



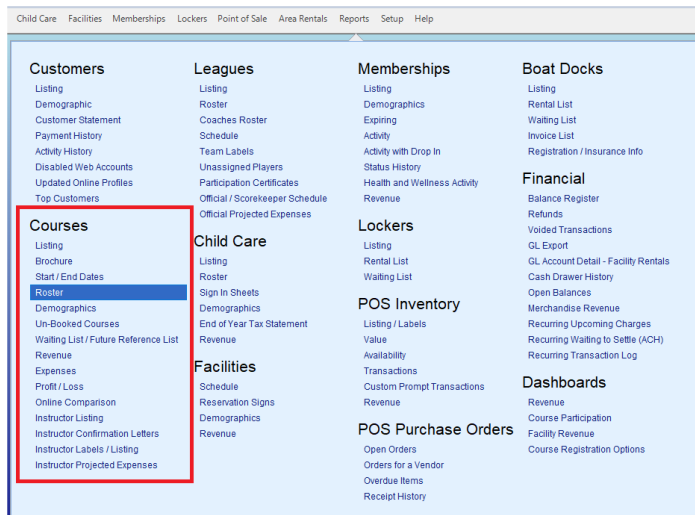
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Rosters

From the main menu, go to **Reports > Courses > Rosters**

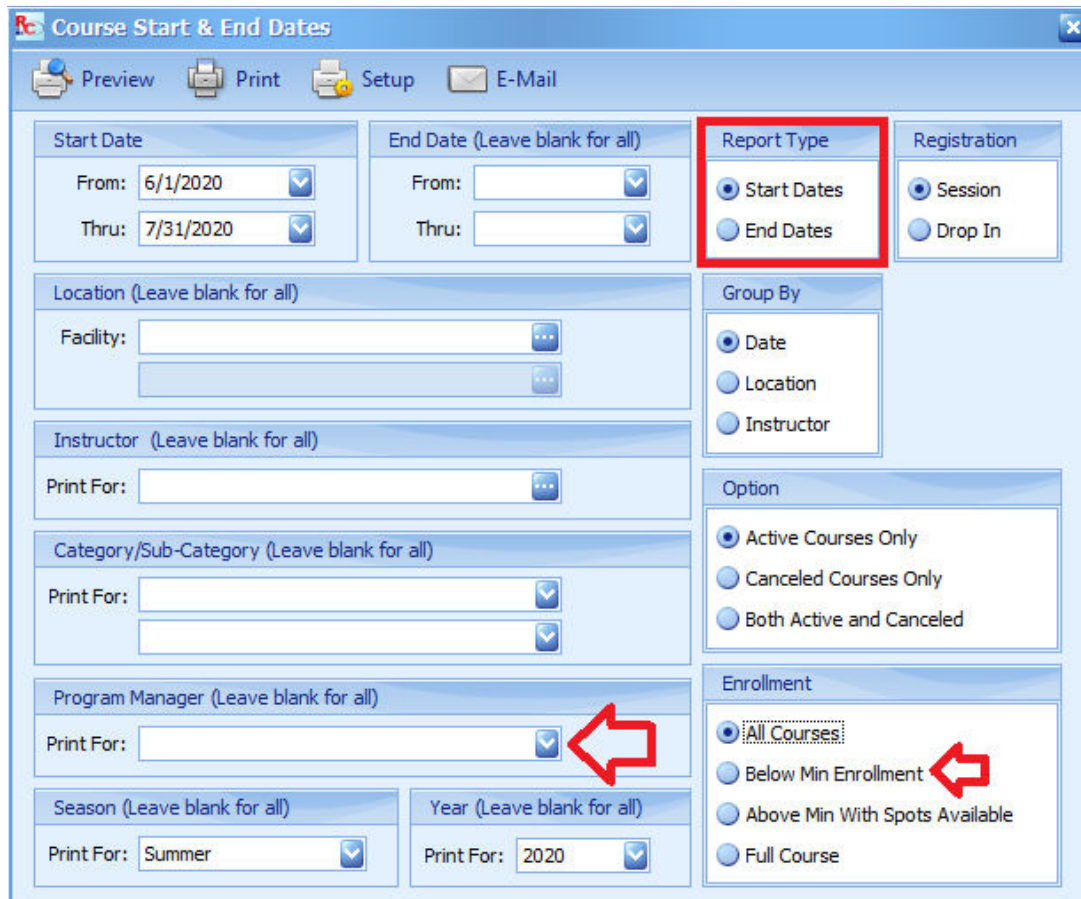


Course Roster report manager screen displays and defaults to current **Season** and **Year**. Click **Preview** button or use other filters such as **Category / Sub-Category** to narrow down your report.

