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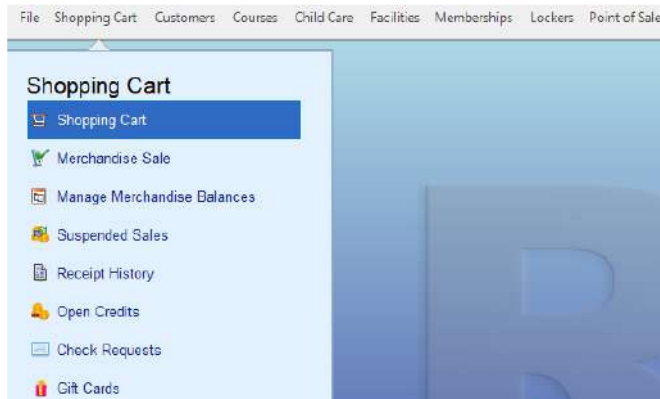


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Shopping Cart - Purchases

From the main menu, select **Shopping Cart > Shopping Cart**



The **Shopping Cart** screen will display and automatically launch **Find Customer** lookup screen.

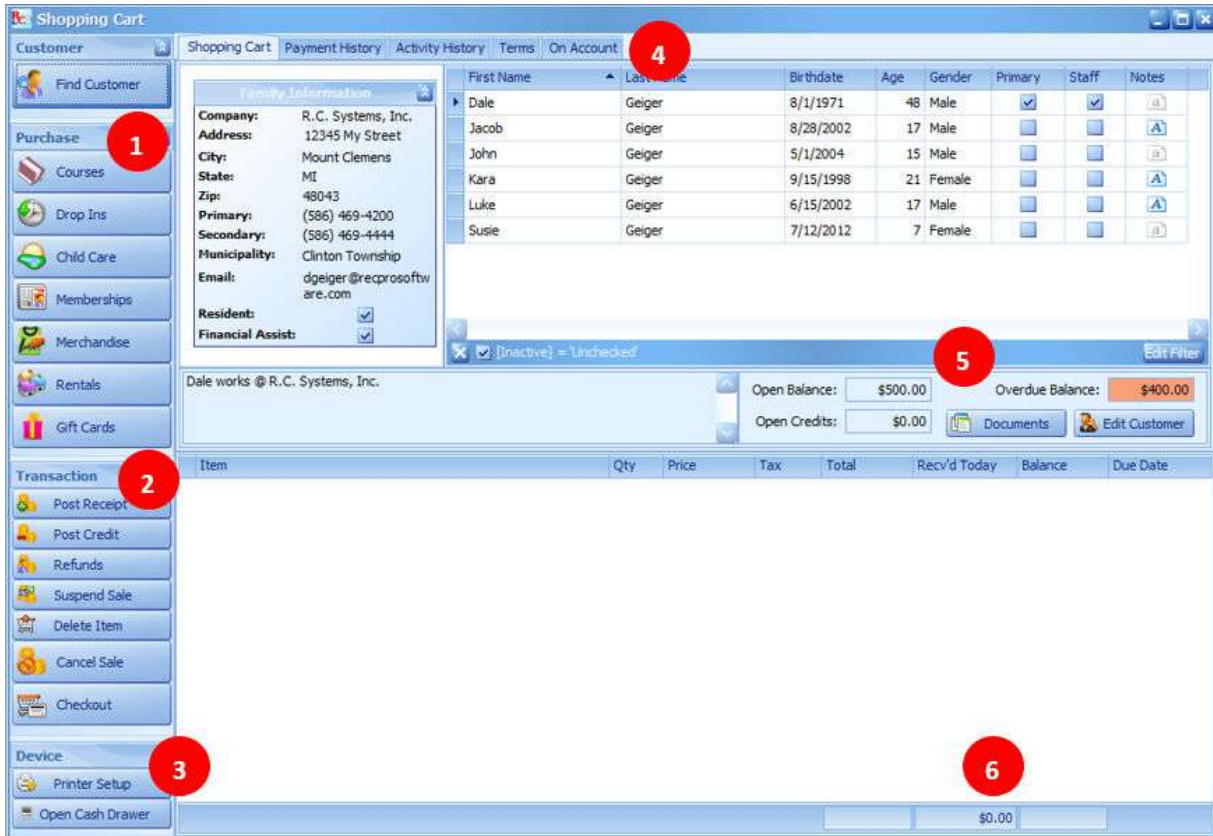
The customers' database can be searched by a variety of fields, separately or combined. Type in appropriate field and press 'enter' key on keyboard (or click **Search** button).

Last Name	First Name	Primary Phone	Address	City	Zip	Municipality
Geiger	Dale	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Jacob	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	John	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Kara	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Luke	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township
Geiger	Susie	(586) 469-4200	12345 My Street	Mount Clemens	48043	Clinton Township

Check Request:	\$0.00	\$0.00
Total:	\$0.00	\$0.00

Once the family record is found, press 'enter' key on keyboard (or click **OK** button).

Family Information displays in the **Shopping Cart** tab, ready to begin purchases.



The screenshot shows the 'Shopping Cart' window with the following components:

- 1** Purchase buttons: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards.
- 2** Transaction buttons: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, Checkout.
- 3** Device buttons: Printer Setup, Open Cash Drawer.
- 4** Customer tabs: Shopping Cart, Payment History, Activity History, Terms, On Account.
- 5** Customer information section: Family Information (Company, Address, City, State, Zip, Primary, Secondary, Municipality, Email, Resident, Financial Assist), a list of family members (Dale, Jacob, John, Kara, Luke, Susie), and financial summary (Open Balance: \$500.00, Overdue Balance: \$400.00, Open Credits: \$0.00).
- 6** Transaction table with columns: Item, Qty, Price, Tax, Total, Recv'd Today, Balance, Due Date.

Navigation Tools in Shopping Cart Screen

The left hand side of the screen has two main sections:

- 1) **Purchases** – Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals and Gifts Cards (these buttons will depend on which modules have been purchased).
- 2) **Transactions** – Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale and Checkout.
- 3) **Devices** – Printer Setup and Open Cash Drawer buttons to setup devices.
- 4) The top portion of the screen are for tracking customers **Payment History**, **Activity History**, **Terms** for tracking signed rental terms and conditions, and **On Account** for open balances.
- 5) The middle right side is for a quick glance at the customer's **Open Balances**, **Oerdue Balances** and **Open Credits** with a quick link to **Documents** and **Edit Customer** record.
- 6) This area will track the total amount of transactions being purchased in the shopping cart prior to checkout.

Courses



Click  button to search **Course Lookup** screen for activity registration.



Using Course Lookup Filters

Notice the filters available for refining the search. **Year** and **Season** fields will default to the system default setup (to change, from the main menu, go to **setup > system default > default setup > general tab**).

All Courses - In order to see all courses ever created in your database, remove the **Year** and **Season** by pressing **ctrl + delete** keys on the keyboard simultaneously; then press **Refresh** button.

Course Lookup

Year: 2020 ☐ New Courses Only Age: Age In: Years From Begin Date: Exclude Courses ☐ Registration Closed ☐ Full
Season: Spring Grade: Gender: Thru Begin Date: ☐ Course Ended ☐ Canceled
Category: Prog Mgr: Day of Week: Refresh Save Filters
Sub-Category: Instructor: From Start Time: Reset Filters
Facility: Keyword: Thru Start Time:

Number	Title	Category	Sub-Category	Ages	Grades	Begin Date	End Date	Curr	Open	Wait
1	Friday and Saturday	Adult Enrichment	Craft	All	All	3/13/2020	3/14/2020	0	20	0
1 FWL PLR	Fowling (Player Registration)	Adult League	Fowling	All	All	3/1/2020	6/5/2020	0	30	0
1001	Special Event 1	Special Events	Special Events	All	All	3/1/2020	6/5/2020	0	20	0
101C	Canasta	Senior Programs	Social	All	All	3/1/2020	6/5/2020	1	19	1
2001	Movie Night - Feb 21, 2020	Adult Enrichment	Courses	All	All	2/21/2020	2/21/2020	1	48	0
2002	Movie Night - Feb 28, 2020	Adult Enrichment	Courses	All	All	2/28/2020	2/28/2020	0	50	0
2003	Movie Night - Mar 6, 2020	Adult Enrichment	Courses	All	All	3/6/2020	3/6/2020	0	50	0
43-1-AM	Redecorating Your Home (Morning...	Adult Enrichment	Craft	All	All	4/2/2020	4/30/2020	0	20	0
43-2-PM	Redecorating Your Home (Evening...	Adult Enrichment	Craft	All	All	4/2/2020	4/30/2020	0	20	0
44-1-AM	Wallpaper Made Fun (Morning Session)	Adult Enrichment	Craft	All	All	4/2/2020	4/30/2020	1	19	0
560-A	Art & Painting Lessons	Adult Enrichment	Craft	All	All	4/22/2020	6/10/2020	4	16	0
700-TH	Basket Weaving Thursday	Adult Enrichment	Craft	16+ yrs	All	3/1/2020	6/5/2020	0	20	0
700-TU	Basket Weaving Tuesday	Adult Enrichment	Craft	16+ yrs	All	3/1/2020	6/5/2020	0	20	0
700-W	Basket Weaving Wednesday	Adult Enrichment	Craft	16+ yrs	All	3/1/2020	6/5/2020	0	20	0
A1	Learn to Sketch	Adult Enrichment	Craft	All	All	4/1/2020	7/5/2020	5	10	0
A2	Learn to Sketch	Adult Enrichment	Craft	5-18 yrs	All	3/1/2020	6/5/2020	2	23	0
A3	Learn to Sketch	Adult Enrichment	Craft	All	All	4/1/2020	7/5/2020	4	11	0
A4	Learn to Sketch	Adult Enrichment	Craft	All	All	4/1/2020	7/5/2020	0	15	0

OK Cancel ENDED FULL CANCELED

Notice the color coding legend. By selecting the various check boxes under **Exclude Courses** and pressing **Refresh** button, you can hide all **Courses Ended**, **Registration Closed**, the course is **Full** or **Canceled**. Be sure to always press **Refresh** button when setting filters.

Each user may **Save Filters** that best suit their course lookup usage. The **Reset Filters** will clear filters that have been used. Select the course and click **OK** button.



Step 1 – Select a Course

Review the **Course information** to be sure correct course has been selected. Click **Search Courses** button to change selection or **View Course** button to see more details. This top section is a reference view only – anywhere from fees, age or grade, to begin and end dates.

Register For Course

Step 1 - Select a Course

Search Courses Season: Summer Year: 2020 Number: 560-A Title: Art & Painting Lessons View Course

Category: Adult Enrichment Sub Category: Craft New Course

Fees

Resident Fee: \$100.00
Non Resident Fee: \$100.00
Minimum Deposit: \$0.00
Final Payment Date:

Registrator Parameters

Age In: Years From Grade:
Start Age: 0 Thru Grade:
End Age: 250 Grade As Of Type: Activity Begin Date
Age As Of Type: Activity Begin Date Grade As Of:
Age As Of: Gender:

Other Info

Begin Date: 6/17/2020 Res Reg Begins: 5/1/2020
End Date: 7/29/2020 Non-Res Reg Begins: 5/1/2020
Reg Deadline: 6/17/2020 # of Sessions: 0

☐ Cancelled
Program Manager:
Instructor:

Enrollment

Avail: 20 Wait: 0
Resident Enrollment Avail: 20 Wait: 0
Non-Res Enrollment Avail: 20 Wait: 0
In-House Enrollment Avail: 20 Wait: 0
Online Enrollment Avail: 20 Wait: 0

Step 2 – Select a Customer

Step 2 - Select Family Member(s) and Press Add to Roster

First Name	Last Name	Birthdate	Age	Gender	Grade	Birth Cert.	Notes	Last Physical	School
Jacob	Geiger	8/28/2002	17	Male	12	<input checked="" type="checkbox"/>	A	2/2/2009	McMurray Middle School
John	Geiger	5/1/2004	16	Male	10	<input type="checkbox"/>	a		JFK Elementary School
Kara	Geiger	9/15/1998	21	Female	11	<input checked="" type="checkbox"/>	A		Anchor Bay High School
Luke	Geiger	6/15/2002	18	Male	9	<input type="checkbox"/>	A		McMurray Middle School

☒ [Inactive] = 'Unchecked' Edit Filter Edit Customer

Step 3 - Confirm and Press Add to Cart

Customer	Note	Fee	Disc/Adjust	Total	Due Today
----------	------	-----	-------------	-------	-----------

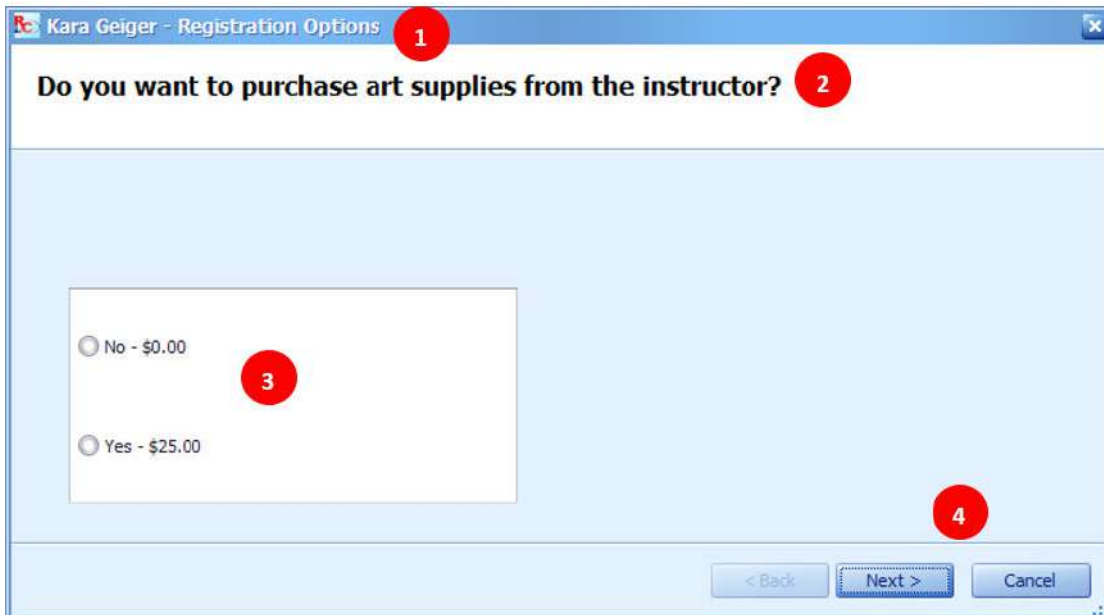
Remove from Roster Adjust Fee Adjust Due Today Edit Options Add to Cart Return To Cart

Reg Fees: \$0.00 Options: \$0.00 Total: \$0.00

Open Cash Drawer \$0.00

Highlight customer and click **Add to Roster** button. If there are no registration options, the customers name will be added to step 3. If there are registration options, user will be prompted for answers.

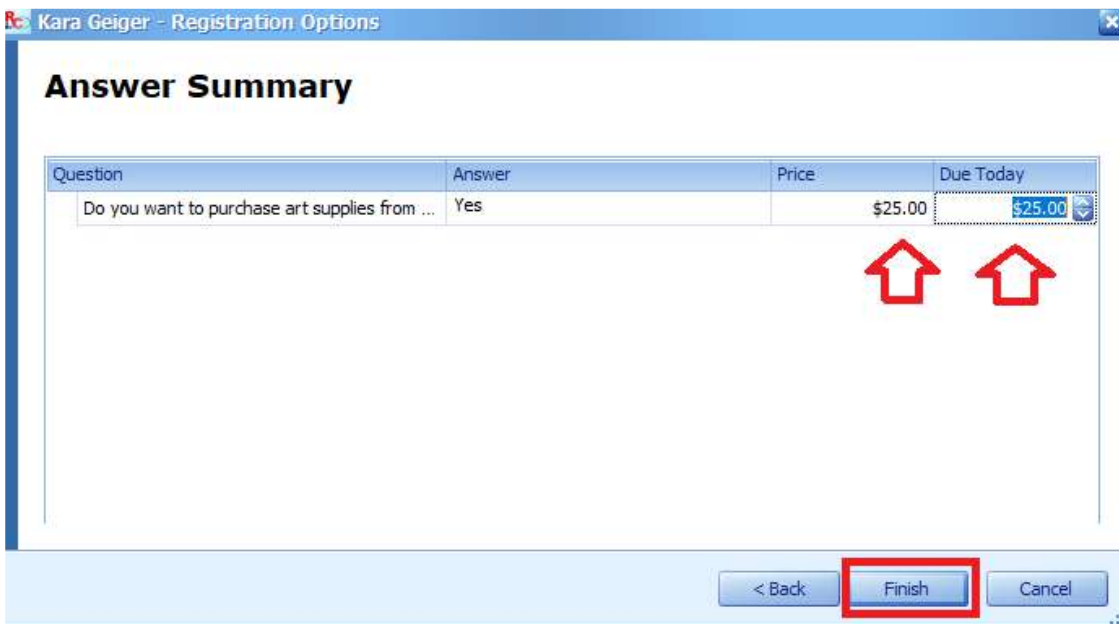
Registration Options screen will display if there are additional selections for the course.



The screenshot shows a window titled "Kara Geiger - Registration Options". The main heading is "Do you want to purchase art supplies from the instructor?". Below this, there are two radio button options: "No - \$0.00" and "Yes - \$25.00". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

- 1) **Registration Option** screen will display the person whom this is for
- 2) The question being communicated
- 3) The answers to choose from
- 4) Click **Next** button to continue or **Cancel** button to stop

Answer Summary screen will display. User may edit the **Price** or **Due Today** field before clicking the **Finish** button.



The screenshot shows a window titled "Kara Geiger - Registration Options" with the heading "Answer Summary". It contains a table with the following data:

Question	Answer	Price	Due Today
Do you want to purchase art supplies from ...	Yes	\$25.00	\$25.00

Below the table, there are two red arrows pointing upwards towards the "Price" and "Due Today" columns. At the bottom right, there are three buttons: "< Back", "Finish", and "Cancel". The "Finish" button is highlighted with a red rectangle.

Step 3 – Confirm and Press Add to Cart

Customer	Note	Fee	Disc/Adjust	Total	Due Today
Kara Geiger		\$100.00	\$0.00	\$100.00	\$100.00

Buttons: Remove from Roster, Adjust Fee, Adjust Due Today, Edit Options

Summary: Reg Fees: \$100.00, Options: \$25.00, Total: \$125.00

Buttons: Add to Cart, Return To Cart

- 1) Confirm customer registration
- 2) Additional buttons to Remove from Roster, Adjust Fee (manually changing fee), Adjust Due Today (for partial payments that will create an Open Balance), and Edit Options to change what was selected during Registration Option popup).
- 3) This area is a breakout of what is being purchased for this course: Registration Fee, Options and Total. Select **Add to Cart** button to add to shopping cart.

Register for more?

Would this family like to register for more courses?

Buttons: Yes, No

A prompt will display asking 'would this family like to register for more courses? Either click **Yes** to continue shopping or click **No** to checkout and process payment.

Registering Non-Family Members

This feature is found in **Step 2**. This feature is recommended for divorced couples or grandparents not living in the same household.

If a customer is paying for a **Non-Family Member**, click to obtain **Customer Lookup** screen. Select the customer and click **OK** button. **Select Non-Family Member** screen displays.

Customer: Julie Andrews

Birthdate: 3/12/1997 Age: 23

Gender: Female

Grade:

Member Note:

Buttons: Edit Customer, Add to Roster, Cancel

Review details and click **Add to Roster** button if applicable.

User can also **Edit Customer** record or **Cancel** the selection.

After the transaction is completed in shopping cart the transaction can be found under the payee's **Payment History** tab, while the course registration will follow the non-family member **Activity History** tab.

Once in **Shopping Cart** screen and ready to process payment, click **Checkout** button.



Shopping Cart

Customer: Shopping Cart | Payment History | Activity History | Terms | On Account

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (385) 469-4200
Secondary: (385) 469-4444
Municipality: Clinton Township
Email: dgeiger@rcsystemsware.com
Resident: ☒
Financial Assist: ☒

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/29/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
John	Geiger	5/1/2004	15	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	A
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
Sadie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	A

☒ [Inactive] = Unchecked

Dale works @ R.C. Systems, Inc.

Open Balance: \$0.00 Overdue Balance: \$0.00
Open Credits: \$0.00 Documents Edit Customer

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Art & Painting Lessons (Summer 2020, #560-A) - Kara Geiger	1	\$125.00	\$0.00	\$125.00	\$125.00	\$0.00	4/27/2020
Art & Painting Lessons (Summer 2020, #560-A) - Julie Andrews	1	\$125.00	\$0.00	\$125.00	\$125.00	\$0.00	4/27/2020

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, **Checkout**, Device, Printer Setup, Open Cash Drawer

\$250.00 \$250.00 \$0.00

Checkout screen displays.

Checkout

Receipt Total: \$250.00

Step 1 - Apply Payment to Sale / Receipt

Amount: Cash \$0.00 Change Due: \$0.00

Check#

Check 1 \$250.00 1234

Check 2 \$0.00

CC# Transaction ID Auth Code

Credit Card 1 \$0.00

Credit Card 2 \$0.00

Acct Credit \$0.00 Credit Balance \$0.00

Other \$0.00

Total Applied: \$250.00 Remaining to Apply: \$0.00

Step 2 - Review Sale / Receipt Information

Receipt Date: 4/27/2020

Paid By: Dale Geiger

Payment Note:

Step 3 - Choose Receipt Output and Complete Checkout

Preview Print Email Print & Email No Receipt Cancel Checkout

Add dollar value being paid by **Cash**, **Check** (check number is required) or **Credit Card** (number required, press **Process Card** button).

To process the transaction click **Preview**, **Print**, **Email**, **Print & Email** or **None** button or click **Cancel** to stop transaction.

Upon exiting screen, **ReCPro™** returns to an empty **Shopping Cart** for assisting next customer.

Important Note: Preview button still processes the transaction, but allows user to preview sales receipt before printing.



Drop Ins

This feature allows participants to “register” or “drop in” for specific dates.

Shopping Cart

Customer: Find Customer

Purchase: Courses, **Drop Ins**, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, Checkout

Device: Printer Setup, Open Cash Drawer

Customer Information:

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw...
Resident: ☒
Financial Assist: ☒

Participants:

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2004	15	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Transaction Summary:

Date works @ R.C. Systems, Inc.

Open Balance: \$0.00 Overdue Balance: \$0.00
Open Credits: \$0.00

Documents Edit Customer

Transaction Table:

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date

Device: \$0.00

Drop Ins are date and time sensitive defaulting to today's date. You will only see upcoming courses.

Drop In Registration

Step 1 Step 2 & 3

Drop In Date: 4/27/2020 Facility: Age: Age In: Years Refresh

Category: Instructor: Grade: Save Filters

Sub-Category: Keyword: Gender: Reset Filters Display All

Select Drop In(s)

Time Reg	Number	Title	Location	Seats Open	Resident Fee	Non Resident Fee	Registration Begins	Registration Ends
8:00 AM	VCL 1	Animal Control Service	10 @ Eisenhower High School	15	\$0.00	\$0.00	2/3/2020 12:00 AM	5/29/2020 12:00 AM
8:00 AM	FF-002	Zumba Fitness	Fitness Center @ Anchor Bay ...	10	\$4.00	\$4.50	4/27/2020 7:00 AM	4/27/2020 7:50 AM
1:00 PM	SC-A8	Basket Weaving	Room 4 @ Clinton Township Se...	15	\$5.00	\$5.00	2/3/2020 12:00 AM	7/27/2020 12:00 AM
2:00 PM	SC-A6	Chair Exercise	Fit Room 3 @ Clinton Townshp...	14	\$5.00	\$5.00	2/3/2020 12:00 AM	7/27/2020 12:00 AM
3:00 PM	SC-A3	Senior Crafts	Room 1 @ Clinton Township Se...	15	\$5.00	\$5.00	2/3/2020 12:00 AM	7/27/2020 12:00 AM
3:00 PM	B3	Learn to Draw - Both	Art Room - Orange @ Greene ...	14	\$4.00	\$4.00	2/3/2020 12:00 AM	6/5/2020 12:00 AM
5:00 PM	B4	Learn to Draw - Both	Art Room - Yellow @ Greene Ar...	15	\$4.00	\$4.00	2/3/2020 12:00 AM	6/5/2020 12:00 AM
7:00 PM	T2000	Yoga Both	105 @ Cousino High School	40	\$3.00	\$0.00	2/3/2020 12:00 AM	6/5/2020 12:00 AM
7:00 PM	T2002	Yoga Session Drop In	105 @ Cousino High School	40	\$3.00	\$3.00	2/3/2020 12:00 AM	6/5/2020 12:00 AM

1 Drop In Selected Next



Step 2 & 3 – select the family member and click **Add to Drop In** button. The participants name will be added to step 3, click **Add to Cart** button. Notice you can **Remove from Roster**, **Adjust Fee**, **Adjust Due Today** and **Edit Options** as you can for courses.

