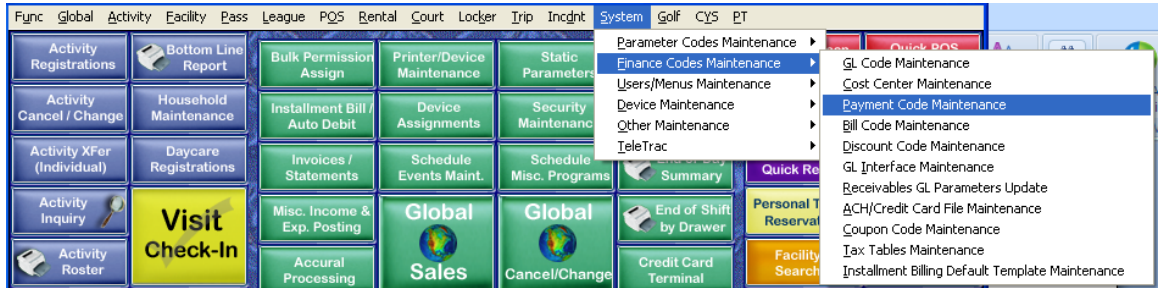
10. Choose **Done**.
11. Choose **Exit**.
12. Repeat steps 8 thru 10 for all linked drawers.

Pay Code Cost Center Setup

1. Files→System →Finance Code Maintenance→ Payment Code Maintenance



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2. Highlight the first Payment Code and press **Change**.

Pay Code	Type	Screen Desc	Status	Description	G/L Code	Cost Center	Cost Center W/Card
1	Check	E-Checks	A	E-Checks	110		Yes
2	Cash	Cash	A	Cash	111		Yes
3	Cred Card	Visa/MC	A	Visa/MC	110		Yes
4	Cred Card	American Exp	A	American Express	139		Yes
5	Cred Card	MWR Card	A	MWR Card	110		Yes
6	FCurrency	MWR GiftCard	A	MWR Gift Card	136		Yes
7	Journal	Journal Payt	A	Journal Payment	111		Yes
8	Misc	Paper Check	A	Paper Check	111		Yes
9	System	MO or TC	A	Money Orders/Travelers Checks	111		Yes
10	Cred Card	Discover	A	Discover	139		Yes
90	System	Accrual Post	A	Accrual Postings			No
96	System	Receivables	A	Receivables	1007		No
97	Misc	RecTrac Ref	A	RecTrac Refund			No
98	Journal	Journal	A	Journal	1007		Yes
99	System	System	A	System			Yes

After Record Update Reposition Browser By: Current Record Next Record

3. Make sure that **Make Balance Sheet Entries Cost Center Specific** is toggled on.



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Note: Making balance sheet entries Cost Center specific is what tells the system to look at the Wildcard Cost Center we attached to the locations drawer device(s).

The screenshot shows the 'Core Information' tab of the RecTRAC system. The 'Pay Code' is set to '1' and the 'Pay Type' is 'Check'. The 'Status' is 'Active'. The 'Description' is 'E-Checks' and the 'Screen Desc' is 'E-Checks'. The 'F'Currency Rate is '1.00000' and the 'Rate to equal \$1 US Dollar' is '0.00'. The 'F'Currency Over Revenue G/L Code' and 'F'Currency Over Revenue Cost Center' are both '0' and 'Not Assigned'. The 'Prefix Validation (ie: Visa = '4' M/C = '5')' is empty. The 'Require Household Link For Payments Of' is '999,999.00' and 'Do Not Allow Transactions Of More Than' is '999,999.99'. The 'Receipt Copies' is '1'. The 'Make Balance Sheet Entries' checkbox is checked and circled in red, with 'Cost Center Specific' text below it. The 'Require Payment Reference' and 'Post Detail In Navy G/L Interface' checkboxes are unchecked. There are three empty text boxes for 'Endorsement Text', 'Currency List', 'Coin List', and 'Totals List'.

4. Choose **Done**.
5. Repeat steps 13 thru 16 for all pay codes.

****Special Pay code considerations for Europe. Per Melanie Reagin 6/1/2010.**

Below are the standard GLAC offsets Payment Codes for Europe per NFS:

- 101-8 Star Card
- 101-9 AAFES Credit Card
- 110-0 Web / Paymentech