You can **Override Roster Template** and select specific column headers.

Courses Start & End Dates Report

From the main menu, go to **Reports > Courses > Start / End Dates**

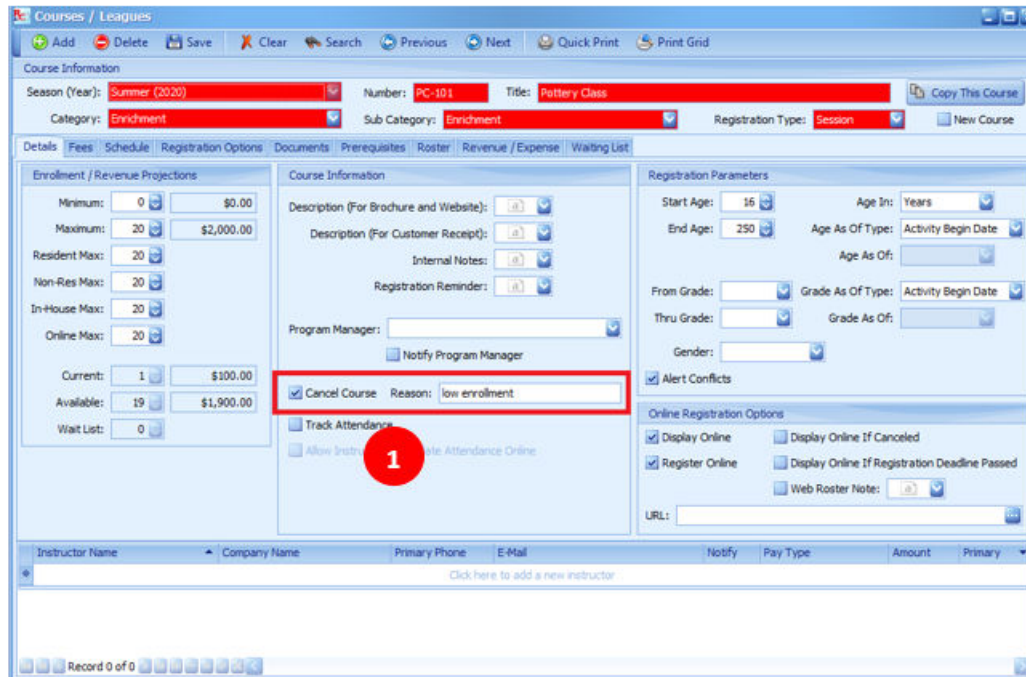


1. Run the **'Start Dates'** option once registration is wrapping up. This report will show which programs are starting in the upcoming weeks. Select **Enrollment** option **Below Minimum Enrollment** to identify which programs are below minimum enrollment. Reviewing the report will help you decide which programs to cancel and issue refunds.
2. Run the **'End Dates'** option once program is wrapping up. This report will show which programs are ending in the upcoming weeks. This will help identify which instructors will need to get paid.
3. Can also filter by **Program Manager**.