The screenshot shows the 'Drop In Registration' window. Step 2 is 'Select Family Member(s) and Press Add to Drop In'. A table lists family members with columns for First Name, Last Name, Birthdate, Age, Gender, Grade, Birth Cert., and Notes. Kara Geiger is selected. An 'Add to Drop In' button is highlighted with a red box and a red arrow. Step 3 is 'Confirm and Press Add to Cart'. It shows a summary for Kara Geiger with 1 drop-in, a total of \$5.00, and a due date of 4/27/2020. A table below shows the drop-in details: 04/27/2020, Mon (2:00 PM-3:00 PM) Chair Exercise, \$5.00 fee, \$0.00 discount, \$5.00 total, due today, balance \$5.00, due date 4/27/2020. At the bottom, buttons for 'Remove from Roster', 'Adjust Fee', 'Adjust Due Today', 'Edit Options', 'Add to Cart', and 'Return To Cart' are visible. The 'Add to Cart' button is highlighted with a red box.

Click **Checkout** button to process transaction.

The screenshot shows the 'Shopping Cart' window. The left sidebar has a 'Checkout' button highlighted with a red box. The main area shows a summary of the transaction: 4/27/2020 - Chair Exercise (Spring 2020, #SC-A6) - Kara Geiger, Qty 1, Price \$5.00, Tax \$0.00, Total \$5.00, Rec'd Today \$5.00, Balance \$0.00, Due Date 4/27/2020. The bottom status bar shows a total of \$5.00, \$5.00, and \$0.00.



Child Care

Find Customer and load in the **Shopping Cart** screen, select **Child Care** button.

Shopping Cart

Customer: **Find Customer**

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@reprosoftnare.com
Resident: ☒
Financial Assist: ☒

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2004	15	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Sadie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Open Balance: \$0.00 Overdue Balance: \$0.00
Open Credits: \$0.00 Documents Edit Customer

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date

Device: Printer Setup Open Cash Drawer

\$0.00

Child Care Activity Lookup screen displays. Highlight selection and click **OK** button.

Child Care Activities Lookup

Session: Age: Age In: Years From Date: Exclude Activities: ☒ Registration Closed ☒ Activity Ended ☒ Canceled

☒ Published Sessions Only Grade: Gender: Thru Date: Day of Week: From Start Time: Thru Start Time: Refresh Save Filters Reset Filters

Category: Program Mgr: Instructor: Billing Rate: Keyword:

Title	Category	Registration Type	Billing Rate Type	Ages	Grades	Begin Date	End Date
Anchor Bay After School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
Anchor Bay Before School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
Brooks Child Care AM	Child Care	Flexible	Daily	All	All	9/9/2019	6/12/2020
COMBO - Anchor Bay Before After School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
Diapers to Diplomas	Child Care	Flexible	Weekly	All	All	9/4/2019	6/21/2020
Diapers to Diplomas Daily	Child Care	Flexible	Daily	All	All	9/4/2019	6/21/2020
First Watch	Child Care	Fixed	Monthly	All	All	2/1/2020	6/1/2020
Just Wanna Have Fun Camp	Summer Camps	Flexible	Daily	3-12 yrs	P&E-C3-6	6/1/2020	8/28/2020

OK Cancel ENDED CANCELED



Step 1 – Select a Activity – Review the Child Care Activity that has been selected.

Step 2 – Select Dates – to select multiple dates, hold the ctrl key down (on the keyboard) and click additional dates or check a specific day of the week at the bottom or use **Select All** button. Click **Next** button to continue.

Step 3 – Select Family Member(s) and Press Add to Activity – select the family member and click **Add to Activity** button which will add them to **Step 4**. Continue with additional family members if they are registering for the same child care activity.

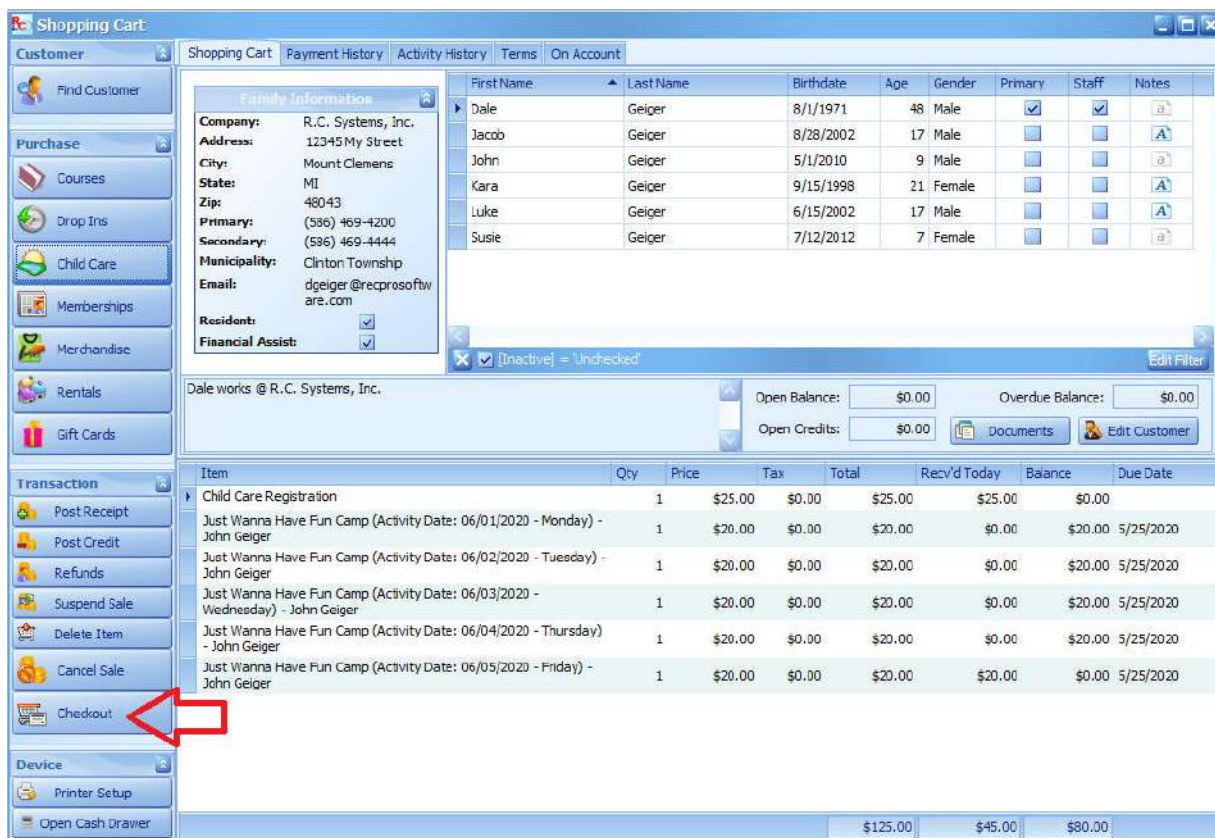


User may **Adjust Fee**, **Adjust Due Today** (for partial payments), **Remove from Roster** or click **Back** button to go back to Step 2. Click **Add to Cart** to continue shopping for activities or to checkout.



A prompt will display asking 'would this family like to register for more child care activities? Either click **Yes** to continue shopping or click **No** to checkout and process payment.

In this example a onetime fee for **Child Care Registration** was added (*this has to be setup when creating the child care activity*).



Click **Checkout** button and apply payment to finish the transaction.



Memberships

Find Customer and load in the **Shopping Cart** screen, select **Memberships** button.

Shopping Cart

Customer Shopping Cart Payment History Activity History Terms On Account

Find Customer

Purchase

- Courses
- Drop Ins
- Child Care
- Memberships**
- Merchandise

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw
are.com
Resident: ☒
Financial Assist: ☒

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2010	9	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

☒ [Inactive] = Unchecked

Select the applicable membership button for **Purchase** or **Update**.

Memberships / Visit Passes

Purchase

- Membership
- Multi Visit Pass
- Daily Pass
- Seasonal Pass

Update

- Edit
- Renew
- Reprint / Reissue
- Transfer

Note: buttons are enabled based on the way you setup your memberships in the membership module entry screen.

Use the filters on the top of the screen to narrow the selection and click **Refresh** button. From the list, select the membership and click **OK** button.

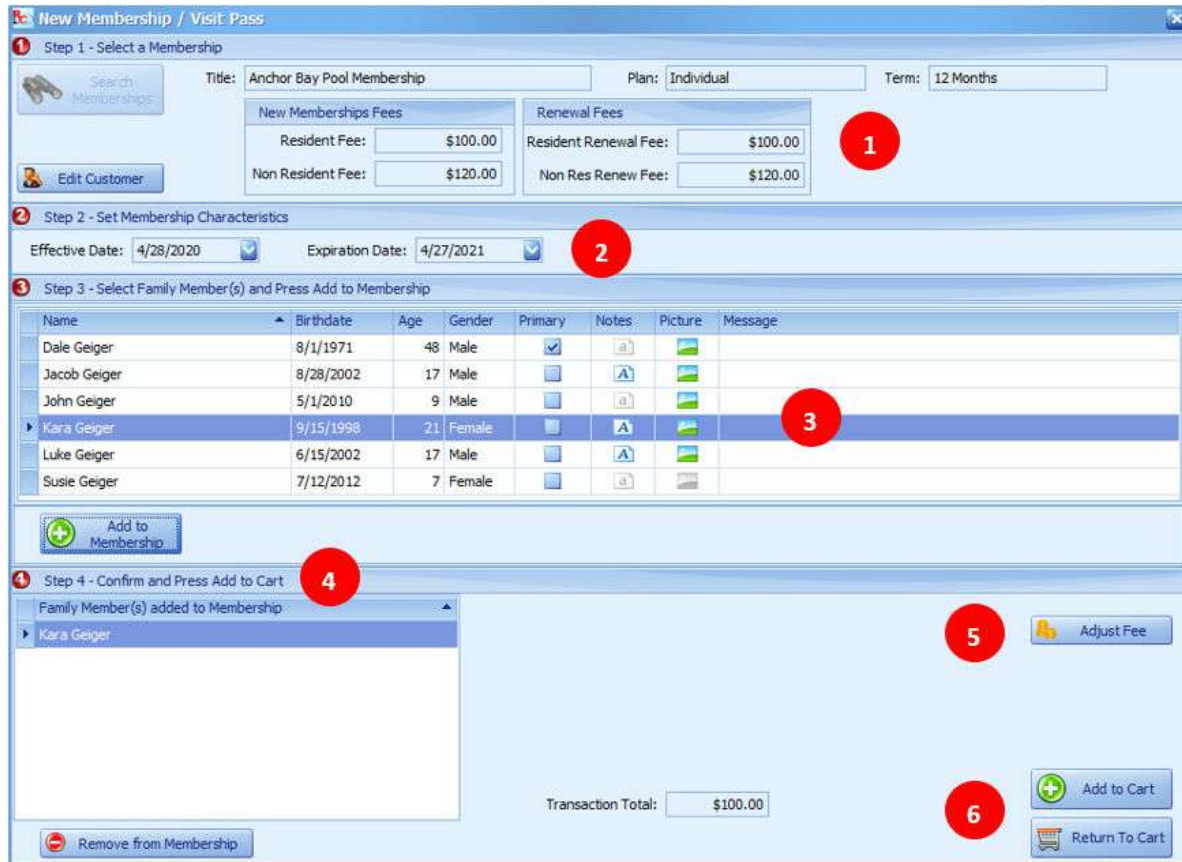
Membership Lookup

Type: Membership Age: Facility: Keyword: Include Inactive

Refresh Save Filters Reset Filters

Title	Plan	Term	Resident Fee	Non Resident Fee	Resident Renewal Fee	Non Resident Renewal Fee
Algonac Park Pass	Individual	* Months	\$120.00	\$120.00	\$25.00	\$25.00
Anchor Bay Aquatics Membership	Adult	12 Months	\$300.00	\$360.00	\$360.00	\$360.00
Anchor Bay Aquatics Membership	Individual	1 Months	\$15.00	\$15.00	\$15.00	\$15.00
Anchor Bay HS Fitness Center Membership	Individual	12 Months	\$100.00	\$100.00	\$100.00	\$100.00
Anchor Bay HS Fitness Center Membership	Individual	6 Months	\$70.00	\$70.00	\$70.00	\$70.00
Anchor Bay Pool Membership	Family of 4	12 Months	\$400.00	\$420.00	\$400.00	\$420.00
Anchor Bay Pool Membership	Individual	12 Months	\$100.00	\$120.00	\$100.00	\$120.00
Anchor Bay Pool Membership	Senior	12 Months	\$75.00	\$85.00	\$75.00	\$85.00
Anchor Bay Recreation Annual Pass	Adult	12 Months	\$100.00	\$100.00	\$100.00	\$100.00
Aquatics Member Shp	Couple	12 Months	\$70.00	\$70.00	\$0.00	\$0.00
Aquatics Member Shp	Individual	12 Months	\$40.00	\$40.00	\$0.00	\$0.00
Aquatics Member Shp	Senior	12 Months	\$30.00	\$30.00	\$0.00	\$0.00
Aquatics Membership	Couple	12 Months	\$70.00	\$70.00	\$0.00	\$0.00
Aquatics Membership	Individual	12 Months	\$40.00	\$40.00	\$0.00	\$0.00
Aquatics Membership	Senior	12 Months	\$30.00	\$30.00	\$0.00	\$0.00
Aquatics Membership	Individual	12 Months	\$25.00	\$25.00	\$25.00	\$25.00
Beach Membership	Couple	6 Months	\$50.00	\$50.00	\$50.00	\$50.00
Beach Membership	Family of 4	1 Months	\$20.00	\$20.00	\$20.00	\$20.00
Beach Membership	Family of 4	12 Months	\$50.00	\$50.00	\$50.00	\$50.00

OK Cancel INACTIVE



Step 1 - Select a Membership

Search Memberships

Title: Anchor Bay Pool Membership Plan: Individual Term: 12 Months

New Memberships Fees

Resident Fee:	\$100.00
Non Resident Fee:	\$120.00

Renewal Fees

Resident Renewal Fee:	\$100.00
Non Res Renew Fee:	\$120.00

Edit Customer

Step 2 - Set Membership Characteristics

Effective Date: 4/28/2020 Expiration Date: 4/27/2021

Step 3 - Select Family Member(s) and Press Add to Membership

Name	Birthdate	Age	Gender	Primary	Notes	Picture	Message
Dale Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	A		
Jacob Geiger	8/28/2002	17	Male	<input type="checkbox"/>	A		
John Geiger	5/1/2010	9	Male	<input type="checkbox"/>	A		
Kara Geiger	9/15/1998	21	Female	<input type="checkbox"/>	A		
Luke Geiger	6/15/2002	17	Male	<input type="checkbox"/>	A		
Susie Geiger	7/12/2012	7	Female	<input type="checkbox"/>	A		

Add to Membership

Step 4 - Confirm and Press Add to Cart

Family Member(s) added to Membership:

- Kara Geiger

Transaction Total: \$100.00

Remove from Membership

Adjust Fee

Add to Cart

Return To Cart

- Step 1 – Select a Membership / Visit Pass** - this section is for your review to ensure that the correct membership was selected.
- Step 3 – Set Membership Characteristics** – the **Effective Date** defaults to today's date and **Expiration Date** is calculated based on the **Plans Term**. If the user has permission rights to change the Effective Date, the field will be available to edit. This must be done prior to Step 4.
- Step 3 – Select Family Member(s) and Press Add to Membership** button.
- Step 4 – Confirm and Press Add to Cart** button or
- Adjust Fee** button – if the user is allowed to change the price of the membership, this button will be accessible.
- Click **Add to Cart** to purchase or click **Return to Cart** to cancel order.

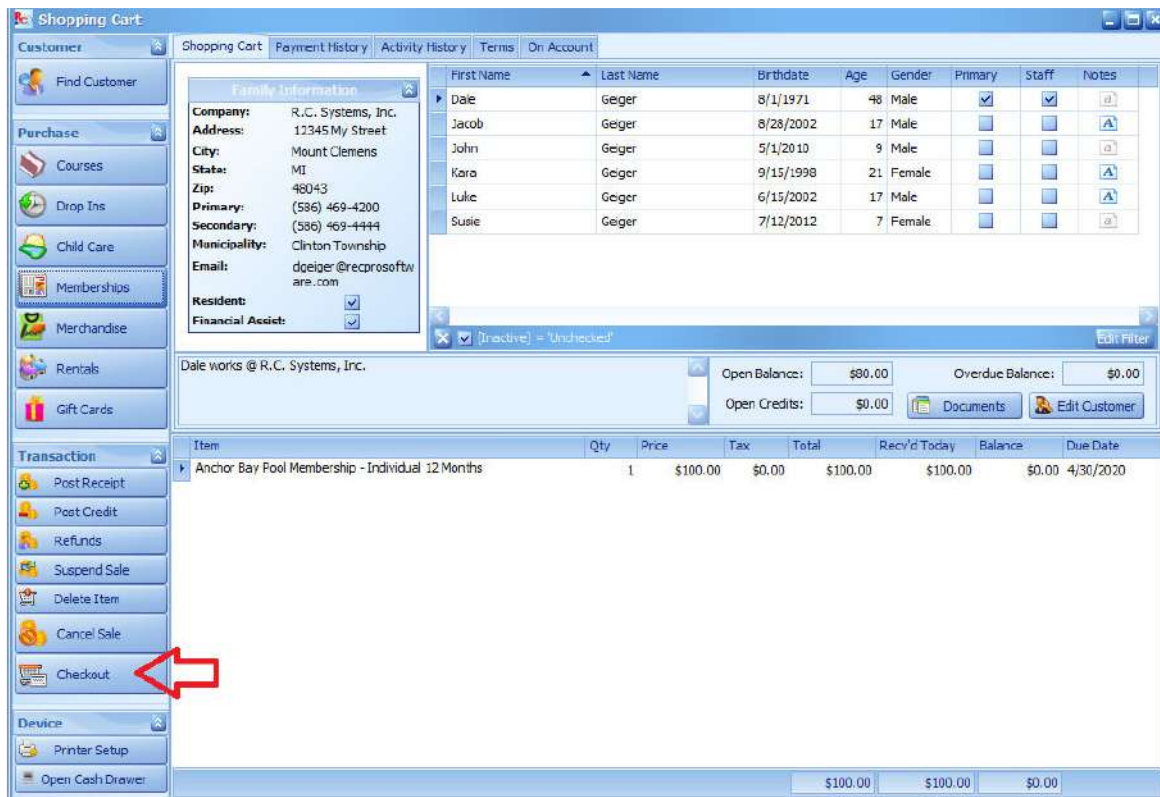


Purchase more?

Would this family like to purchase more memberships or passes?

Yes No

A prompt will display asking 'would this family like to purchase more memberships or passes? Click **Yes** to continue shopping or click **No** to checkout and process payment.



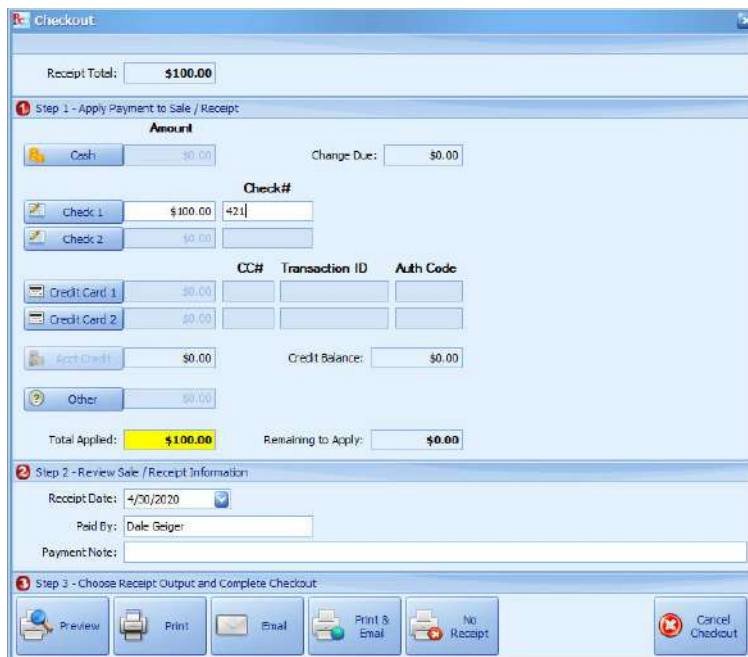
The screenshot shows the 'Shopping Cart' window with a sidebar on the left containing buttons for 'Find Customer', 'Purchase', 'Courses', 'Drop Ins', 'Child Care', 'Memberships', 'Merchandise', 'Rentals', 'Gift Cards', 'Transaction', 'Device', 'Printer Setup', and 'Open Cash Drawer'. The 'Transaction' section is expanded, showing a list of transactions. A red arrow points to the 'Checkout' button in this list. The main area displays customer information for 'Dale Geiger' and a table of transactions.

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2010	9	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Anchor Bay Pool Membership - Individual 12 Months	1	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00	4/30/2020

Summary: \$100.00 \$100.00 \$0.00

Review and click **Checkout** button, **Checkout** screen will display.



The screenshot shows the 'Checkout' window with three steps: Step 1 - Apply Payment to Sale / Receipt, Step 2 - Review Sale / Receipt Information, and Step 3 - Choose Receipt Output and Complete Checkout. The 'Receipt Total' is \$100.00. In Step 1, the 'Cash' button is selected, and the 'Amount' is \$0.00. In Step 2, the 'Receipt Date' is 4/30/2020 and the 'Paid By' is Dale Geiger. In Step 3, the 'Preview' button is highlighted.

Click pay method button and dollar amount will populate in field.

Click **Preview, Print, Email, Print & Email** or **None** button to process transaction.

Important Note: Preview button still processes the transaction, but allows user to preview sales receipt before printing.

Upon exiting screen, **RePro™** returns to an empty **Shopping Cart** for assisting next customer.



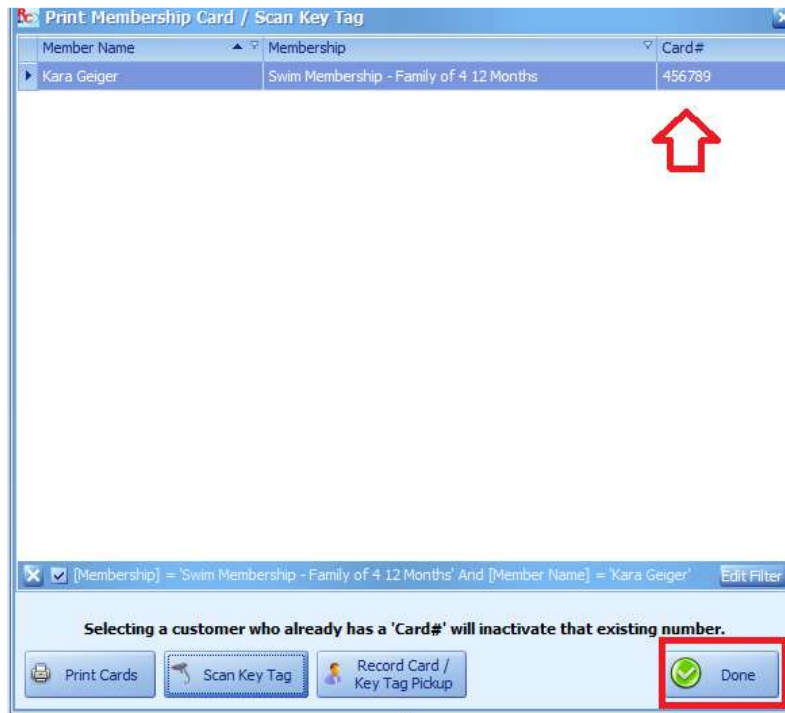
Print Membership Card / Scan Key Tag screen will display. Highlight individual record.

Click either **Print Card** or **Scan Key Tag** button, **ReCPro™** will prompt user as follows:

Scan Tag Now ... Press ESC to Cancel.

If the system default was set to **Record Card/Key Tag Pickup**, select the **Family Member** from the list '**Picked Up By**', or select **Other** and enter the name. Click **OK** button when finished.

Card number will populate in field.



Member Name	Membership	Card#
Kara Geiger	Swim Membership - Family of 4 12 Months	456789

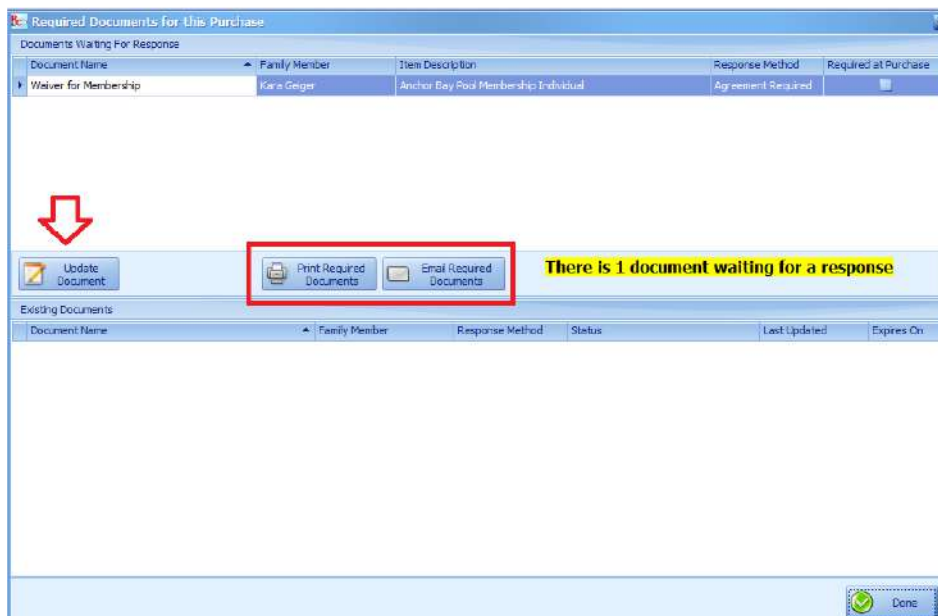
[X] [Membership] = 'Swim Membership - Family of 4 12 Months' And [Member Name] = 'Kara Geiger' Edit Filter

Selecting a customer who already has a 'Card#' will inactivate that existing number.

Print Cards Scan Key Tag Record Card / Key Tag Pickup Done

Click '**Done**' button. Upon exiting screen, **ReCPro™** prints or previews the sales receipt and returns to the **Dashboard** screen.

Documents – in this example there is a waiver that needs to be signed. Click **Update Document** to complete (see our video on **Document Management System** at www.ReCProSoftware.com/videos)



Document Name	Family Member	Item Description	Response Method	Required at Purchase
Waiver for Membership	Kara Geiger	Anchor Bay Pool Membership Individual	Agreement Required	<input type="checkbox"/>

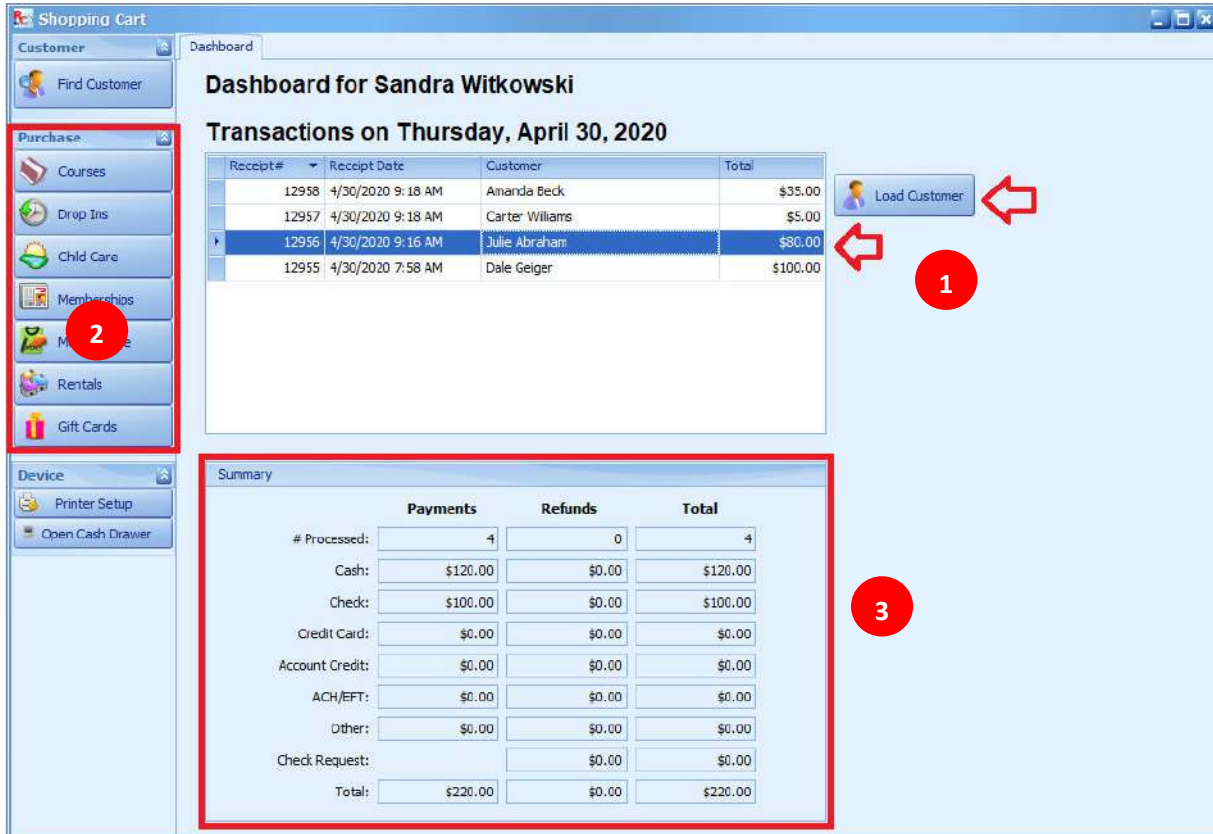
There is 1 document waiting for a response

Update Document Print Required Documents Email Required Documents Done

Click **Done** button when finished.

Dashboard Screen

This view of **Shopping Cart** gives you the Transactions on **today's date** specific to user ID.



Shopping Cart

Customer: Find Customer

Purchase

- Courses
- Drop Ins
- Child Care
- Memberships
- 2
- Rentals
- Gift Cards

Device

- Printer Setup
- Open Cash Drawer

Dashboard for Sandra Witkowski

Transactions on Thursday, April 30, 2020

Receipt#	Receipt Date	Customer	Total
12958	4/30/2020 9:18 AM	Amanda Beck	\$35.00
12957	4/30/2020 9:18 AM	Carter Williams	\$5.00
12956	4/30/2020 9:16 AM	Julie Abraham	\$80.00
12955	4/30/2020 7:58 AM	Dale Geiger	\$100.00

Load Customer 1

Summary

	Payments	Refunds	Total
# Processed:	4	0	4
Cash:	\$120.00	\$0.00	\$120.00
Check:	\$100.00	\$0.00	\$100.00
Credit Card:	\$0.00	\$0.00	\$0.00
Account Credit:	\$0.00	\$0.00	\$0.00
ACH/EFT:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Check Request:		\$0.00	\$0.00
Total:	\$220.00	\$0.00	\$220.00

3

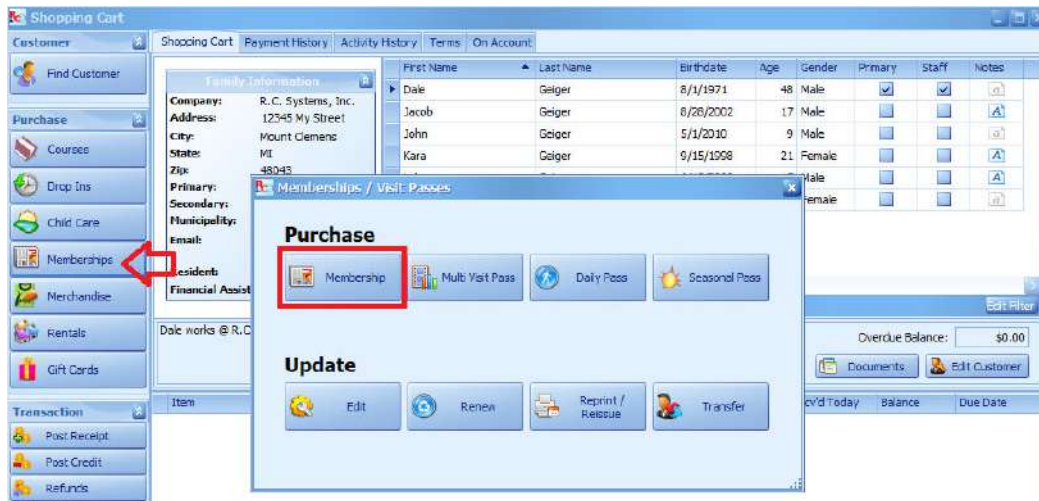
- 1) Allows user to **Load Customer** record from a transaction done earlier in the day.
- 2) Lookup a **Course**, **Child Care** activity or **Membership** *without* having to select a customer first.
- 3) **Summary** keeps the total of Payments and Refunds, broken out by type of transaction. This summary will match the Balance Register report run by Registrar.



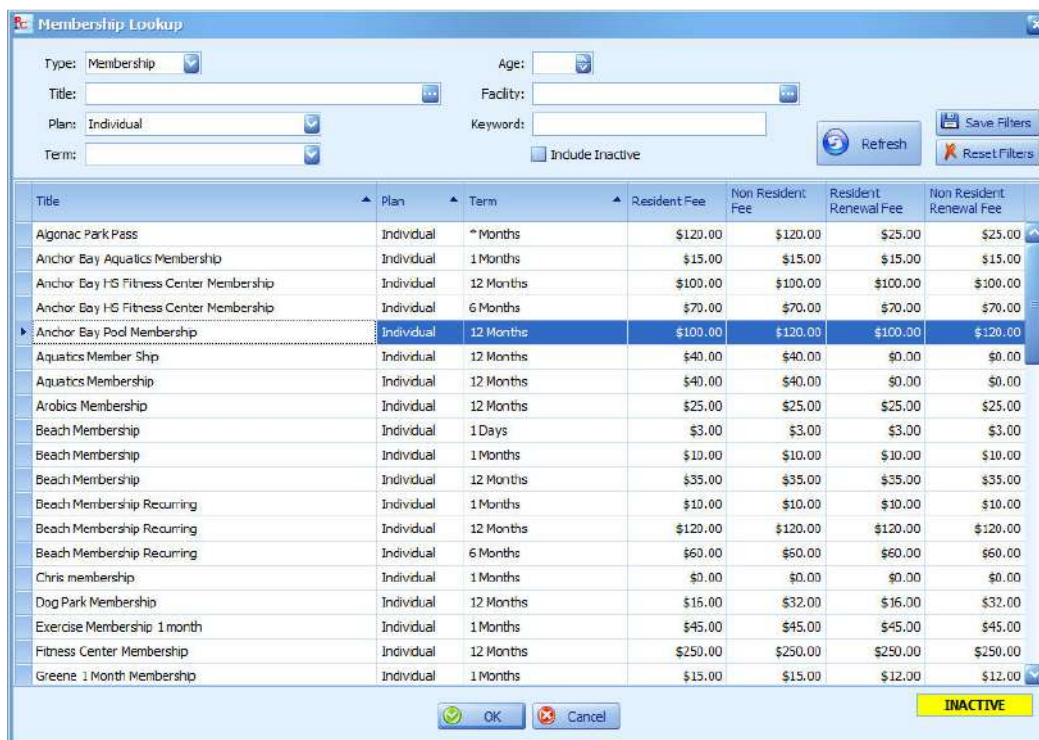
Memberships – Recurring Billing

Recurring billing is a way to setup automatic payments by credit card, or ACH Payments (electronic funds transfer from the customer's checking account). The payments gateway account must be setup prior to using recurring billing as well as the membership itself (*see Membership Module User Manual*).

In Shopping Cart screen click **Membership** button then select purchase membership.



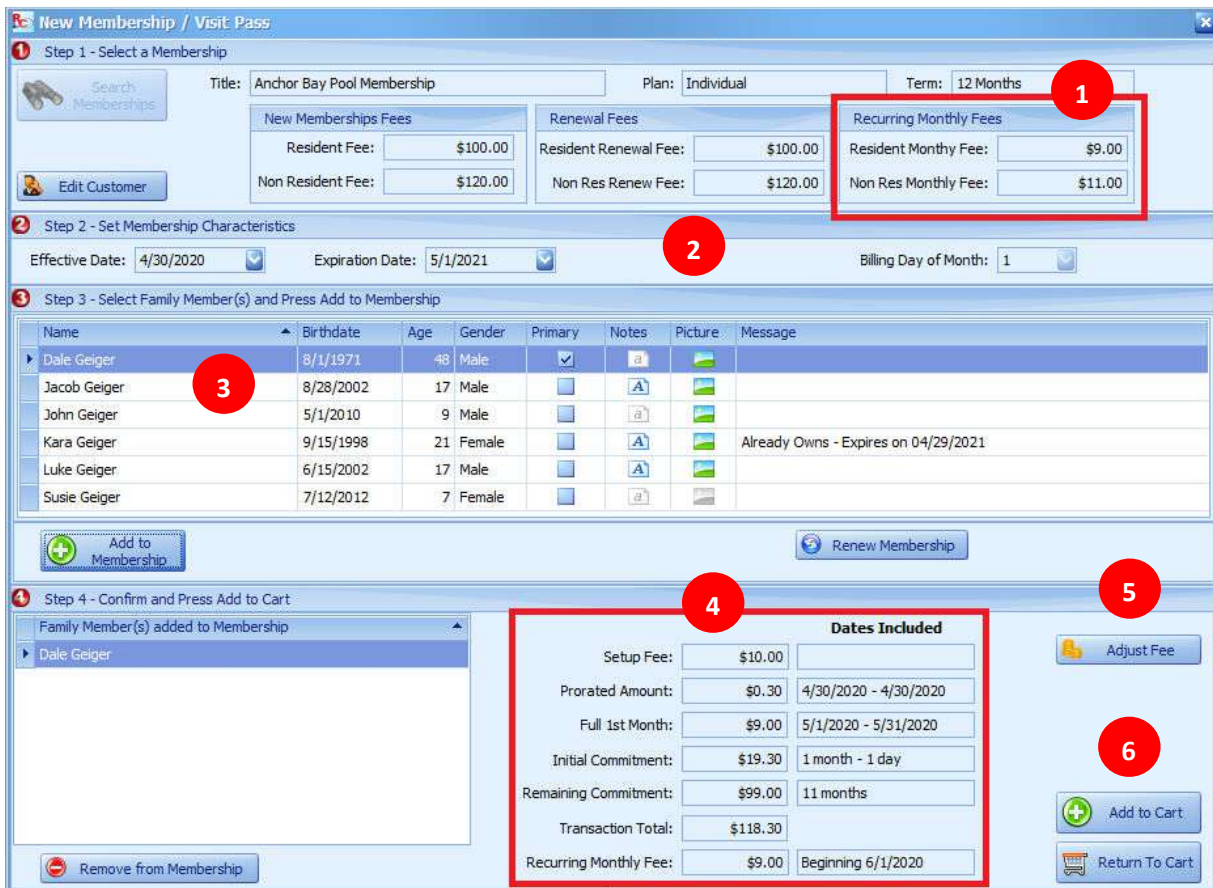
Highlight membership and click **Ok** button.



If the membership entry screen has been setup for recurring billing, you will be prompted with the following message. Click **Yes** for recurring. Selecting **No** allows user to sell as other memberships.



Selecting **Yes** will give user a few additional features.



The "New Membership / Visit Pass" screen is divided into four steps:

- Step 1 - Select a Membership:** Shows membership details for "Anchor Bay Pool Membership". It includes fields for "Plan" (Individual) and "Term" (12 Months). A red box highlights the "Recurring Monthly Fees" section, which includes "Resident Monthly Fee" (\$9.00) and "Non Res Monthly Fee" (\$11.00). A red circle with the number 1 is next to this section.
- Step 2 - Set Membership Characteristics:** Includes "Effective Date" (4/30/2020), "Expiration Date" (5/1/2021), and "Billing Day of Month" (1). A red circle with the number 2 is next to the "Expiration Date" field.
- Step 3 - Select Family Member(s) and Press Add to Membership:** A table lists family members. A red circle with the number 3 is next to the "Dale Geiger" row.

Name	Birthdate	Age	Gender	Primary	Notes	Picture	Message
Dale Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>			
Jacob Geiger	8/28/2002	17	Male	<input type="checkbox"/>			
John Geiger	5/1/2010	9	Male	<input type="checkbox"/>			
Kara Geiger	9/15/1998	21	Female	<input type="checkbox"/>			Already Owns - Expires on 04/29/2021
Luke Geiger	6/15/2002	17	Male	<input type="checkbox"/>			
Susie Geiger	7/12/2012	7	Female	<input type="checkbox"/>			
- Step 4 - Confirm and Press Add to Cart:** A red box highlights the "Dates Included" section, which shows a breakdown of fees and dates. A red circle with the number 4 is next to this section.

	Amount	Dates Included
Setup Fee:	\$10.00	
Prorated Amount:	\$0.30	4/30/2020 - 4/30/2020
Full 1st Month:	\$9.00	5/1/2020 - 5/31/2020
Initial Commitment:	\$19.30	1 month - 1 day
Remaining Commitment:	\$99.00	11 months
Transaction Total:	\$118.30	
Recurring Monthly Fee:	\$9.00	Beginning 6/1/2020

 A red circle with the number 5 is next to the "Adjust Fee" button, and a red circle with the number 6 is next to the "Add to Cart" button.

- Step 1 – Select a Membership** – review the membership plan, terms and recurring monthly fees.
- Step 2 – Set Membership Characteristics** allows user to change **Effective Date** and **Billing Day of Month** if you offer a choice to the customer.
- Step 3 – Select Family Member(s) and Press Add to Membership**

- 4) **Step 4 – Confirm and Press Add to Cart** has a breakdown of how the membership will be charged for initial commitment and recurring commitment.

		Dates Included	
Setup Fee:	\$10.00		
Prorated Amount:	\$0.30	4/30/2020 - 4/30/2020	
Full 1st Month:	\$9.00	5/1/2020 - 5/31/2020	
Initial Commitment:	\$19.30	1 month - 1 day	
Remaining Commitment:	\$99.00	11 months	
Transaction Total:	\$118.30		
Recurring Monthly Fee:	\$9.00	Beginning 6/1/2020	

 Add to Cart

 Return To Cart

Initial Commitment is a sum total of the **Setup Fee**, **Prorated Amount** and **Full 1st Month**.

In this example the customer will pay \$19.30 today and **Recurring Monthly Fee** will not start until 6/1/2020 with a **Remaining Commitment** of 11 months.

- 5) **Adjust Fee** button – opens a screen to review current fees and adjust fees on the bottom half of screen.

Adjust Fee

Current Fee

Setup Fee:	\$10.00
Prorated Amount:	\$0.30
Full 1st Month:	\$9.00
Initial Commitment:	\$19.30
Remaining Commitment:	\$99.00
Transaction Total:	\$118.30
Recurring Monthly Fee:	\$9.00

New Fee

	Dates Included
Setup Fee: <input type="text" value="\$10.00"/>	
Prorated Amount: <input type="text" value="\$0.30"/>	4/30/2020 - 4/30/2020
Full 1st Month: <input type="text" value="\$9.00"/>	5/1/2020 - 5/31/2020
Initial Commitment: <input type="text" value="\$19.30"/>	1 month - 1 day
Remaining Commitment: <input type="text" value="\$99.00"/>	11 months
Transaction Total: <input type="text" value="\$118.30"/>	
Recurring Monthly Fee: <input type="text" value="\$9.00"/>	Beginning 6/1/2020

Setup Fee, Prorated Amount, 1st Full Month, and Recurring Monthly Fee fields are available to change.

Note: **Adjust Fee** button is subject to user rights, and how the recurring membership was set up in the membership module entry screen.

- 6) Click **Add to Cart** button to continue or **Return to Cart** to cancel.



Notice in this example the **Received Today** column only reflects the **Initial Commitment** and the Recurring Billing Fee of \$10.00 which is the **Setup Fee**. The **Balance** column is the remainder of what is owed for the membership and final due date.

The screenshot shows the 'Shopping Cart' window with the 'Customer' tab selected. The 'Family Information' section displays details for Dale Geiger, including company, address, and contact info. Below this, a list of items is shown, with a summary table at the bottom right.

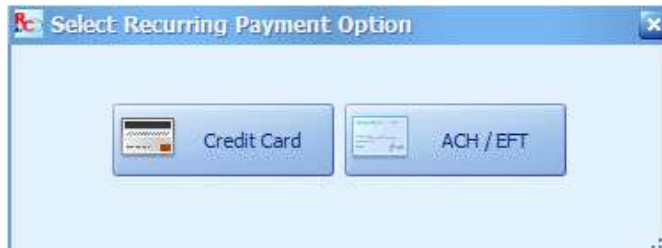
Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
New Anchor Bay Pool Membership - Individual 12 Months	1	\$108.30	\$0.00	\$108.30	\$9.30	\$99.00	4/1/2021
<u>Recurring Billing Fee - Dale Geiger</u>	1	\$10.00	\$0.00	\$10.00	\$10.00	\$0.00	

The summary table at the bottom shows a total of \$118.30, with a balance of \$19.30 and a due date of \$99.00.

Click **Checkout** button and apply payment. This portion will be for the Initial Commitment only.

The screenshot shows the 'Checkout' window with a confirmation dialog box. The dialog box contains the text: 'Selecting a customer who already has a "Cards" will inactivate that existing number.' Below this text are two buttons: 'Print Cards' and 'Scan Key Tag'. A 'Done' button is also visible at the bottom right of the dialog box.

Once the user has scanned key tags or printed membership cards, click **Done** button and there will be a popup to **Select Recurring Payment Option** screen.



Important Reminder: using recurring payment option must be setup in advance with the payment gateway provider.

Select either **Credit Card** or **ACH / EFT** button.

Selecting the Credit Card button will open **Contract** screen. Select **Create Contract** button to add a new credit card for recurring billing or if there is an existing contract, click **Select Contract** button for the remaining balance of the membership.

Contract ID	Account Description	Account Type	Account#	Exp Date	Selected
1940070		Credit Card	1881	12/2020	<input type="checkbox"/>

Highlight the row and press 'Select Contract' to choose the contract that you want to use for this recurring item

Cardholder Information will pull head of household from customer record in shopping cart. Enter **Card Number** (or you can swipe card), **Expiration Date** and **CVV code**. Click **Create Contract** button.

Create Credit Card Contract

Cardholder Information

Name On Card:

Address:

City, ST, Zip:

Credit Card Information

Card Number:

Expiration Date:

CVV Code:

Important Note: You cannot **Delete** a credit card or ACH account without setting up a new one first.

The information will be sent to the payments gateway provider to store the data and automatically charge the credit card the recurring fee as specified on the begin date for the remaining commitment.



Create ACH / EFT Account

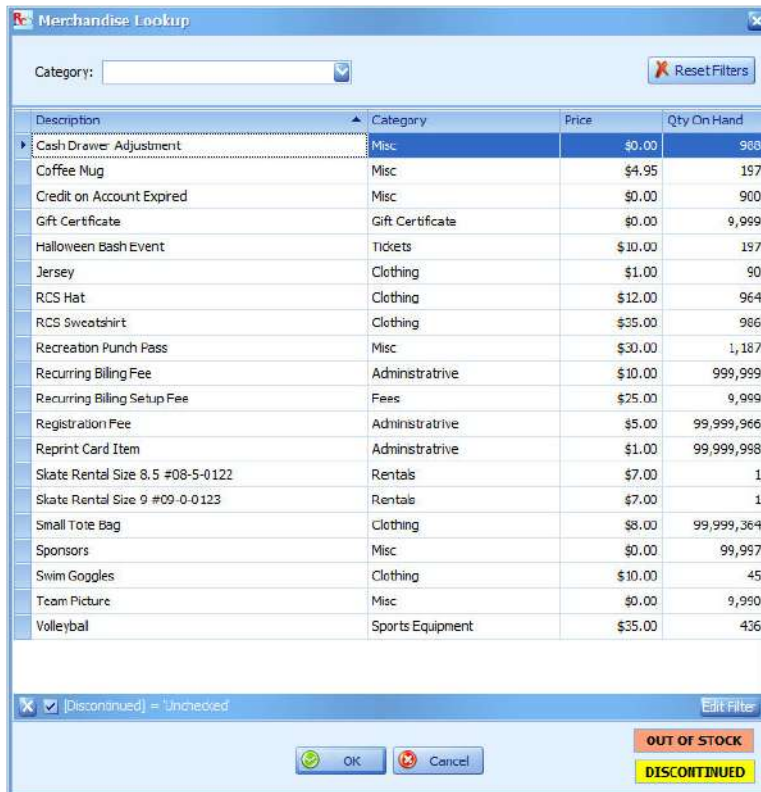
Customer name will automatically pull from the customer record in shopping cart. User will enter the customer's **Account Description**, **Routing number**, **Account number** and select Account Type. Click Print Authorization Form in order to have customer sign document. Check box **Signed Authorization form on file** and click **Create Contract** button.

The information will be sent to the payments gateway provider to store the data and automatically do a bank draft for the recurring fee as specified on the begin date for the remaining commitment.

Merchandise

Click **Merchandise** button.

Merchandise Lookup screen will display.



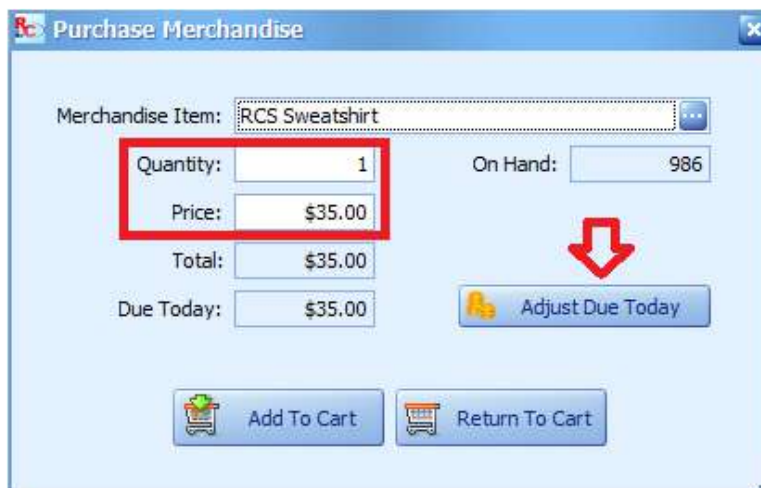
Description	Category	Price	Qty On Hand
Cash Drawer Adjustment	Misc	\$0.00	988
Coffee Mug	Misc	\$4.95	197
Credit on Account Expired	Misc	\$0.00	900
Gift Certificate	Gift Certificate	\$0.00	9,999
Halloween Bash Event	Tickets	\$10.00	197
Jersey	Clothing	\$1.00	90
RCS Hat	Clothing	\$12.00	964
RCS Sweatshirt	Clothing	\$35.00	986
Recreation Punch Pass	Misc	\$30.00	1,187
Recurring Billing Fee	Administrative	\$10.00	999,999
Recurring Billing Setup Fee	Fees	\$25.00	9,999
Registration Fee	Administrative	\$5.00	99,999,966
Reprint Card Item	Administrative	\$1.00	99,999,998
Skate Rental Size 8.5 #08-5-0122	Rentals	\$7.00	1
Skate Rental Size 9 #09-0-0123	Rentals	\$7.00	1
Small Tote Bag	Clothing	\$8.00	99,999,364
Sponsors	Misc	\$0.00	99,997
Swim Goggles	Clothing	\$10.00	45
Team Picture	Misc	\$0.00	9,990
Volleyball	Sports Equipment	\$35.00	436

Select Item and click **OK** at the bottom of the screen.



Description	Category	Price	Qty On Hand
Jersey	Clothing	\$1.00	90
RCS Hat	Clothing	\$12.00	964
RCS Sweatshirt	Clothing	\$35.00	986

You can select a **Category** to narrow your search.



Merchandise Item: RCS Sweatshirt

Quantity: 1 On Hand: 986

Price: \$35.00

Total: \$35.00

Due Today: \$35.00

Adjust Due Today

Add To Cart **Return To Cart**

Enter **Quantity** or change **Price**.

ReCPro will calculate the total for you.

Click **Add to Cart** button, then **Checkout**.

User can click **Adjust Due Today** and put balance OnAccount.

Adjust Due Today



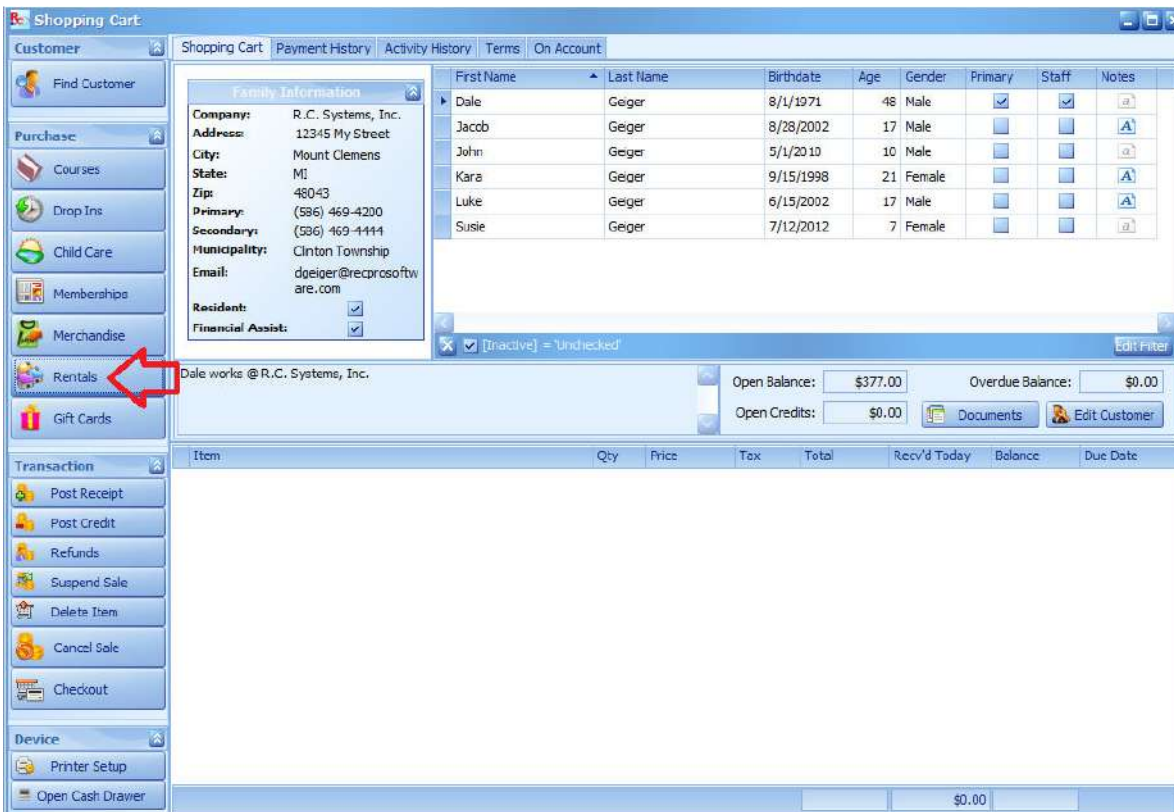
The dialog box titled "Amount to Pay Today" contains the following elements:

- Two radio buttons: "Pay Full Amount (\$35.00)" and "Pay Other Amount". A red arrow points to the "Pay Other Amount" button.
- Below the radio buttons, three input fields: "Amount to Pay Today:" with a value of "\$0.00", "Balance:" with a value of "\$35.00", and "Balance Due By:" with a date of "5/8/2020". A red arrow points to the "Amount to Pay Today:" field.
- At the bottom, there are "OK" and "Cancel" buttons.

User can select **Pay Other Amount** radio button which opens fields to change **Amount to Pay Today** and the **Balance Due By** date. This will put the balance OnAccount.

Rentals

From the main menu, go to **Shopping Cart > Shopping Cart > Find Customer > Click Rentals** button



The "Shopping Cart" application window displays customer information and a list of transactions. A red arrow points to the "Rentals" button in the left-hand navigation pane.

Family Information:

- Company: R.C. Systems, Inc.
- Address: 12345 My Street
- City: Mount Clemens
- State: MI
- Zip: 48043
- Primary: (586) 469-4200
- Secondary: (586) 469-4444
- Municipality: Clinton Township
- Email: dgeiger@recprosoftw are.com
- Resident: ☒
- Financial Assist: ☒

Customer List:

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
John	Geiger	5/1/2010	10	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	A
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	A

Summary:

- Open Balance: \$377.00
- Overdue Balance: \$0.00
- Open Credits: \$0.00

Transaction List:

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
						\$0.00	



Step 1 – Select Customer

By creating the rental from shopping cart, the customer information automatically populates in step 1.

Rental Summary	
Rental Fees:	
Sec Dep:	
Tax:	\$0.00
Rental Total:	
Total Hours:	
Total Rooms:	
Total Packages:	
Total Days:	

Step 2 – Fill Out Rental Information

- **Permit** – ReCPro™ will generate a number once the rental is saved.
- **Date** – this is the **Contract Date** not the date of the rental. This field defaults to today's date.
- **No Charge** – check box to track dollars not realized for rentals in the **Facility Statistics** grid.
- **Use Type** – select from the pick list, and type a **Description**.
- **Status** is determined in the system default setup but can be changed if desired.



Step 3 – Setup Locations / Packages and Dates

Step 3 - Setup Location / Package and Dates

Type: Room Rental

Location: [Text Box]

Terms & Conditions: [Text Box]

Room Rate: [Text Box]

Capacity: [Text Box]

Setup Min: [Text Box]

Cleanup Min: [Text Box]

Sec Deposit: [Text Box]

Sec Deposit Billing Options

Due Date: [Text Box]

Amount: \$0.00

One Time

Each Date

Reminder: [Text Box]

Contract Notes: [Text Box]

Clear Location/Package

Clear Dates & Times


Check Availability

Add to Rental

Rental Summary

This section is considered a worksheet to check availability for location, dates and times for rentals. It is not saved to the calendar or auto assigned a permit number until **Create Rental** button is selected.

Select **Type** of rental; choices are Room Rental or Package Rental.

Click  button; **Room Lookup** screen displays. (If user setup packages, the button will change to **Search Packages**. User can also review **Search Calendar** first.

When **Room Lookup** screen displays, you can use the filters on top to isolate data. Click **Refresh** button.

Room Lookup

Facility: Anchor Bay High School

Room Category: [Text Box]

Facility Category: [Text Box]

Rentable: Rentable

Capacity greater than: 0

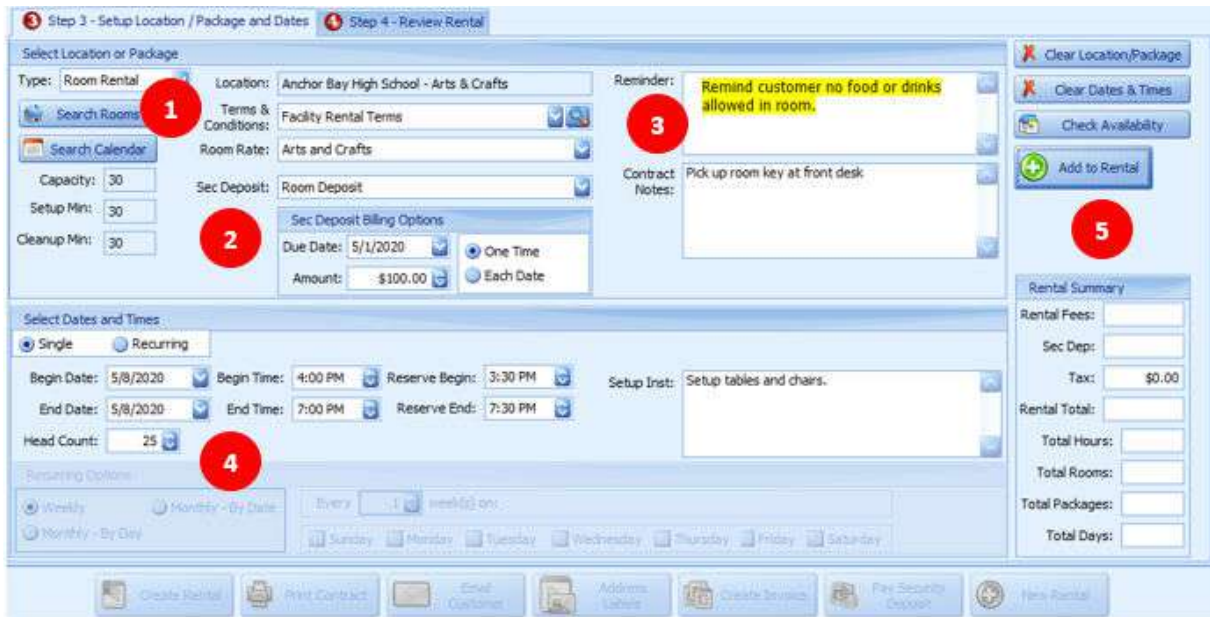
Online: [Text Box]

Refresh

Room Name	Facility Name	Room Category	Capacity	Rentable	Show Online
Amphitheatre (East Greenwich)	Anchor Bay High School	Other	1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Art Studio	Anchor Bay High School	Classroom	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arts & Crafts	Anchor Bay High School	Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Basketball Court 1	Anchor Bay High School	Gymnasium	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Basketball Court 2	Anchor Bay High School	Gymnasium	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Classroom 101	Anchor Bay High School	Classroom	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Classroom 102	Anchor Bay High School	Classroom	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conference Room	Anchor Bay High School	Conference	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conference Room A	Anchor Bay High School	Conference	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conference Room B	Anchor Bay High School	Conference	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gym A	Anchor Bay High School	Gymnasium	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gym B	Anchor Bay High School	Gymnasium	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gymnasium	Anchor Bay High School	Gymnasium	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ice Rink	Anchor Bay High School	Ice Rink	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel INACTIVE Add New Room

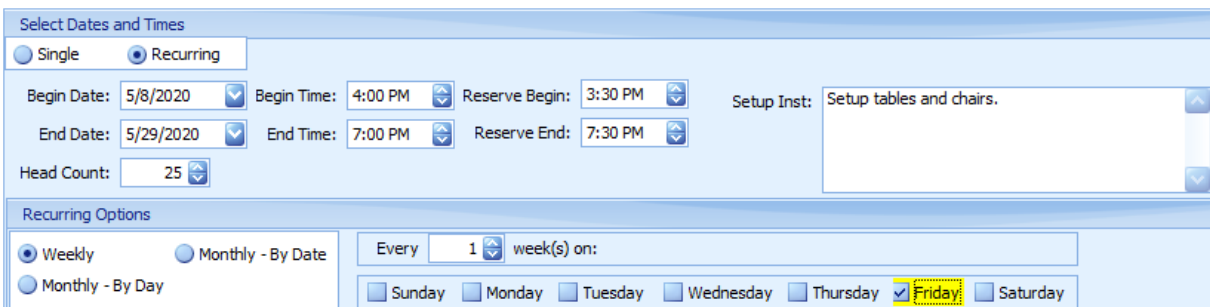
Highlight the room and click **OK** button.



- 1) Once the room has been selected it fills in **Terms & Conditions**, **Room Rate** and **Security Deposit** information. Each field has an arrow indicating it's a pick list, so it can be changed.
- 2) **Security Deposit Billing Options** – user can change the **Due Date**, **Amount** and **One Time Charge** or **Each Date** if it is a recurring rental.
 - **NOTE:** The amount can be changed down to \$0.01 but if it is 'zero', put cursor in the Security Deposit line item and use ctrl + delete button on keyboard to remove.
- 3) **Reminder** field is a verbal script to be communicated to the customer. This was setup when the facility room data was entered. The reminder does not print anywhere. **Contract Notes** will print on the contract.
- 4) **Select Dates and Times** – choose between **Single** or **Recurring** (see below for details), select **Begin Date**, **End Date**, **Begin Time**, **End Time**. **Reserve Begin Time**, **Reserve End Time** is used for setup and cleanup time and will not be charged. **Setup Instructions** will display on the facility calendar and print on reports. **Head Count** will verify against the Capacity of the room.

Recurring Rentals

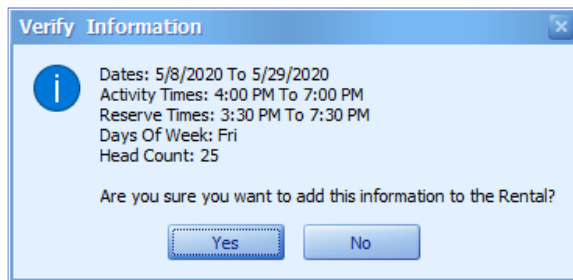
Select Dates and Times - Alternately, user may select recurring dates and times for facility rentals.



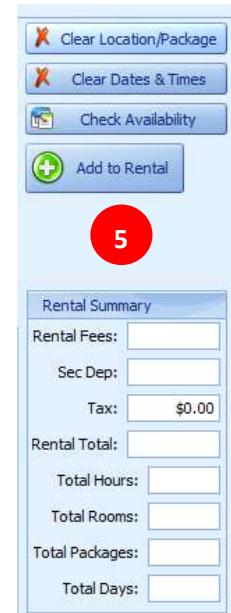
Select **Recurring** button; enter **Begin Date** and **End Date**; **Begin Time** and **End Time**; **Reserve Begin** and **End**; **Setup Instructions** (if applicable) and **Head Count** (if applicable.) From **Recurring Options** check day of week, or change radio button **Monthly – By Day** or **Monthly – By Date**.

5) Navigation Tools

- **Clear Location/Package** and
- **Clear Dates & Times** if user wishes to start over.
- **Check Availability** button to verify the room is available.
- **Add to Rental** button when ready to proceed.
- A popup will verify date, time and head count

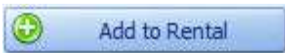


- **Rental Summary** - Review Rental Fees, Security Deposit, Tax (if applicable), Rental Total, Hours, Rooms, Packages, And Total Days



The 'Rental Summary' form includes the following fields:

- Clear Location/Package** (button)
- Clear Dates & Times** (button)
- Check Availability** (button)
- Add to Rental** (button)
- 5** (red circle icon)
- Rental Fees:**
- Sec Dep:**
- Tax:**
- Rental Total:**
- Total Hours:**
- Total Rooms:**
- Total Packages:**
- Total Days:**

After user had clicked  button, said **Yes** to **Verify Information** screen, and if there are **Rental Options** for this room, user will get a popup to click checkbox for the selections.



Question	Yes	Quantity	Available Qty
Do you need chairs (flat rate)?	<input type="checkbox"/>	1	50
Would you like any small tables?	<input checked="" type="checkbox"/>	25	50

OK Cancel REQUIRED

Click **OK** button to continue, or **cancel** to stop and go back to previous screen.

Step 4 – Review Rental

Click the + signs to drill down and review details of the rental and check the **Rates**. Notice there is a separate tab for **Security Deposit**.

Description	Rental Fees	Tax	Rental Total	Amt Billed	Amt Paid	Balance Due	Amt Unbilled	Totals Hrs	Sec Dep	Terms & Conditions	Notes
Anchor Bay High School - Art...	\$175.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00	3.00	\$100.00	Facility Rental Terms	A

Date	Day of Week	Time Beg	Time End	Reserve Time Begin	Reserve Time End	Head Count	Rental Fees	Tax	Total	Hours	Sec Dep	Setup Instructio...
6/8/2020	Fri	4:00 PM	7:00 PM	3:30 PM	7:30 PM	25	\$175.00	\$0.00	\$175.00	3.00	\$100.00	A

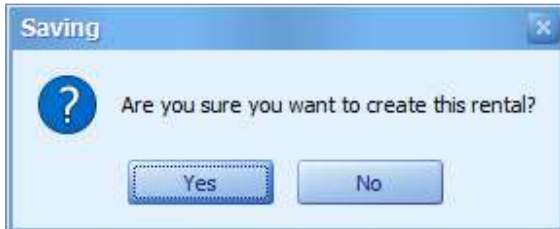
Description	Quantity	Units	Rate	Total	Tax
Arts and Crafts Flat	1.00	Each	\$50.00	\$50.00	\$0.00
Small Tables Weekday Flat	25.00	Each	\$5.00	\$125.00	\$0.00

Record 1 of 2

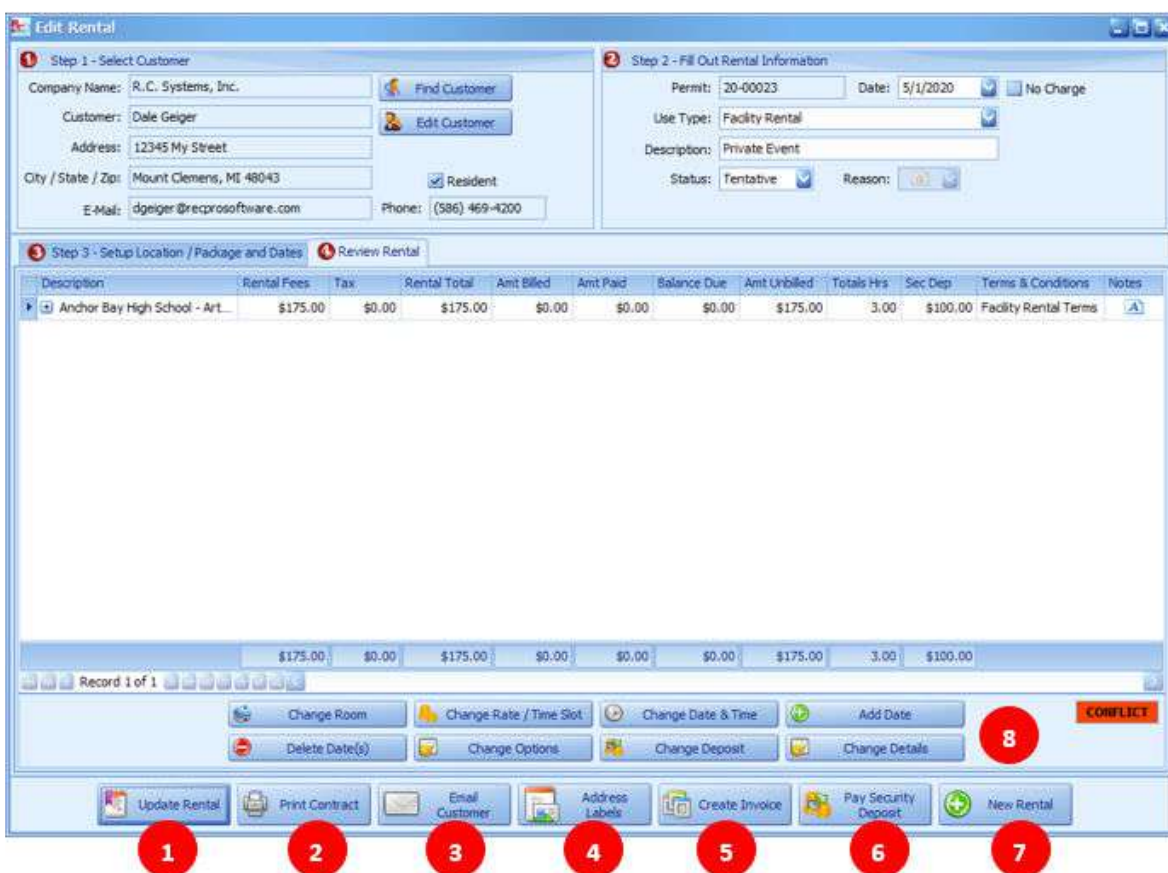
CONFLICT

Create Rental Print Contract Email Customer Address Labels Create Invoice Pay Security Deposit New Rental

Click **Create Rental** button and there will be a popup asking 'are sure you want to create this rental?'
Click **Yes** to continue or **No** to cancel.



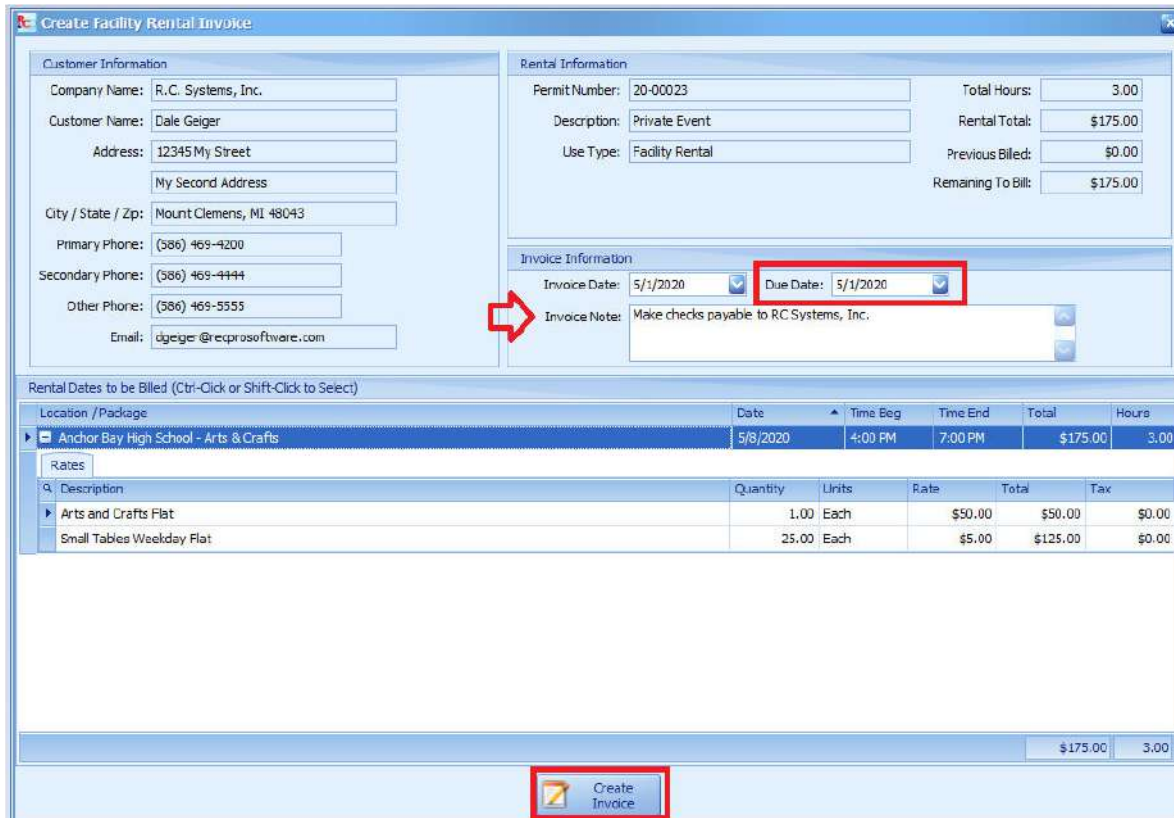
Once the record is created, additional navigation tools (buttons) become available.



- 1) **Update Rental** – click after user has made any updates to the rental
- 2) **Print Contract** – click to **Preview, Print** or **Email** the contract
- 3) **Email customer** – click to open an email with customer email address pre-filled
- 4) **Address labels** – click to create an address label with customer address pre-filled
- 5) **Create Invoice** – the invoice must be created in order for the user to apply payment for the rental (*see details below*).
- 6) **Pay Security Deposit** – click this to apply payment
- 7) **New Rental** – click to start a new rental
- 8) **Edit Buttons** – Change Room, Rate / Time Slot, Add Date, Delete Date(s), Options, Details

Create Invoice

From rental screen, click **Create Invoice** button. **Create Facility Rental Invoice** screen will display.



Create Facility Rental Invoice

Customer Information

Company Name: R.C. Systems, Inc.
 Customer Name: Dale Geiger
 Address: 12345 My Street
 My Second Address:
 City / State / Zip: Mount Clemens, MI 48043
 Primary Phone: (586) 469-4200
 Secondary Phone: (586) 469-4444
 Other Phone: (586) 469-5555
 Email: dgeiger@recprosoftware.com

Rental Information

Permit Number: 20-00023
 Description: Private Event
 Use Type: Facility Rental
 Total Hours: 3.00
 Rental Total: \$175.00
 Previous Billed: \$0.00
 Remaining To Bill: \$175.00

Invoice Information

Invoice Date: 5/1/2020
 Due Date: 5/1/2020
 Invoice Note: Make checks payable to RC Systems, Inc.

Rental Dates to be Billed (Ctrl-Click or Shift-Click to Select)

Location / Package	Date	Time Beg	Time End	Total	Hours
Anchor Bay High School - Arts & Crafts	5/8/2020	4:00 PM	7:00 PM	\$175.00	3.00

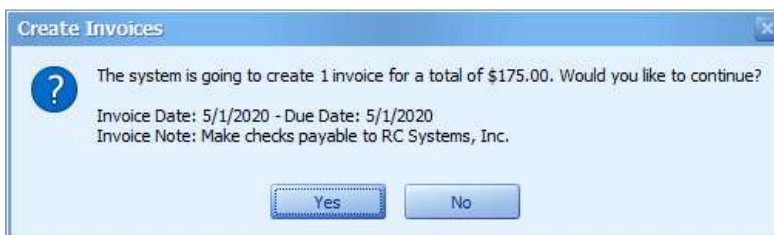
Rates

Description	Quantity	Units	Rate	Total	Tax
Arts and Crafts Flat	1.00	Each	\$50.00	\$50.00	\$0.00
Small Tables Weekday Flat	25.00	Each	\$5.00	\$125.00	\$0.00

Create Invoice

Review and add **Due Date** (this works in conjunction with **On Account** tab and the open balance report), **Invoice Notes** (optional) and then click **Create** button.

Create Invoices popup will display to verify you want to continue.



Create Invoices

The system is going to create 1 invoice for a total of \$175.00. Would you like to continue?

Invoice Date: 5/1/2020 - Due Date: 5/1/2020
 Invoice Note: Make checks payable to RC Systems, Inc.

Yes No



Make Payment

Would you like to make a payment today?

Yes No

Make Payment popup will display to ask 'would you like to make a payment today?' **No** will create an invoice to print. **Yes** will take user to Shopping Cart to process the transaction. However, if there was a **Security Deposit** there will be a popup first to select it in order to apply payment.



Shopping Cart automatically opens **Checkout** screen to apply payment. Click the method of payment (Cash, Check or Credit Card) and process the transaction.

Notice the **Sales Receipt** references the Permit & Invoice numbers, as well as the security deposit.

Page: 1 of 1

R.C. Systems, Inc.
35807 Moravian Dr.
Clinton Township, MI 48035
Ph: (586) 469-4200
Fax: (586) 469-4867

Customer **R.C. Systems, Inc.**
Dale Geiger
12345 My Street
My Second Address
Mount Clemens, MI 48043

Sales Receipt

Receipt #: 12974
Receipt Date: 05/01/2020
Receipt Total: \$275.00
Paid By: Dale Geiger
Registrar: SW
Pay Method: Check# 123 \$275.00
Primary Phone: (586) 469-4200

Item Description	Quantity	Price Ea	Total
Permit#: 20-00023 - Payment on Invoice#: 1792	1	\$175.00	\$175.00
Permit#: 20-00023 - Room Deposit - Arts & Crafts @ Anchor Bay High School - 5/8/2020	1	\$100.00	\$100.00

Facility Rental Invoice(s) will be the next popup to print invoice.

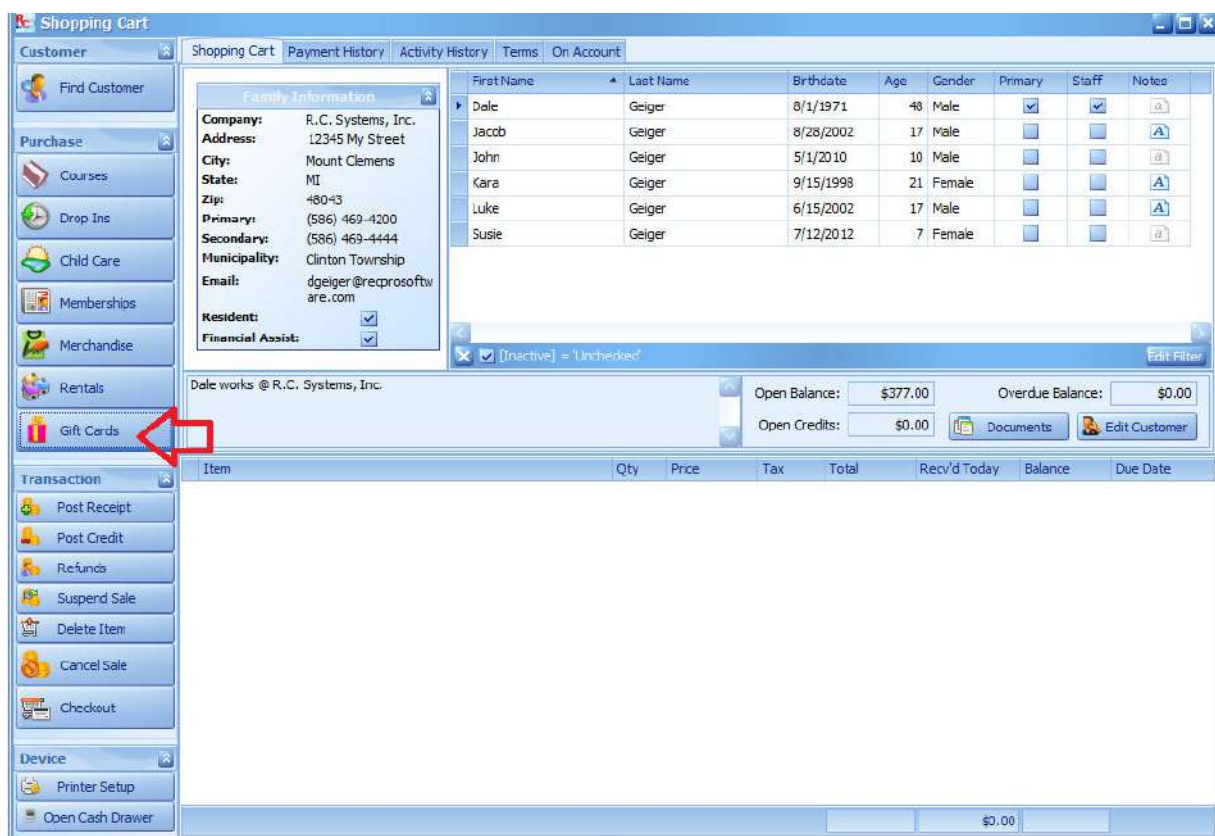


This is optional and user will be able to reprint later.

Gift Cards

Gift cards may be sold and added to membership cards and key tags. The money is not on the card itself but it will create an **Open Credit** on the customer's account.

From the main menu, go to **Shopping Cart > Shopping Cart > Find Customer** and click **Gift Card** button.



Step 1 – Add or Reload Gift Card. If you select **Member Without Gift Card** click **Add Gift Card** button. If you select **Member with Gift Card** click **Reload Gift Card** button.

When **Add Gift Card** screen displays, enter the **Amount** to load on the gift card and enter **Expiration Date**. Then either **Scan Card** or click **Membership Card Lookup**. Click **Add** button.

When **Reload Gift Card** screen displays, enter the **Amount** to load on the gift card and enter **Expiration Date**. Click **Add** button.



Step 2 – Confirm and Press Add to Cart

Step 2 - Confirm and Press Add to Cart

Name	Card #	Current Balance	Amount To Add	New Balance	Expire Date
Jacob Geiger	4343	\$0.00	\$25.00	\$25.00	12/31/2021

Transaction Total: \$25.00

Add to Cart

From Shopping Cart, proceed to **Checkout** and **Apply Payment**.

Shopping Cart

Customer: Dale works @ R.C. Systems, Inc.

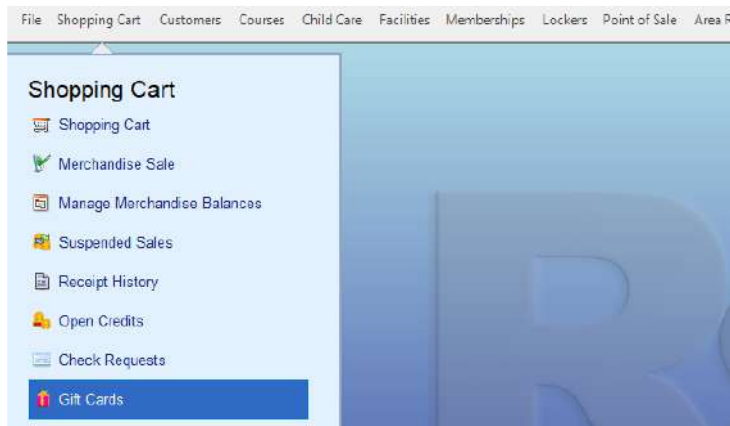
Open Balance: \$377.00
Open Credits: \$0.00

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Gift Card - Jacob Geiger	1	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00	

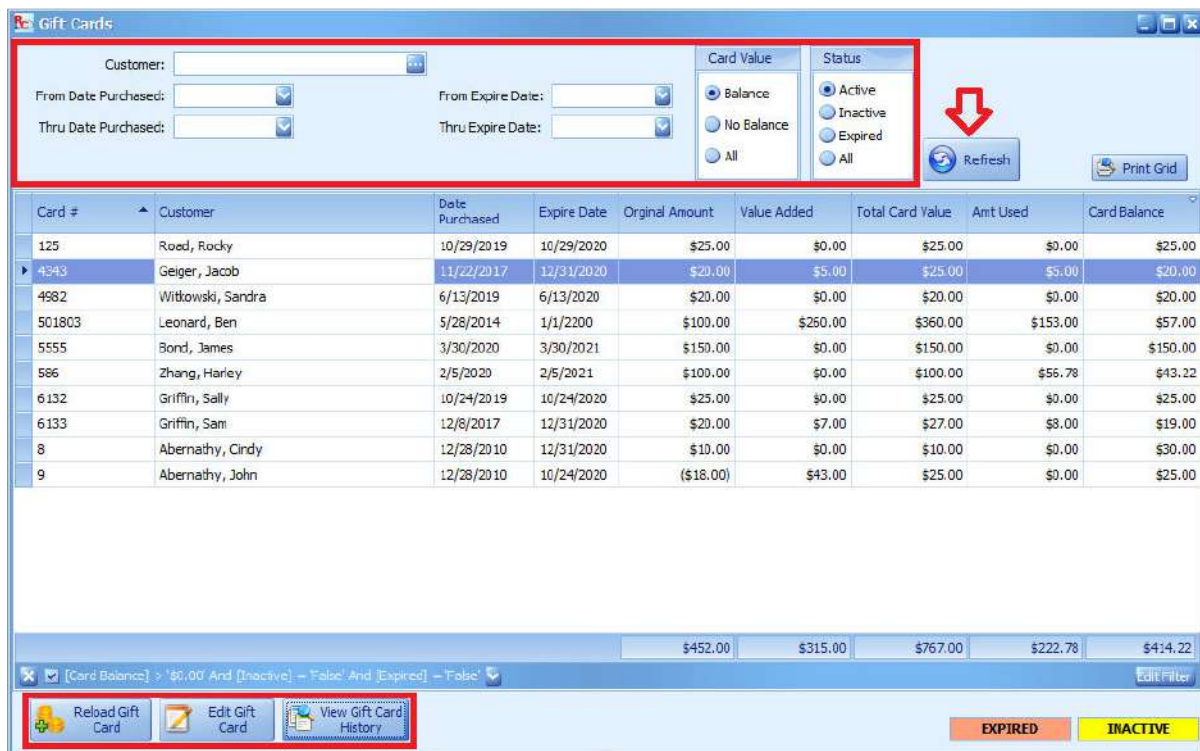
Checkout

Gift Card Management

From the main menu, go to **Shopping Cart > Gift Cards**



Gift Cards screen opens. Use the filters on the top to isolate your search. Click **Refresh** button.



Card #	Customer	Date Purchased	Expire Date	Original Amount	Value Added	Total Card Value	Amt Used	Card Balance
125	Roed, Rocky	10/29/2019	10/29/2020	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
4343	Geiger, Jacob	11/22/2017	12/31/2020	\$20.00	\$5.00	\$25.00	\$5.00	\$20.00
4982	Witkowski, Sandra	6/13/2019	6/13/2020	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
501803	Leonard, Ben	5/28/2014	1/1/2200	\$100.00	\$260.00	\$360.00	\$153.00	\$57.00
5555	Bond, James	3/30/2020	3/30/2021	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
586	Zhang, Harley	2/5/2020	2/5/2021	\$100.00	\$0.00	\$100.00	\$56.78	\$43.22
6132	Griffin, Sally	10/24/2019	10/24/2020	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
6133	Griffin, Sam	12/8/2017	12/31/2020	\$20.00	\$7.00	\$27.00	\$8.00	\$19.00
8	Abernathy, Cindy	12/28/2010	12/31/2020	\$10.00	\$0.00	\$10.00	\$0.00	\$30.00
9	Abernathy, John	12/28/2010	10/24/2020	(\$18.00)	\$43.00	\$25.00	\$0.00	\$25.00

Summary Totals: \$452.00 | \$315.00 | \$767.00 | \$222.78 | \$414.22

Filter: [Card Balance] > '\$0.00' And [Inactive] = 'False' And [Expired] = 'False'

Buttons: Reload Gift Card, Edit Gift Card, View Gift Card History, EXPIRED, INACTIVE

- **Reload Gift Card** – click to add more monetary value to the card.
- **Edit Gift Card** – allow you to change the status and expiration date.
- **View Gift Card History** – to review purchase, reload history and usage history.

R.C. Systems has an additional document written on Gift Cards utilized with Point of Sales module.



Shopping Cart – Transactions

Post Receipt

Post Receipt is for Gate Receipts such as cash collected for open activities where there is no course registration required but money has been collected at the entrance and needs to be posted at the end of the day or week.

You can use a specific customer record or you can use 'Cash Customer' for non-specific posting.

The screenshot shows the 'Shopping Cart' window with the following components:

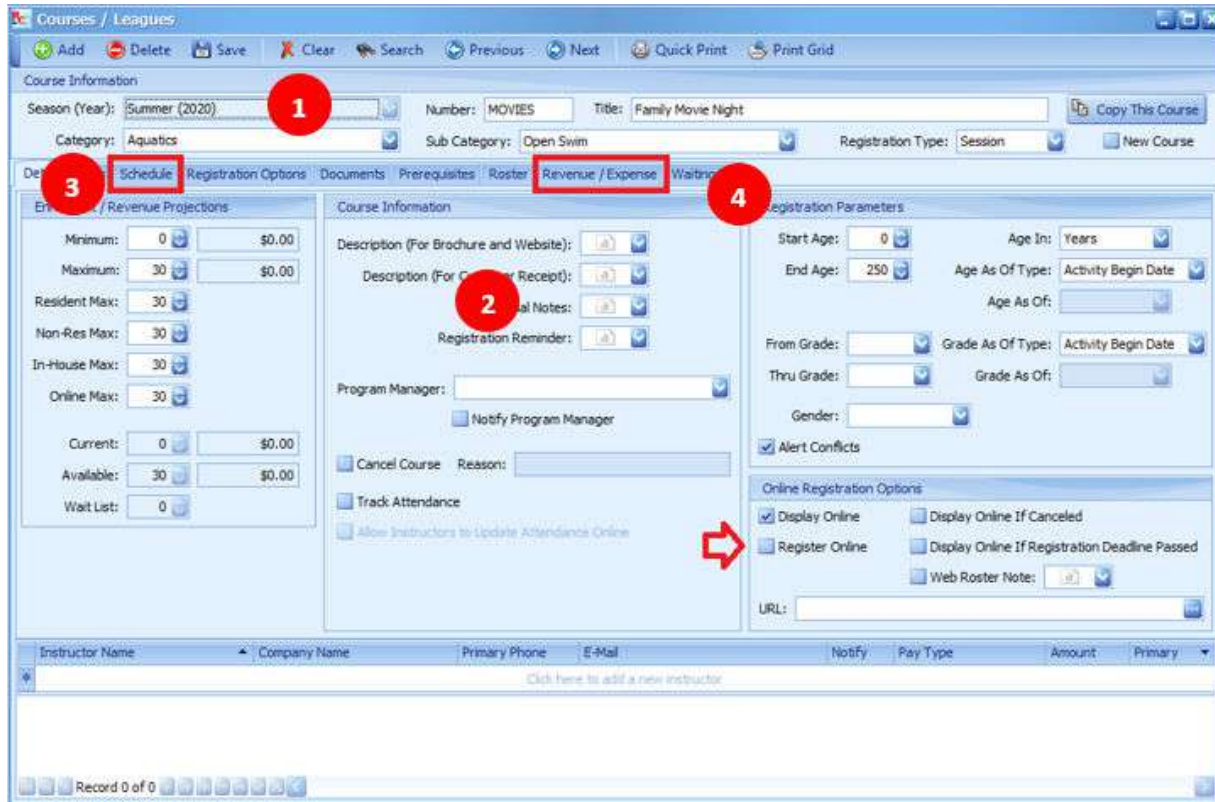
- Customer Section:** Includes 'Find Customer' and a list of customers. The 'Cash Customer' entry is highlighted with a red box. The list has columns: First Name, Last Name, Birthdate, Age, Gender, Primary, Staff, and Notes.
- Family Information Section:** Displays details for the selected customer, including Company, Address, City, State, Zip, Primary, Secondary, Municipality, Email, Resident, and Financial Assist.
- Transaction Section:** A sidebar with buttons for various transactions. The 'Post Receipt' button is highlighted with a red arrow.
- Balance Section:** Displays 'Open Balance: \$0.00', 'Overdue Balance: \$0.00', and 'Open Credits: \$0.00'. It also includes 'Documents' and 'Edit Customer' buttons.
- Item Table:** A table with columns: Item, Qty, Price, Tax, Total, Recv'd Today, Balance, and Due Date.
- Device Section:** Includes 'Printer Setup' and 'Open Cash Drawer' buttons.

Example: Family Movie Nights is every Friday during the summer from 7pm-10pm at the local high school gym and the cost is \$3 per person. Cash is collected at the door and turned in at the end of the day. No registration is involved.

Note: Post Receipt can be used for drop-in classes as long as user does not need a roster.

Post Receipt – Course Setup

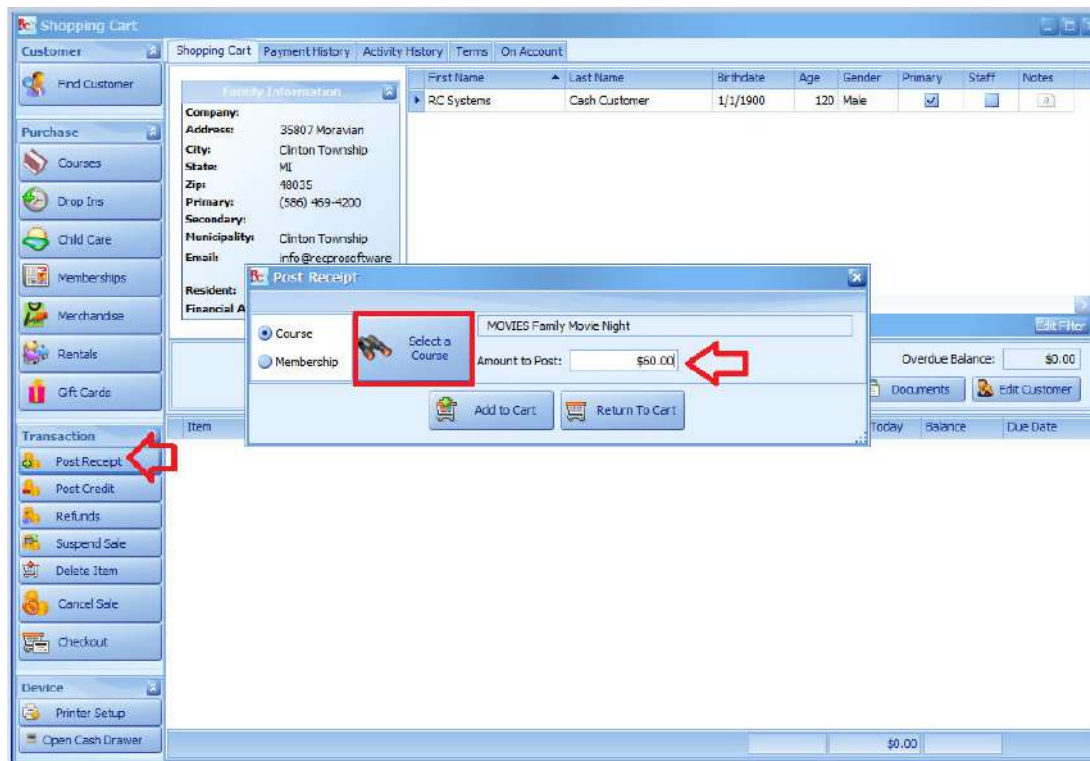
Before using **Post Receipt** feature in **Shopping Cart**, user should enter some basic information in the course entry screen in order to post the revenue to a course record and display online (optional).



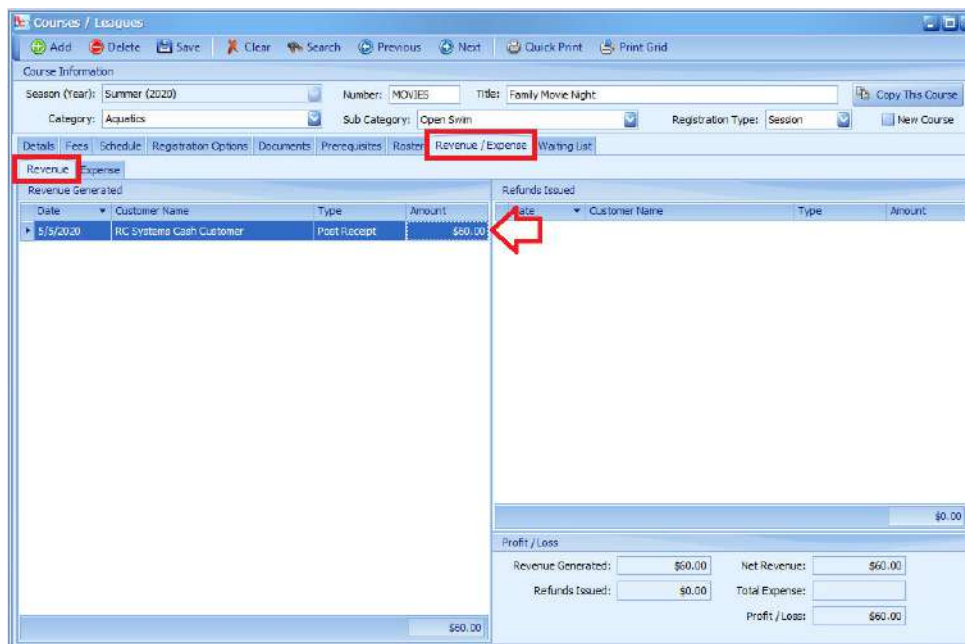
1. Setup the course basics. Since the transaction will be a post receipt (no registration), only **Season (Year)**, **Number**, **Title**, **Category**, and **Sub-category** are required.
2. If you are displaying it online so your community can read about it, add **Description**, **Resident Fee**, and **Non-Resident Fee**. Enrollment numbers can be added so it displays online but not required since there is no registration involved. Be sure to uncheck register online.
3. Create the schedule so location, dates and times will display online.
4. User will see the post receipt transaction in the **Revenue/Expense** tab once it's completed in shopping cart. *There will be no roster.*
5. **Customer Record** – since there is no advance registration and the money is being posted *after* the activity has taken place, user should setup a cash customer record.



From the **Shopping Cart** screen, click Post Receipt button



Post Receipt screen displays click **Select a Course** button and the **Course Lookup** screen will display, choose course. Add the **Amount to Post**, click **Add to Cart** to continue or **Return to Cart** to stop. Transaction will post to the course entry screen **Revenue/Expense** tab.





Post Credit

User can **Post Credit** to a customer's account to use the next time the customer registers for a course. This will NOT display on the balance register report.

Click **Post Credit** button. **ReCPro™** defaults to today's date. Add the dollar value to the **Amount** field. Type the **Description** (required) and **Expiration** date the credit will expire. Click **OK** button, then Checkout to process the transaction and will display in shopping cart **Open Credit** field.

The screenshot displays the ReCPro Shopping Cart application. On the left, a sidebar contains navigation buttons: Find Customer, Purchase (Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards), Transaction (Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, Checkout), and Device (Printer Setup, Open Cash Drawer). The main window shows customer information for 'Dale Geiger' and a list of family members. A 'Post Credit' dialog box is open in the center, with red arrows pointing to the 'Post Credit' button in the sidebar, the 'Amount' field (\$20.00), the 'Description' field ('Volunteer coach'), and the 'Expiration' date (5/5/2021). On the right, the 'Open Credits' field shows \$20.00, highlighted with a red box. The bottom status bar shows a total of \$0.00.

Note: A default **Expiration Date** based on number of days, months or years can be setup. From the main menu, go to **Setup > System Default > Default Setup > General** tab.



Open Credit

To review and manage the **Open Credits**, go to **Shopping Cart > Open Credits**

User can change the **Expiration Date** (click **Save Changes** button), **Remove** button to delete from the Open Credit grid or **Print Grid** button will display as preview to print.

Last Name	First Name	Company Name	Primary Phone	Trans Date	Expiration Date	Note	Amount
Andrews	Alfred		(398) 398-3772	11/27/2019	11/27/2020		\$10.00
Andrews	Alfred		(398) 398-3772	11/27/2019	11/27/2020		\$3.00
Bob	Billy		(231) 233-3621	3/30/2020	3/30/2021		\$100.00
Doe	Jonathan		(586) 498-5544	12/6/2019	12/6/2020		\$10.00
Geiger	Dale	R.C. Systems, Inc.	(586) 469-4200	5/5/2020	5/5/2021		\$20.00
Greene	Doug		(586) 458-6552	4/29/2020			
Griffin	Sam		(586) 222-3333	8/23/2019			
Leonard	Ben		(734) 765-0869	7/10/2019			
Leonard	Ben		(734) 765-0869	7/10/2019			
Starr	Elena		(999) 888-7777	4/14/2020			
Xavier	Charles		(586) 468-4622	12/4/2019			
Zhang	Harley		(586) 285-3867	2/5/2020			

☒ (Exclude Expired) \$1,085.05 Edit Filter

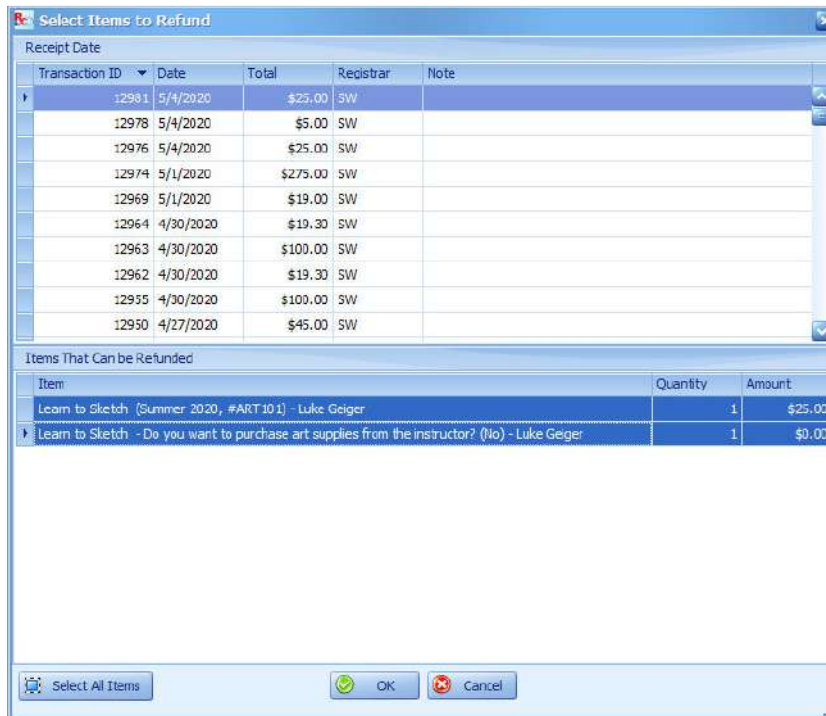
Options: Save Changes Check Request Remove Print Grid

To see all expired Open Credits, uncheck the filter **Exclude Expired**.

Note: The **Check Request** button is grayed out since Post Credit is non-refundable. Check Request button is visible when a refund was issued as in-house credit.

Refunds

In shopping cart screen, click **Refund** button. Select Items to Refund screen displays. Select item.



The dialog box 'Select Items to Refund' contains two main sections. The top section, 'Receipt Date', is a table with columns: Transaction ID, Date, Total, Registrar, and Note. The bottom section, 'Items That Can be Refunded', is a table with columns: Item, Quantity, and Amount. At the bottom of the dialog are buttons for 'Select All Items', 'OK', and 'Cancel'.

Transaction ID	Date	Total	Registrar	Note
12981	5/4/2020	\$25.00	SW	
12978	5/4/2020	\$5.00	SW	
12976	5/4/2020	\$25.00	SW	
12974	5/1/2020	\$275.00	SW	
12969	5/1/2020	\$19.00	SW	
12964	4/30/2020	\$19.30	SW	
12963	4/30/2020	\$100.00	SW	
12962	4/30/2020	\$19.30	SW	
12955	4/30/2020	\$100.00	SW	
12950	4/27/2020	\$45.00	SW	

Item	Quantity	Amount
Learn to Sketch (Summer 2020, #ART101) - Luke Geiger	1	\$25.00
Learn to Sketch - Do you want to purchase art supplies from the instructor? (No) - Luke Geiger	1	\$0.00

The top grid lists the **Receipt Date** and **Total**

The bottom grid lists **Items That Can be Refunded** per the receipt selected above. To refund all items, hold the control key down and highlight each line. Click **OK** button.

The verification screen will ask the user if they want the customer removed from the **Course Roster**. Click **Yes** or **No** to continue.



The dialog box 'Remove From Roster' contains a question mark icon and the text: 'Would you like to remove Luke Geiger from the Course Roster for Course# ART101?'. Below the text are two buttons: 'Yes' and 'No'.

Refund Fees screen displays *if* there was a fee setup in default admin (*Misc. Fees*) and attached to the course being refunded. User can overwrite the dollar amount in the shopping cart screen.



The dialog box 'Refund Fee' contains a question mark icon and the text: 'Would you like to charge the \$5.00 refund fee for Learn to Sketch (Summer 2020, #ART101) - Luke Geiger?'. Below the text are two buttons: 'Yes' and 'No'.

Click **OK** button.



Shopping Cart

Customer: Shopping Cart | Payment History | Activity History | Terms | On Account

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftware.com
Resident: ☒
Financial Assist: ☒

Dale works @ R.C. Systems, Inc.

Open Balance: \$377.00 | Overdue Balance: \$0.00
Open Credits: \$40.00 | Documents | Edit Customer

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Program Refund Fee	1	\$5.00	\$0.00	\$5.00	\$5.00	\$0.00	
Learn to Sketch (Summer 2020, #ART101) - Luke Geiger	1	-\$25.00	\$0.00	-\$25.00	-\$25.00		

(\$20.00) (\$20.00) \$0.00

Issue Refund screen displays. Notice in this example the item has a negative dollar value of -\$20.00 for a check request and a temporary (*greyed out*) \$5.00 in credit on account to pay the refund admin fee.

Issue Refund - Previous Day Receipt

Refund Total
Amount: **-\$25.00** | Receipt Date: 5/5/2020

Step 1 - Apply Amount to Refund

Payment Recv'd	Previously Refunded	Amount To Refund
Cash: \$0.00	\$0.00	
Check: \$0.00	\$0.00	-\$20.00
Credit Card 1: \$0.00	\$0.00	\$0.00
Credit Card 2: \$0.00	\$0.00	\$0.00
Other: \$0.00	\$0.00	\$0.00
Credit On Acct: \$0.00	\$0.00	-\$5.00

Total Refunded: **-\$25.00** | ☒ Print Check Request

Step 2 - Enter Refund Information

Payee Information
Payee Name: Dale Geiger
Address: 12345 My Street
Address: My Second Address
Zip/City/State: 48043 | Mount Clemens | MI
Phone: (586) 469-4200
E-Mail: dgeiger@recprosoftware.com

Reason Type: Check Request
Check Dist: Mail to Payee
Refund Notes: Conflicting schedule


Step 3 - Choose Receipt Output and Complete Refund

Preview | Print | Email | Print & Email | No Receipt

Cancel



Review and select **Reason Type** from drop down menu. **Print Check Request** will default checked if it is not the same day as the registration payment was made. The design functionality is based on being able to hand the payment back to the customer that same day since it would not have been deposited in the bank. Click **OK** button. A **Refund Receipt** will preview; print and close.



R.C. Systems, Inc.
35807 Moravian Dr.
Clinton Township, MI 48035
Ph: (586) 469-4200
Fax: (586) 469-4867

Page: 1 of 1

Payee	
	Dale Geiger 12345 My Street My Second Address Mount Clemens, MI 48043 Phone: (586) 469-4200 E-Mail: dgeiger@recprosoftware.com

Check Request	
Request ID:	591
Request Date:	05/05/2020
Check Type:	Customer Refund
Check Amount:	\$20.00
Distribution:	Mail to Payee
Request By:	Sandra Witkowski
Reason Type:	Check Request
Reason Note:	Conflicting schedule

Revenue Account Distribution		
Account#	Description	Amount
1070	Locker Rental Revenue	-\$20.00

Approved By _____

Processed By _____

Check Information			
Check#	Check Date	Audited By	Audit Date

FOR AUDITING: All check requests need to be processed by the accounting department.

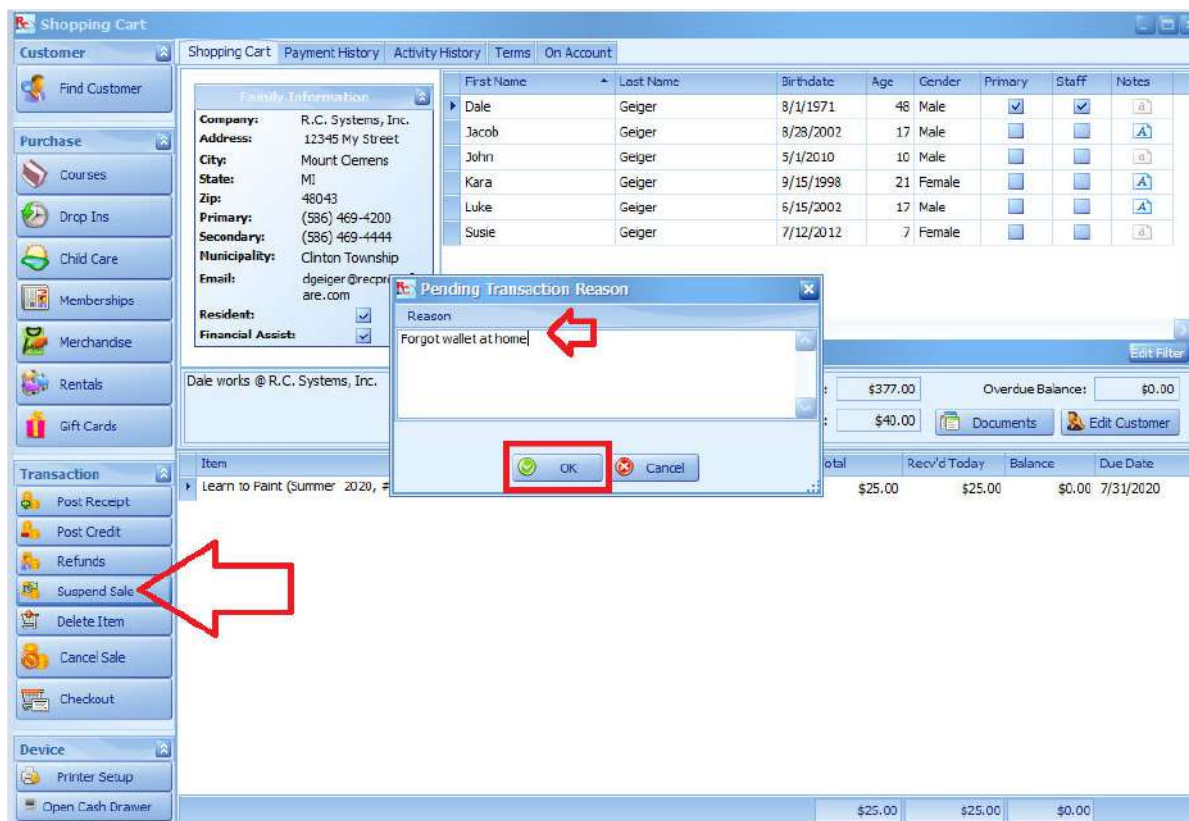
Check Request will preview; print and close.

Suspend Sale

The functionality design is to allow the user to register a customer for an activity without completing the sale.

Example: User registers a customer for a course and when ready to Checkout to receive payment, the customer realizes they forgot their checkbook at home. They need a few hours to run home to get it and pay later in the day.

Click **Suspend Sale** button instead of **Checkout**



Pending Transaction Reason screen displays; add reason, click **OK** button.

From the main menu, go to **Shopping Cart > Suspended Sales** menu item to review and manage suspended sales.

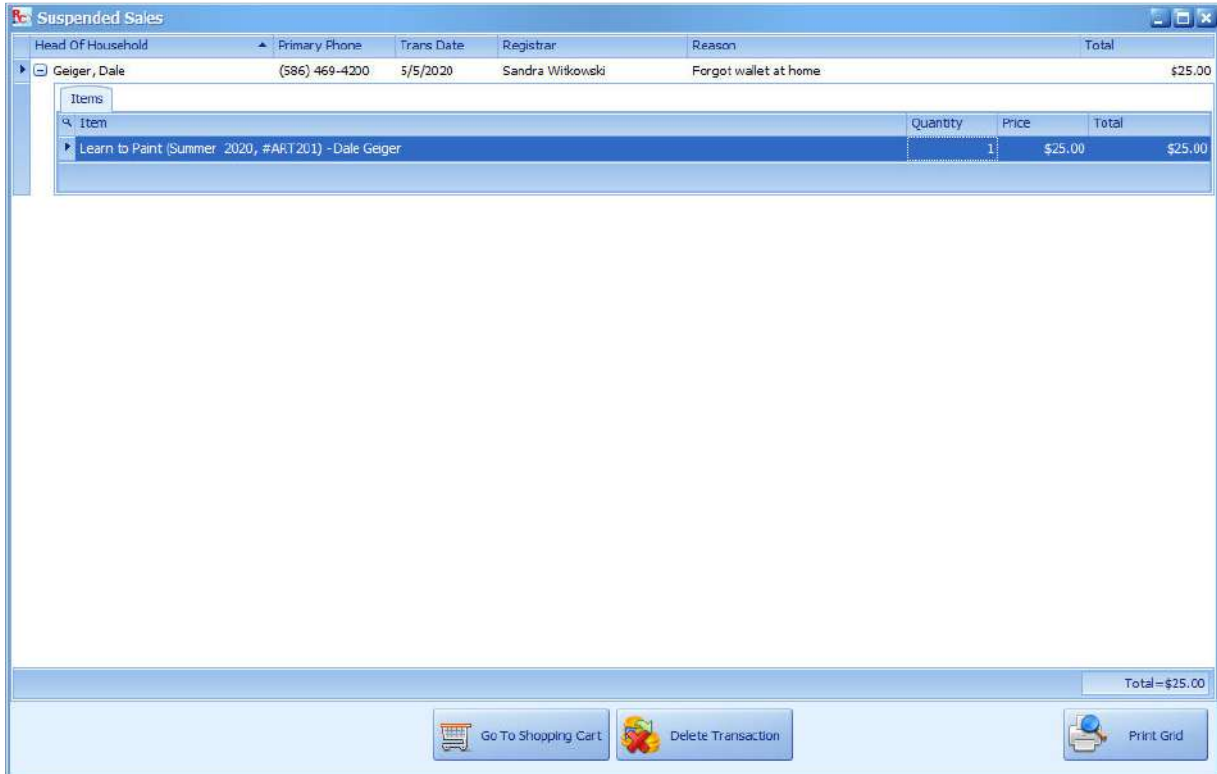


Note: At ReCPro Software we recommend that a user takes ownership of this function. Staff should be checking it daily for activity and finalizing sales because the **Suspend Sale** button will put the customer on the roster even though they have not paid for the registration yet.

Suspended Sales

Go to **Shopping Cart > Suspended Sales**

Pending Transactions screen displays. Click  button to open transaction to view details.



The screenshot shows the 'Suspended Sales' window. At the top, there's a header with fields: Head Of Household, Primary Phone, Trans Date, Registrar, Reason, and Total. Below this, a transaction is listed for 'Geiger, Dale' with a primary phone of '(585) 469-4200', trans date of '5/5/2020', registrar 'Sandra Wiskowski', reason 'Forgot wallet at home', and a total of '\$25.00'. Below the header, there's an 'Items' section with a table showing one item: 'Learn to Paint (Summer 2020, #ART201) - Dale Geiger' with a quantity of '1', price of '\$25.00', and total of '\$25.00'. At the bottom of the window, there are three buttons: 'Go To Shopping Cart' (with a shopping cart icon), 'Delete Transaction' (with a trash can icon), and 'Print Grid' (with a printer icon). A status bar at the bottom right shows 'Total=\$25.00'.

Head Of Household	Primary Phone	Trans Date	Registrar	Reason	Total
Geiger, Dale	(585) 469-4200	5/5/2020	Sandra Wiskowski	Forgot wallet at home	\$25.00

Item	Quantity	Price	Total
Learn to Paint (Summer 2020, #ART201) - Dale Geiger	1	\$25.00	\$25.00

The grid is designed to allow the user to have immediate access to the contact name, phone number and course registration so user can call and see if they are ready to complete the sale by clicking **Go To Shopping Cart** button or cancel the sale by clicking **Delete Transaction**.



This image shows a close-up of the three action buttons at the bottom of the window. From left to right: 'Go To Shopping Cart' with a shopping cart icon, 'Delete Transaction' with a trash can icon, and 'Print Grid' with a printer icon.

- **Go To Shopping Cart** button - the transaction will move to **Shopping Cart** screen to complete the sale in checkout.
- **Delete Transaction** button - to remove the transaction which will also remove the participant from the roster.
- **Print Grid** button – the information will preview to create a report to print.



Delete Item

Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, **Delete Item**, Cancel Sale, Checkout

Device: Printer Setup, Open Cash Drawer

Shopping Cart | Payment History | Activity History | Terms | On Account

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw. are.com
Resident: ☒
Financial Assist: ☒

Dale works @ R.C. Systems, Inc.

Open Balance: \$377.00 Overdue Balance: \$0.00
Open Credits: \$40.00 Documents Edit Customer

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
John	Geiger	5/1/2010	10	Male	<input type="checkbox"/>	<input type="checkbox"/>	a
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	A
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	A
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	a

[[inactive] = 'Unchecked'] Edit Filter

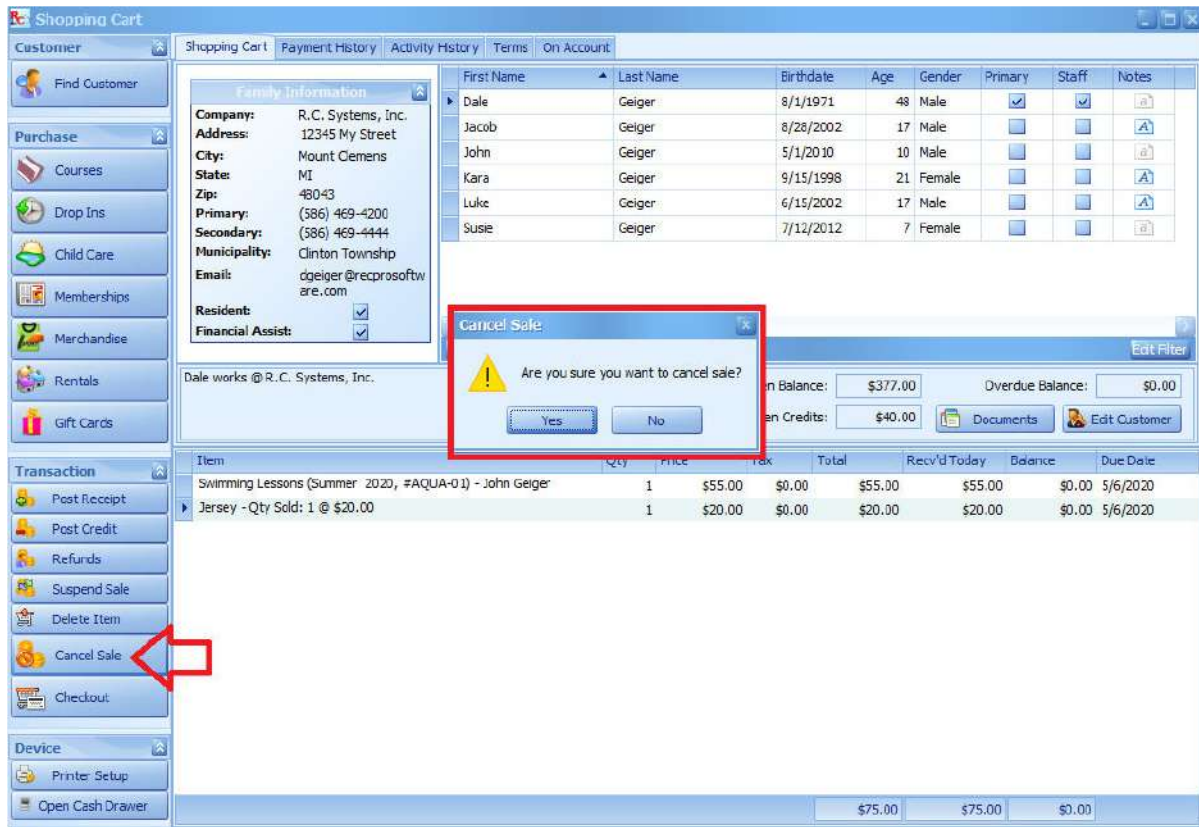
Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Swimming Lessons (Summer 2020, #AQUA-01) - John Geiger	1	\$55.00	\$0.00	\$55.00	\$55.00	\$0.00	5/6/2020
Learn to Sketch (Summer 2020, #ART101) - John Geiger	1	\$50.00	\$0.00	\$50.00	\$50.00	\$0.00	5/6/2020
Jersey - Qty Sold: 1 @ \$20.00	1	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	5/6/2020

\$125.00 \$125.00 \$0.00

In the event the wrong course was selected for the customer or they change their mind prior to check out, highlight the course line and click **Delete** button and the item will be removed from shopping cart screen.



Cancel Sale



Click **Cancel Sale** button to discontinue registration. **Cancel Sale** verification screen will display, click **Yes** to continue canceling sale and the shopping cart will empty. Click **No** to stop canceling sale and continue shopping.

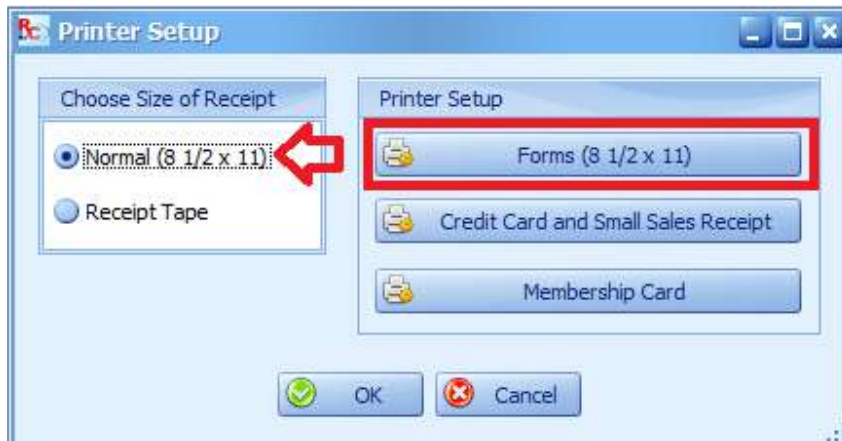
Device

Printer Setup – to direct which printer the **Sales Receipt** will print to. User can also setup which printer to print **Check Request**, **Membership Cards**, **Invoices** and **Credit Card Receipts** to.

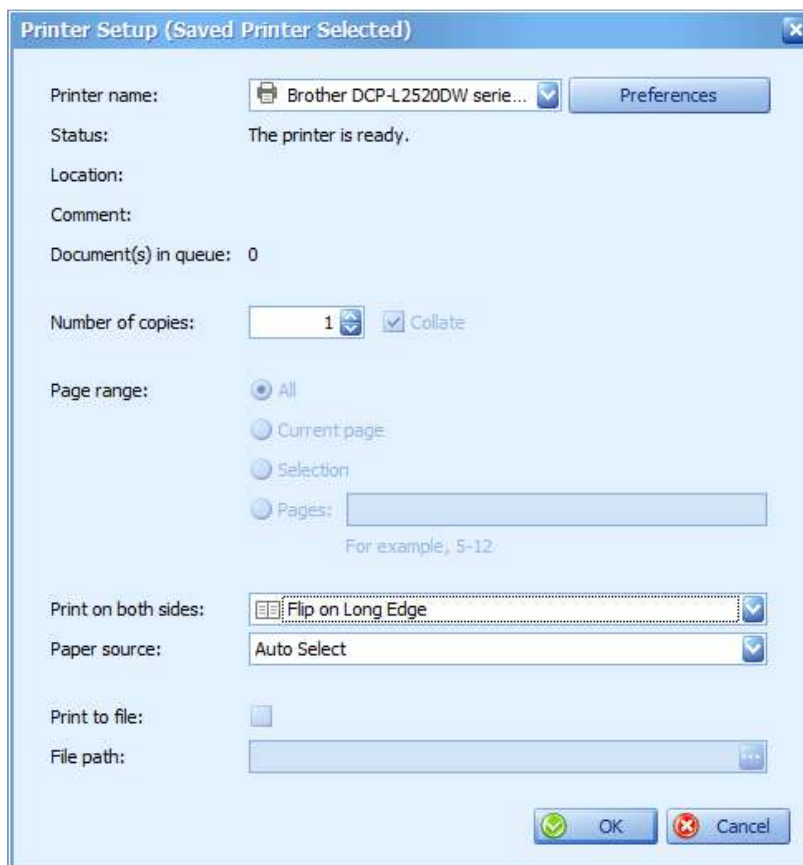


Printer setup button is found in the lower left-hand corner of the shopping cart screen.

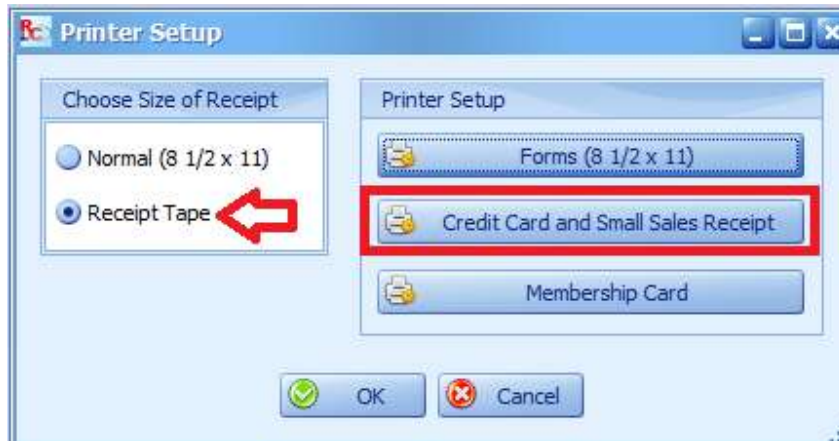
Choose Size of Receipt – select between **Normal (8-1/2 x 11)** or **Receipt Tape** radio button. When selecting **Normal**, click **Forms (8-1/2 x 11)** button




Printer Setup (Saved Printer Selected) screen will display. Select your printer name from the picklist and set any preferences then click **OK** button.



When selecting **Receipt Tape**, click **Credit Card and Small Sales Receipt** button.



If you are using membership cards, click  button to select card printer.




Device – Open Cash Drawer

If you have a cash drawer, click **Open Cash Drawer** button to open without processing a transaction.

Shopping Cart - Payment History Tab



View the **Payment History** by **Receipt Date**. Click  button to drill down to view **Receipt Items** and **Pay Method** tabs.

Reprint Receipt / Check Request



Receipt or **Check Request** can be **Previewed**, **Reprinted** or **Emailed**. This is specifically for reprints of receipts or check requests only. **Check Request** can only be viewed if it was done first as a refund.



Options



- **Edit Receipt Notes** – select item in **Payment History** and click **Edit Receipt Notes** button to change/edit the payment note which prints on the balance register report.
- **Change Pay Method** – select item in **Payment History > Pay Method** tab, then click **Change Pay Method** button. Note: If the original transaction was paid using a credit card, you will not be able to use the feature.
- **Change Receipt Date** – select item in **Payment History**, click **Change Receipt Date**, the popup will display current date and will only allow user to change new date field.
- **Void Transaction** – select item in **Payment History**, click **Void Transaction** button, a **Void Reason** popup will display, type the reason you are voiding this transaction.

Note: Once this is done, you cannot undo the transaction.

Voided Receipt Transaction - User may view it in the **Reports > Financial > Void Transaction** grid and enter the original receipt date (or date range) of the transaction, NOT the date it was voided.

Voided Date	Voided By	Void Reason	Receipt Date	Total	Registrar	Refund	Last Name	First Name
4/27/2020	Sandra Witkowski		4/27/2020	\$5.00	SW		Geiger	Dale
5/4/2020	Sandra Witkowski		5/4/2020	\$25.00	SW		Geiger	Dale

Item	Amount	Tax Amount	Amt Refunded
Gift Card - Jacob Geiger	\$25.00	\$0.00	\$0.00



Shopping Cart - Activity History Tab

Courses tab

Items in green are considered 'current' courses and have not ended as of today's date. They will turn white once the course is ended.

End Date	Begin Date	Year	Season	Number	Title	Location	Days	beg Time
Family Member: Dale Geiger								
8/9/2019	5/6/2019	2019	Winter	2001	Basketball (Team and Player) - Te...			
Family Member: Jacob Geiger								
5/4/2020	5/4/2020	2020	Spring	SC-A8	Basket Weaving	Clinton Township Senior Ce...	Mon	1:00 PM
Family Member: Kara Geiger								
7/29/2020	6/17/2020	2020	Summer	560-A	Art & Painting Lessons	Greene Art Center - Art Ro...	Wed	6:00 PM
7/5/2020	4/1/2020	2020	Spring	A3	Learn to Sketch	Cousino High School - 101		
4/30/2020	4/2/2020	2020	Spring	44-1-AM	Wallpaper Made Fun (Morning Ses...	Anchor Bay High School - A...	Wed	9:00 AM
4/27/2020	4/27/2020	2020	Spring	SC-A6	Chair Exercise	Clinton Township Senior Ce...	Mon	2:00 PM

☒ (Within the last 12 months) [Edit Filter](#)

Options

CURRENT

Lower left corner has a default filter set to **within the last 12 months**. Uncheck the box to see prior registrations.

Course Options



Assign a Different Family Member to the Course button – In the event that a course was assigned to the wrong family member or needs to be switched for whatever reason, select the course a family member is registered to, click **Assign a Different Family Member to the Course** button a popup screen displays **Select Family Member to replace**, select the person the course is to be transferred to and click **OK** button.

Issue Refund button - In the event a refund needs to be issued, user may select the course item and click **Issue Refund** button. A popup will ask 'do you want to remove customer from the roster?' Select yes or no. If there are other items in the transaction, there will be a popup asking if you want to review those items. Item(s) will be placed in shopping cart to complete the transaction.

Transfer Courses button – A customers course registration without registration options can be transferred by using the **Transfer Course** button.

- If the cost of the new course is the same as the old course, ReCPro will add the customer to the new course and remove them from the old.
- If the cost of the new course is different than the cost of the old course, ReCPro will transfer the information to shopping cart to issue a refund (temporarily holding the money on in-house credit) and then applying that credit to the new course with any additional money owed. The same would be true if the new course was less than the old course – ReCPro would issue a check request for a refund for overpayment (or leave it as in-house credit).
- If the course has registration options you must first refund it, you cannot use the Transfer Course button.

Remove From Roster button – User can remove customer participant from the roster without issuing a refund.

Registration Options button – this allows user to view the answer to any registration option selected during the time of registration.

View Course button – this allows user to **View Course** quickly without having to open course module and search for specific course. This is a 'view only' screen and does not allow you to make and save changes.



Child Care tab

If this module has been purchased, this tab will show the participants current activity in green and white for any activity within the last 12 months.

End Date	Begin Date	Session	Title	Location	Days	Beg Time
Participant: John Geiger						
8/28/2020	6/1/2020	2020 Summer Camps	Just Wanna Have Fun Camp	JFK Elementary School - Gymn...	M, Tu, W, Th, F	10:00 AM
Participant: Susie Geiger						
8/28/2020	6/1/2020	2020 Summer Camps	Just Wanna Have Fun Camp	JFK Elementary School - Gymn...	M, Tu, W, Th, F	10:00 AM
6/12/2020	9/9/2019	School Year 2019-2020	Anchor Bay After School Care	Anchor Bay High School - Class...	M, Tu, W, Th, F	3:30 PM
6/12/2020	9/9/2019	School Year 2019-2020	Anchor Bay Before School Care	Anchor Bay High School - Cafe...	M, Tu, W, Th, F	6:30 AM

Charge Late Pickup Fee button – highlight activity first, then click this button to add a late pickup fee.

Remove From Roster button – User can remove customer participant from the roster without issuing a refund.

View Activity button – this allows user to **View Activity** quickly without having to open Child Care module and search for specific activity. This is a 'view only' screen and does not allow you to make and save changes.

Membership tab

User can review **Family Members** (birth date, age and gender), **Transactions History** (transaction date, type, added, expires) and **Membership Usage** (date, time, location).

Shopping Cart

Customer

Find Customer

Courses

Drop Ins

Child Care

Shopping Cart

Payment History

Activity History

Terms

On Account

Courses

Child Care

Memberships

Facility Rentals

Dock Rentals

Locker Rentals

Membership

Plan

Term

of

Visits Remain

Effective Date

Expire Date

Status

Status Reason

Anchor Bay Pool Membership

Individual

12 Months

0

5/1/2020

5/1/2021

Active

Family Members

Transaction History

Membership Usage

Name

Birth Date

Age

Gender

Picture

Status

Status Reason

Card #

Card Picked Up By

Luke Geiger

5/15/2002

17

Male

Active

Anchor Bay Pool Membership

Individual

12 Months

0

4/30/2020

5/1/2021

Active

Anchor Bay Pool Membership

Individual

12 Months

0

4/30/2020

4/29/2021

Active

A

Anchor Bay Pool Membership

Individual

12 Months

0

4/30/2020

4/29/2021

Active

a

Facility Rentals tab

User can **'Edit Rentals', Create Invoices** and **Apply Payment** on **Facility Rentals** from this screen. All **Contracts, Invoices** and **Statements** can be reprinted from this screen also.

Shopping Cart

Customer

Find Customer

Shopping Cart

Payment History

Activity History

Terms

On Account

Courses

Child Care

Memberships

Facility Rentals

Dock Rentals

Locker Rentals

Permit#	Contract Date	Customer	Use Type	Description	Rental Fees	Tax	Rental Total	Amount
20-00023	5/1/2020	R.C. Systems, Inc.	Facility Rental	Private Event	\$175.00	\$0.00	\$175.00	\$
20-00038	4/14/2020	R.C. Systems, Inc.	Facility Rental	Private Event	\$150.00	\$0.00	\$150.00	\$
20-00017	4/10/2020	R.C. Systems, Inc.	Personal Training	Tennis Lessons	\$36.00	\$0.00	\$36.00	\$
20-00016	4/9/2020	R.C. Systems, Inc.	Facility Rental	Private Event	\$24.40	\$0.00	\$24.40	\$
20-00015	3/31/2020	R.C. Systems, Inc.	Facility Rental	Family Reunion	\$600.00	\$0.00	\$600.00	\$
15-00176	7/14/2015	R.C. Systems, Inc.	Camping	camp weekend	\$50.00	\$0.00	\$50.00	\$
15-00048	2/3/2015	R.C. Systems, Inc.	Hall Rental	Graduation party	\$36.00	\$0.00	\$36.00	\$
14-00005	2/10/2014	R.C. Systems, Inc.	Facility Rental	Family Reunion	\$25.00	\$0.00	\$25.00	\$
11-00014	2/1/2011	R.C. Systems, Inc.	Facility Rental	Geger Family Reunion	\$25.00	\$0.00	\$25.00	\$

Transaction

Post Receipt

Post Credit

Refunds

Suspend Sale

Delete Item

Cancel Sale

Checkout

Device

Printer Setup

Open Cash Drawer

Tentative

On Hold

Closed

Canceled

Options

Email Customer

Edit Rental

Create Invoice

Apply Payment

Forms

Contract

Invoice

Statement

\$1,101.40

\$0.00

\$1,101.40

\$1,0...

Click to expand the item to review **Facility Rentals** and details of the rental.

Rental Options



Email Customer button – this will add the customers email address to the email screen and users signature information (*see Admin Module for setup*).

Edit Rental button – this will open the **Create Rental** screen to make edit changes to the rentals date/time, rental options, rates, setup instructions, contract notes and security deposits.

Create Invoice button – this will allow user to **Create Invoice** if it was not done during the time of creating the rental. If there was not an invoice created there would not be an **Invoice tab**. (*Refer to Facility Rental documentation for details of editing rentals.*)

Apply Payment button – this will move the item to shopping cart screen for checkout.

Rental Forms



Selecting any of these 3 buttons, user will get a choice to **Preview**, **Print** or **Email**.

Note: for invoices, be sure to select the **Invoice tab** first, then select the **Invoice** button.



Shopping Cart – Terms

Track facility rental terms & conditions that need to be signed or review those that have already been signed.

Permit#	Contract Date	Customer	Use Type	Signed	Signed By	Signed Date
20-00015	3/31/2020	Dale Geiger	Facility Rental	<input type="checkbox"/>		
20-00016	4/9/2020	Dale Geiger	Facility Rental	<input type="checkbox"/>		
20-00018	4/14/2020	Dale Geiger	Facility Rental	<input type="checkbox"/>		

1. Select the tab for the module you need to track signatures for rental **terms** & conditions.
2. Options:
 - **Edit Signed By** button – allows user to enter who signed the rental terms.
 - **Contract** button – to reprint the rental contract
 - **Note:** rental terms that have not been signed will display in the grid. To review signed rental terms, uncheck filter to display all.



Shopping Cart - On Account

Courses (*Partial Payment*)

Shopping Cart has an **On Account** tab for creating 'Payment Plans' or 'Partial Payments'. Users can see details of everything that a customer has on account at any time.

How to Create a Partial Payment

From the main menu, click **Shopping Cart > Shopping Cart**, find **Customer**, add **Course**

Select family member in Step 2, click **Add to Roster** button which puts the information in step 3. Click **Adjust Due Today** button. The **Amount to Pay Today** screen displays. By selecting **Pay Other Amount** radio button, user can enter the dollar amount in **Amount to Pay Today** field and set a **Balance Due Date** for final payment. Click **OK** and click **Add to Cart** button.

Note: Do not use **Adjust Fee** button; adjust fee is to change the overall price of the course.



Shopping Cart screen displays the course item and **Rec'd Today** field shows what the customer is paying today with the **Balance** field indicating what will be put **OnAccount** and **Due Date**.

Shopping Cart

Customer: Shopping Cart | Payment History | Activity History | Terms | On Account

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw
are.com
Resident: ☒
Financial Assist: ☒

Dale works @ R.C. Systems, Inc.

Open Balance: \$377.00 | Overdue Balance: \$0.00
Open Credits: \$0.00 | Documents | Edit Customer

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
Soccer League Player (Summer 2020, #T1001) - Dale Geiger	1	\$147.00	\$0.00	\$147.00	\$20.00	\$127.00	8/31/2020

\$147.00 | \$20.00 | \$127.00

For Rentals: User may highlight the amount in the **Rec'd Today** field to change what the customer is paying today and the **Due Date** will pull from the **Rental Invoice** due date.

To finish transaction, click **Checkout** button to complete the transaction. After completed sale, the **Shopping Cart** screen will be return empty.



User can search for customer record again to verify the balance. **Open Balance** field shows total due. **Overdue Balance** field displays what is past due.

The screenshot shows the 'Shopping Cart' window with the 'Customer' tab selected. The 'Family Information' section is expanded, showing details for Dale Geiger. The 'Open Balance' field is highlighted with a red box, showing a value of \$127.00. The 'Overdue Balance' field is also highlighted, showing a value of \$0.00. The 'Open Credits' field shows a value of \$0.00. The 'Documents' and 'Edit Customer' buttons are visible.

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2010	10	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	5/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Open Balance: \$127.00 Overdue Balance: \$0.00
Open Credits: \$0.00 Documents Edit Customer

The screenshot shows the 'Shopping Cart' window with the 'On Account' tab selected. The 'Courses' sub-tab is also selected. The 'Amount Billed' and 'Balance' columns are highlighted with a red box. The 'Amount Billed' column shows a value of \$147.00, and the 'Balance' column shows a value of \$127.00. The 'Options' section at the bottom left has a red circle around the 'Only Open Balances' checkbox. The 'OVERDUE' button is highlighted with a red box, showing a value of \$0.00. The 'Forms' button is also visible.

Due Date	Purchase Date	Participant	Item Description	Amount Billed	Balance	Notes
8/31/2020	5/7/2020	Dale Geiger	Soccer League Player - 2020 Summer	\$147.00	\$127.00	

Options: ☒ Only Open Balances

OVERDUE \$0.00 Forms

The partial payment can now be found on the tab called **On Account** in **Shopping Cart**. Note the columns **Amount Billed** and **Balance**.

Note: Lower left corner filters **Only Open Balances** and right corner will show totals and any overdue amounts.



Apply Payment button - to make a payment. This will toggle user to **Shopping Cart** with the remaining balance on the item selected. User may change the dollar amount and due date in shopping cart screen if the customer is making another partial payment.

Close Balance button – to close the balance due and get the customer off the open balance report.

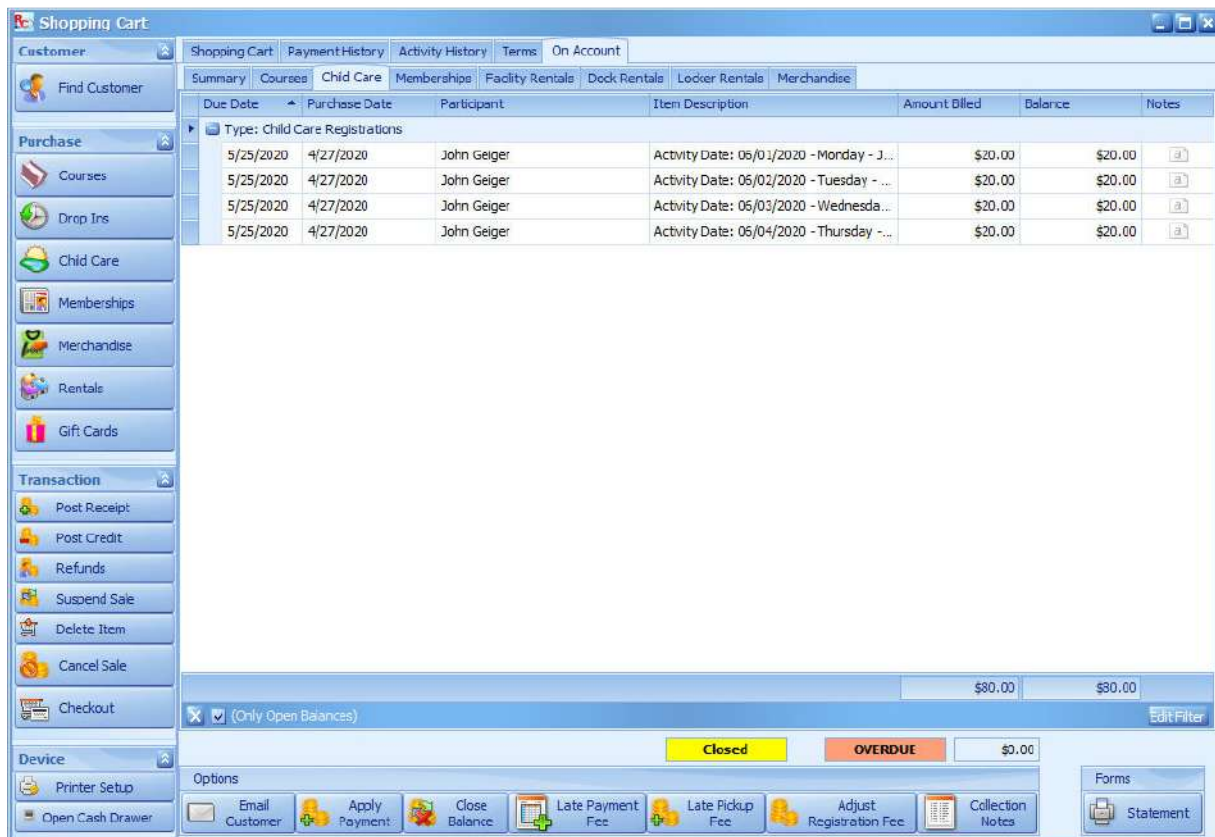
Collection Notes button – to type a note regarding users' attempts to collect balance due. When you run **Reports > Financial > Open Balance Report**, you can select the checkbox to include collection notes.



Statement button – to **Preview, Print** or **Email** a customer statement.

Child Care (*Partial Payments*)

Module must be purchased in order for this On Account Child Care tab to display.





Child Care Options



Email Customer button – will open an email screen with customers email address.

Apply Payment button – select registration item to transfer to shopping cart for checkout and payment.

Close Balance button – select child care registration item to close the balance owed.

Late Payment Fee button – select child care registration to apply the late payment fee. The fee must be setup in advance in child care activity.

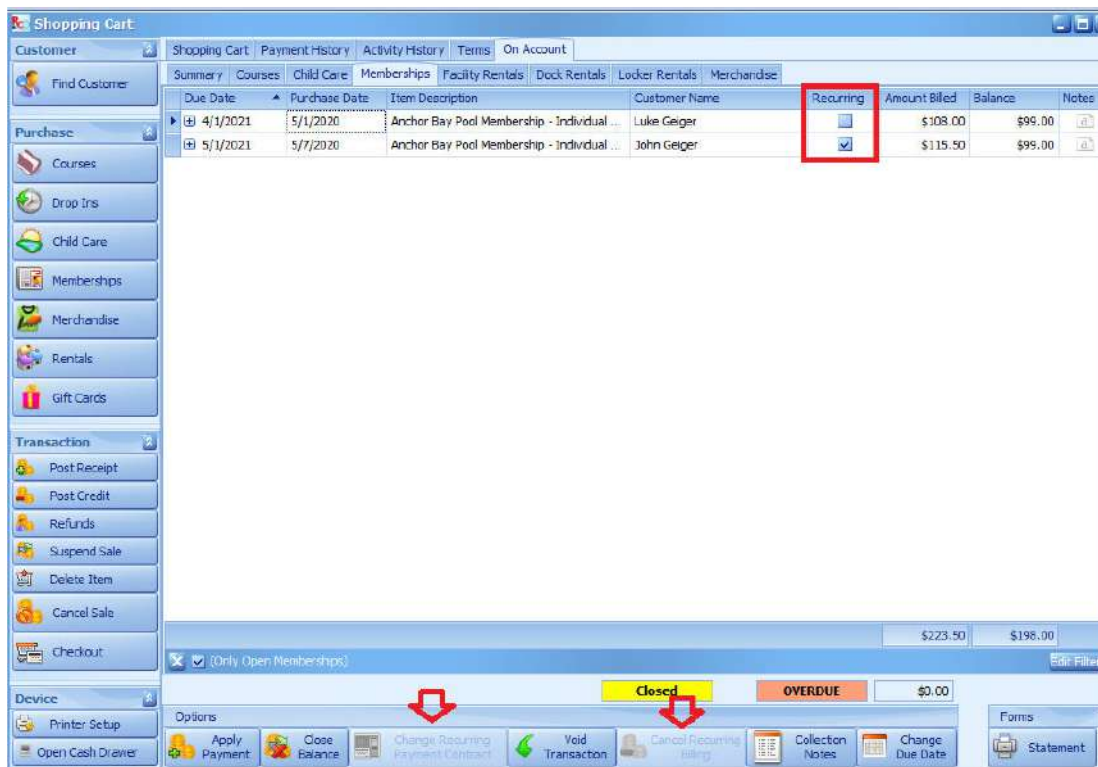
Late Pickup Fee button – select child care registration to apply the late pickup fee. This fee must be setup in advance in child care activity.

Adjust Registration Fee button – this feature was designed for users who offer child care activity using social services to pay a portion but user doesn't know the fee / reimbursement amount until later on. This allows user to register child, but adjust the social services fee at a later date.

Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.

Memberships (*Partial Payment*)

Module must be purchased in order for Membership tab to display.



Notice when it's not recurring billing, certain buttons on the tool bar are disabled.



Membership Options



Apply Payment button – select membership to transfer to shopping cart for checkout and payment.

Close Balance button – select membership item to close the balance owed.

Change Recurring Payment Contract button – to change credit card number or ACH payment for recurring billing. The button will be unavailable (grayed out) if the membership is not recurring billing.

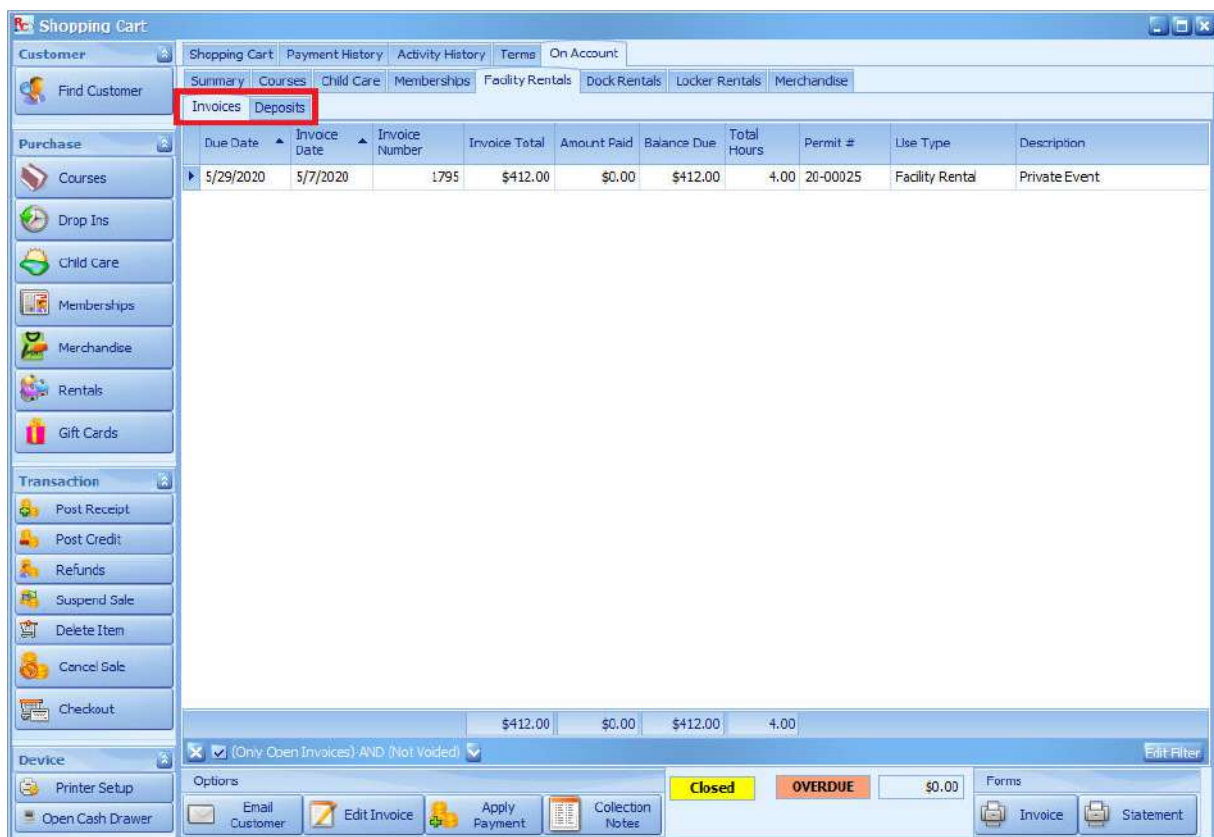
Void Transaction button – to make ACH transaction null and void in **ReCPro™**

Cancel Recurring Billing button – to deactivate the credit card or ACH recurring billing.

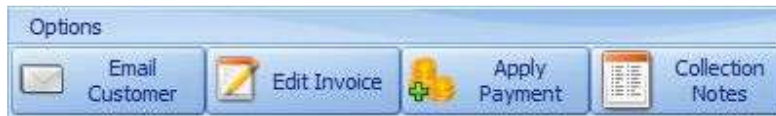
Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.

Facility Rentals (*Partial Payment*)

Module must be purchased in order for Facility Rental tab to display. **Facility Rentals** tab is separated into **Invoices** and **Deposits** tabs.



Facility Rental Options



Email Customer button – will open an email screen with customers email address.

Edit Invoice button – user can edit only the due date and invoice notes, but not the rental fee. User must delete invoice (as if it was never created) or void invoice (if partial payment has been already applied to the invoice). Then user can edit rental to change fees and create a new invoice.

Apply Payment button – select rental item to transfer to shopping cart for checkout and payment processing.

Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.

Facility Rental Forms



Invoice and **Statement** buttons – user can Preview, Print or Email rental invoice or statement.

Deposit Tab Options



Email Customer button – will open an email screen with customers email address.

Edit Rental button – user can edit rental from this screen.

Apply Payment button – select deposit item to transfer to shopping cart for checkout and payment processing.

Return Deposit button – Typically the item is in green indicating it is ready for return. This means the rental fee and security deposit has been paid in full and the date of the event has passed. Select deposit item to transfer to shopping cart in order to apply refund and checkout to create a check request. If only a partial of the security deposit is being refunded, change the **Price** field in shopping cart to the amount being refunded. This will change the **Total** and **Received Today** fields. Then finish checkout. **ReCPro™** will automatically close the balance.

Close Deposit button – click when no deposit is being refunded.

Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.



Dock Rentals (*Partial Payment*)

Module must be purchased in order for Dock Rentals tab to display.

The screenshot shows the 'Shopping Cart' window with the 'Dock Rentals' tab selected. The interface includes a left sidebar with navigation options like 'Find Customer', 'Purchase', 'Transaction', and 'Device'. The main area displays a table with columns: Due Date, Invoice Date, Invoice Number, Invoice Total, Amount Paid, Balance Due, Boat Make / Model, Rented From, and Rented Thru. A single row is visible with the following data: Due Date: 5/7/2020, Invoice Date: 5/7/2020, Invoice Number: 236, Invoice Total: \$19.00, Amount Paid: \$0.00, Balance Due: \$19.00, Boat Make / Model: Speedy boats cruiser, Rented From: 5/7/2020, Rented Thru: 5/10/2020. Below the table, there are summary fields showing \$19.00, \$0.00, and \$19.00. At the bottom, there are buttons for 'Email Customer', 'Edit Invoice', 'Apply Payment', 'Charge Late Fee', and 'Collection Notes', along with 'Forms' for 'Invoice' and 'Statement'.

Due Date	Invoice Date	Invoice Number	Invoice Total	Amount Paid	Balance Due	Boat Make / Model	Rented From	Rented Thru
5/7/2020	5/7/2020	236	\$19.00	\$0.00	\$19.00	Speedy boats cruiser	5/7/2020	5/10/2020

Dock Rental Options

This image shows a close-up of the 'Options' bar from the screenshot above. It contains five buttons: 'Email Customer' (with an envelope icon), 'Edit Invoice' (with a pencil icon), 'Apply Payment' (with a plus and coin icon), 'Charge Late Fee' (with a plus and calendar icon), and 'Collection Notes' (with a notepad icon).

Email Customer button – will open an email screen with customers email address.

Edit Invoice button – user can edit only the due date and invoice notes, but not the rental fee. User must delete invoice (as if it was never created) or void invoice (if partial payment has been already applied to the invoice). Then user can edit dock rental to change fees and create a new invoice.

Apply Payment button – select dock rental item to transfer to shopping cart for checkout and payment processing.

Charge Late Fee button – select dock rental to charge the late fee. The fee must be setup in advance in dock storage types.

Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.



Locker Rentals (*Partial Payment*)

Module must be purchased in order for Locker Rentals tab to display.

Due Date	Invoice Date	Invoice #	Invoice Total	Balance Due	Late Fee	Locker Room	Locker#	Rented From	Rented Thru	Recurring	Notes
5/8/2020	5/7/2020	1220	\$33.00	\$33.00	\$0.00	Ice Rink	002	5/7/2020	8/6/2020	<input type="checkbox"/>	
10/1/2020	10/1/2020	1222	\$22.00	\$22.00	\$0.00	Ice Rink	002	8/7/2020	11/30/2020	<input checked="" type="checkbox"/>	

Locker Rental Options

Email Customer button – will open an email screen with customers email address.

Edit Invoice button – user can edit only the due date and invoice notes, but not the rental fee. User must delete invoice (as if it was never created) or void invoice (if partial payment has been already applied to the invoice). Then user can edit locker rental to change fees and create a new invoice.

Apply Payment button – select locker rental item to transfer to shopping cart for checkout and payment processing.

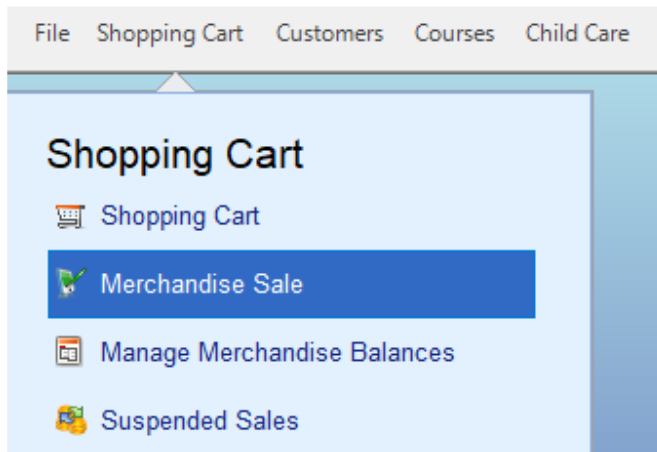
Change Recurring Payment Contract button – to change credit card number or ACH payment for recurring billing. The button will be unavailable (grayed out) if the membership is not recurring billing.

Cancel Recurring Billing button – to deactivate the credit card or ACH recurring billing.

Collection Notes button – this field will allow user to type a note about the attempts to collect payment and will also print in the Open Balance Report.

Merchandise Sale

From the main menu, go to **Shopping Cart > Merchandise Sale**

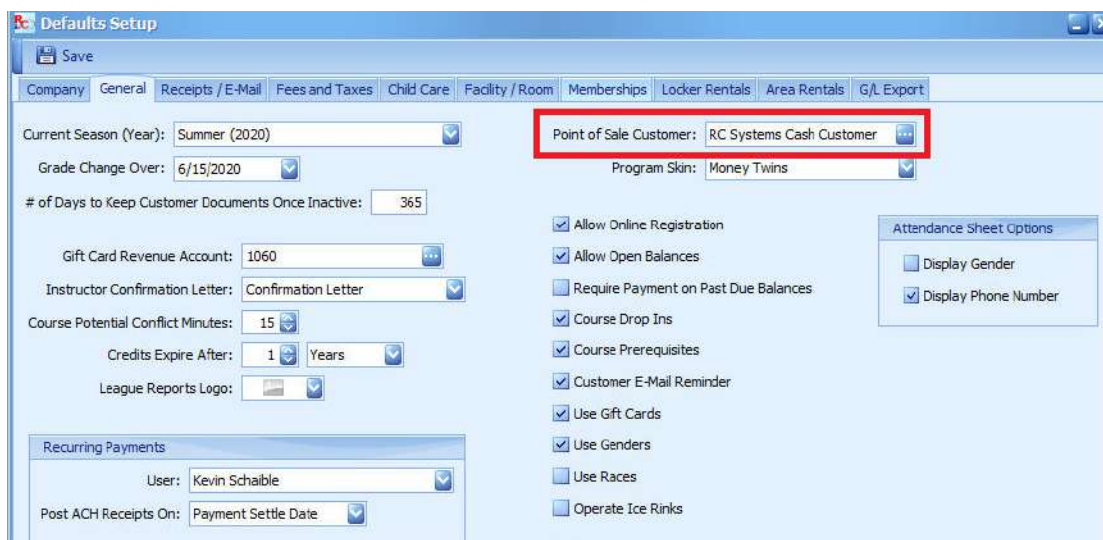


Merchandise Sale is a way to bypass **Shopping Cart** when the user does not need to track individual customer purchases. Make sure that the Merchandise Sale is setup first.

Merchandise Sale > Setup

From the main menu, go to **Setup > System Default > Default Setup > General tab**

Point of Sale Customer record must be attached. **ReCPro™** recommends 'Cash Customer' record.





Merchandise and Categories Setup

From the main menu, go to **Shopping Cart > Setup Options > Merchandise Categories**

Load categories first, then go to **Setup Options > Merchandise** to load the merchandise items, price, quantity on hand (**RePro™** will help you track inventory), and attach a non-tax revenue number and if it's taxable, check tax column and the tax revenue number.

Description	Category	Qty On Hand	Price	Allow Negative Price	Non-Tax Revenue Acct#	Taxable	Tax Rate	Taxable Revenue Acct#	PCS	Discontinued
Click here to add new merchandise										
Cash Drawer Adjustment	Misc	988	\$0.00	<input checked="" type="checkbox"/>	1001	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coffee Mug	Misc	196	\$4.95	<input type="checkbox"/>	1001	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gift Certificate	Gift Certificate	9999	\$0.00	<input type="checkbox"/>	1002	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Halloween Bash Event	Tickets	197	\$10.00	<input type="checkbox"/>	1030	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jersey	Clothing	90	\$1.00	<input type="checkbox"/>	1040	<input checked="" type="checkbox"/>	4.0000	1071	<input type="checkbox"/>	<input type="checkbox"/>

Allow Negative Price – this allows the user to enter a negative price in the Shopping Cart. The purpose of this feature is to allow staff to record a cash shortage when balancing the cash drawer at the end of the day.

Merchandise Sale - Select item, enter **Quantity** and **RePro™** will calculate the total.

Description	In Stock	Qty	Price	Tax	Total
Category: Clothing					
RCS Hat	964	1	\$12.00	\$0.00	\$12.00
RCS Sweatshirt	986	0	\$35.00	\$0.00	\$0.00
Small Tote Bag	9999364	0	\$8.00	\$0.00	\$0.00
Swim Goggles	45	0	\$10.00	\$0.00	\$0.00
Category: Misc					
Cash Drawer Adjustment	988	0	\$0.00	\$0.00	\$0.00
Coffee Mug	196	0	\$4.95	\$0.00	\$0.00
Category: Sports Equipment					
Volleyball	436	0	\$35.00	\$0.00	\$0.00
Category: Tickets					
Halloween Bash Event	197	0	\$10.00	\$0.00	\$0.00

Total = \$0.00

Cancel Sale Checkout OUT OF STOCK

Click **Checkout** button.

**Checkout Screen**

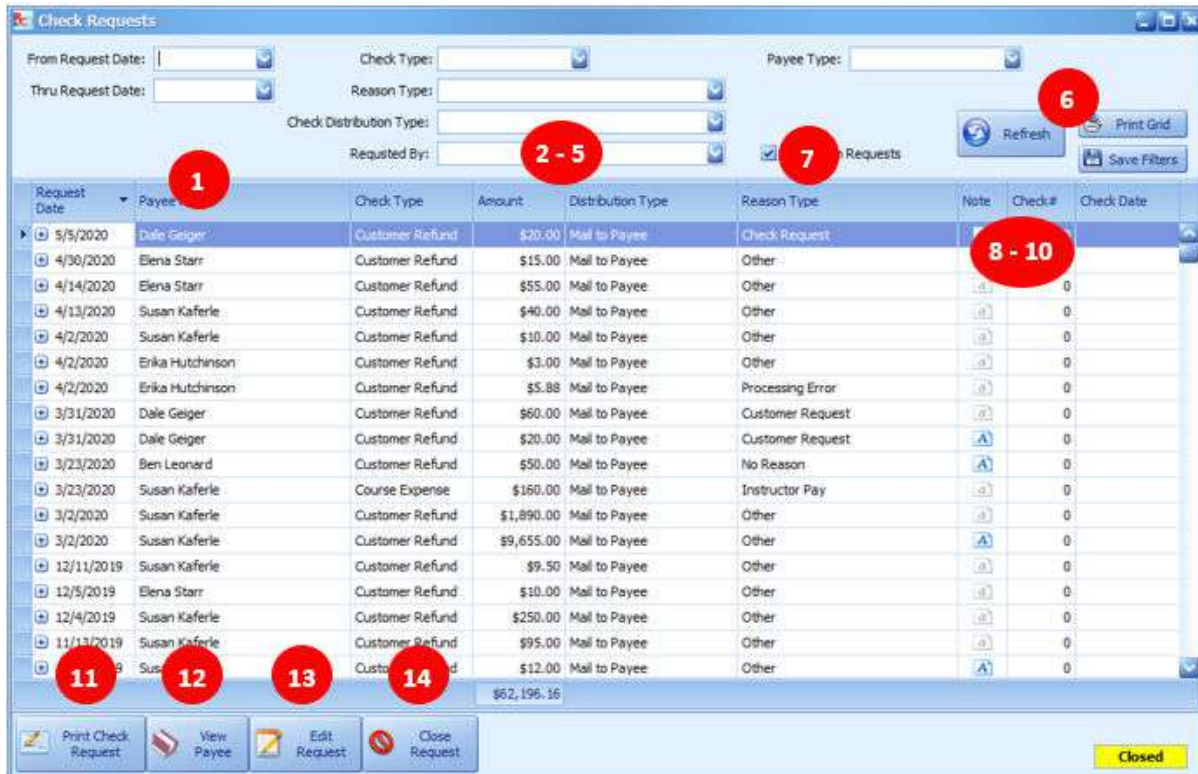
1. Select **Cash, Check** or **Credit Card** button
2. To complete the transaction, click **Preview, Print, None** etc.

Note: the **Paid By** field is mapping from the **Admin Default Setup** field **Point of Sale Customer (Cash Customer)**. The revenues for all Merchandise Sales will be attached to this customer record. The user can set up a customer record more generic such as **Parks & Recreation Dept.**

Check Request

From the main menu, go to **Shopping Cart > Check Request**

All check requests (customer refund, instructor pay or material) will display on the **Check Request** grid.



The screenshot shows the 'Check Requests' window. At the top, there are filter fields: 'From Request Date' (1), 'Thru Request Date', 'Check Type' (2), 'Reason Type' (3), 'Check Distribution Type' (4), 'Requested By' (5), and 'Payee Type' (6). There are also buttons for 'Refresh' (7), 'Print Grid', and 'Save Filters'. Below these is a grid of check requests with columns: Request Date, Payee, Check Type, Amount, Distribution Type, Reason Type, Note, Check #, and Check Date. The grid contains 20 rows of data. At the bottom of the grid, there are buttons: 'Print Check Request' (11), 'View Payee' (12), 'Edit Request' (13), and 'Close Request' (14). A 'Closed' button is also present in the bottom right corner.

Request Date	Payee	Check Type	Amount	Distribution Type	Reason Type	Note	Check #	Check Date
5/5/2020	Dale Geiger	Customer Refund	\$20.00	Mail to Payee	Check Request			
4/30/2020	Elena Starr	Customer Refund	\$15.00	Mail to Payee	Other			
4/14/2020	Elena Starr	Customer Refund	\$55.00	Mail to Payee	Other			
4/13/2020	Susan Kaferle	Customer Refund	\$40.00	Mail to Payee	Other			
4/2/2020	Susan Kaferle	Customer Refund	\$10.00	Mail to Payee	Other			
4/2/2020	Erika Hutchinson	Customer Refund	\$3.00	Mail to Payee	Other			
4/2/2020	Erika Hutchinson	Customer Refund	\$5.88	Mail to Payee	Processing Error			
3/31/2020	Dale Geiger	Customer Refund	\$60.00	Mail to Payee	Customer Request			
3/31/2020	Dale Geiger	Customer Refund	\$20.00	Mail to Payee	Customer Request			
3/23/2020	Ben Leonard	Customer Refund	\$50.00	Mail to Payee	No Reason			
3/23/2020	Susan Kaferle	Course Expense	\$160.00	Mail to Payee	Instructor Pay			
3/2/2020	Susan Kaferle	Customer Refund	\$1,890.00	Mail to Payee	Other			
3/2/2020	Susan Kaferle	Customer Refund	\$9,655.00	Mail to Payee	Other			
12/11/2019	Susan Kaferle	Customer Refund	\$9.50	Mail to Payee	Other			
12/5/2019	Elena Starr	Customer Refund	\$10.00	Mail to Payee	Other			
12/4/2019	Susan Kaferle	Customer Refund	\$250.00	Mail to Payee	Other			
11/13/2019	Susan Kaferle	Customer Refund	\$95.00	Mail to Payee	Other			
11/13/2019	Susan Kaferle	Customer Refund	\$12.00	Mail to Payee	Other			
			\$62,196.16					

1. **From Request Date Thru Request Date** - Enter a date range to filter Check Requests user would like to review
2. **Check Type**: choose from Course Expense or Customer Refund.
3. **Reason Type**: This list pulls from the Refund / Check Request Reasons setup table.
4. **Check Distribution Type**: This list pulls from the Check Distribution Type setup table.
5. **Requested by**: This list pulls from the user ID
6. **Payee Type**: Choose from Customer, Instructor, Official/Scorekeeper and Other.
7. **Only Open Request**: uncheck to see all including closed request.
8. **Refresh button** – click to refresh each time after selecting filters
9. **Print grid** – to print the page
10. **Save Filters** – use only if you want to save your filter setup
11. **Print Check Request** – option to choose Preview, Print or Email
12. **View Payee** – depending on check type, it would open customer record, official/scorekeeper record, or instructor record.
13. **Edit Request** – allows user to change reason, check distribution type, check number and date.
14. **Close Request** – this will filter (hide) the check request and change the color to yellow.



Receipt History

Default date range is today's date, but can be changed for looking up past receipts. Use additional filters to narrow your search. Click **Refresh** button.

Receipt History

Receipt Date From: 5/6/2020 12:00 AM
Receipt Date Thru: 5/8/2020 11:59 PM
Receipt# From: 0
Receipt# Thru: 0
Head of Household: [Empty]
Registrar: [Empty]
Site: [Empty]
Pay Method: 7 items selected
Include Zero Dollar Receipts: ☒

Receipt Type
Registered: All, Payments Only, Refunds Only
Void: All, In-House, On-Line, Non-Void, Void

Table:

Receipt#	Receipt Date	Head of Household	Total	Pay Method	Registrar	Site	Refund	Online	Void	Note
12996	5/8/2020 8:22 AM	RC Systems Cash Customer	\$12.00	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12995	5/7/2020 4:00 PM	Dale Geiger	\$20.00	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12994	5/7/2020 1:34 PM	Dale Geiger	\$26.50	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12993	5/7/2020 1:04 PM	Dale Geiger	\$297.00	CH	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[Icon]
12992	5/7/2020 1:02 PM	Dale Geiger	\$80.00	CH	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[Icon]
12991	5/7/2020 1:00 PM	Dale Geiger	\$20.00	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12990	5/7/2020 8:36 AM	Dale Geiger	\$150.00	CA, CR, GC	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12989	5/7/2020 7:20 AM	Erika Hutchinson	\$31.54	CA	Kevin Schable	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12988	5/6/2020 3:29 PM	Sandra Witkowski	\$110.00	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12987	5/6/2020 3:28 PM	Sandra Witkowski	\$110.00	CA	Sandra Witkowski	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[Icon]
12986	5/6/2020 2:52 PM	Erika Hutchinson	\$14.74	CA	Kevin Schable	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]
12985	5/6/2020 12:23 PM	Charles Xavier	\$50.00	CA	Susan Kaferle	RCS Main Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Icon]

Summary: \$921.78

Receipt / Check Request: Receipt, Check Request, Preview, Print, E-Mail

Options: Edit Receipt Notes, Change Pay Method, Change Receipt Date

Void

- 1) **Filters** – Allows user to isolate their selection.
- 2) **Preview, Print or Email** button – select receipt number and then select buttons
- 3) **Edit Receipt Notes** – This maps from the payment note in the checkout screen.
- 4) **Change Pay Method** – Allows user to change pay method.
- 5) **Change Receipt Date** – Allows user to change the sales receipt date.