Cancelled Courses

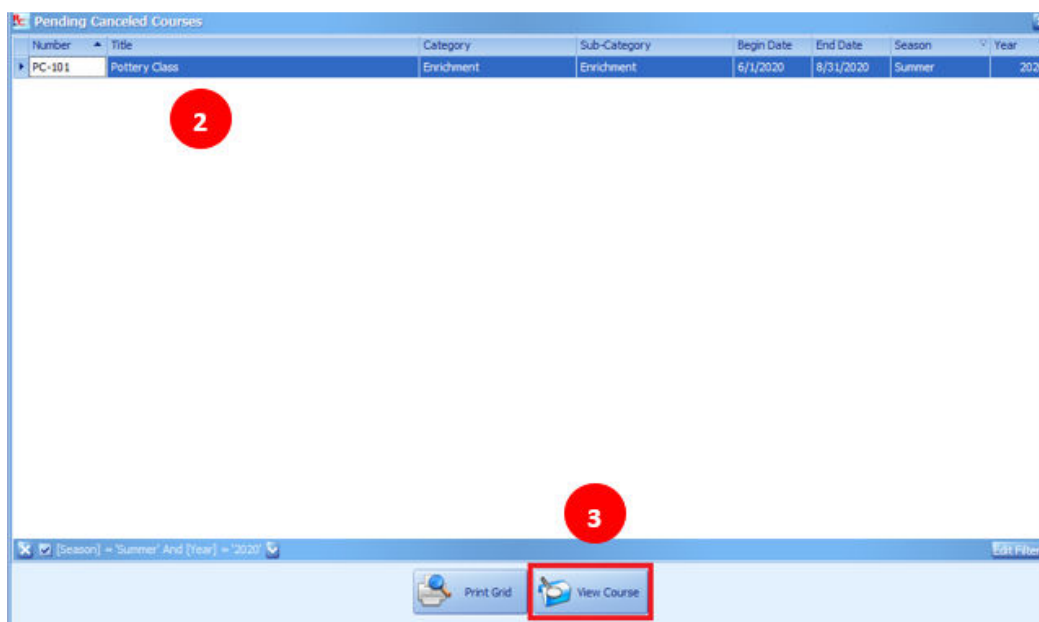
From the main menu, go to **Courses > Courses**

1. To cancel a course in **RePro™**, check box **Cancel Course** and enter a **Reason** in the field next to it. Click **Save** button.



The screenshot shows the 'Courses / Leagues' window with the 'Course Information' tab selected. The 'Cancel Course' checkbox is checked, and the 'Reason' field is set to 'low enrollment'. A red circle with the number '1' highlights the 'Cancel Course' checkbox.

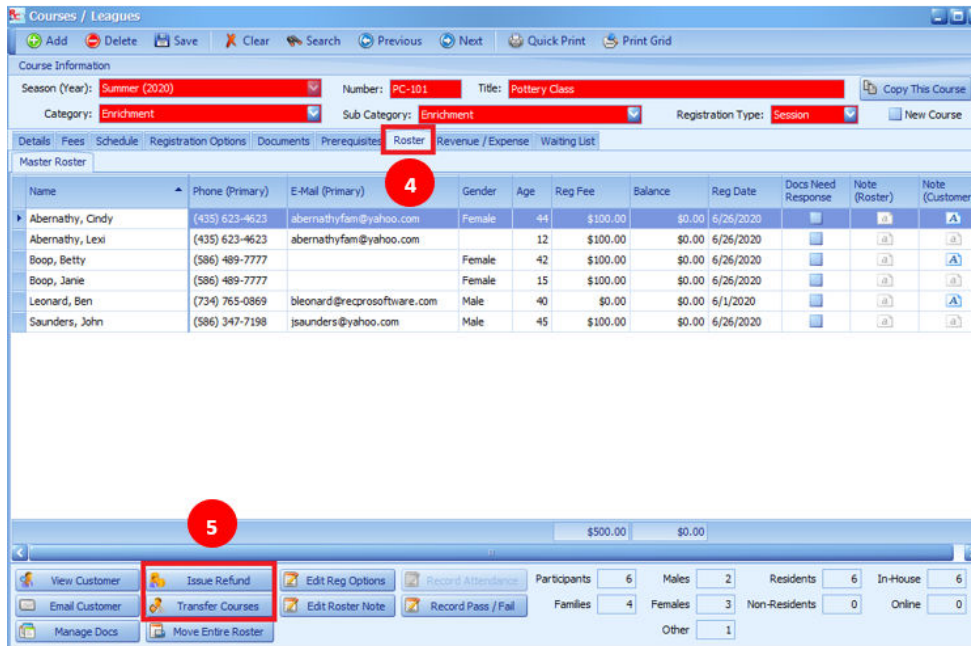
2. If there are any participants on the roster, this course will show up in the **Pending Cancelled Courses** grid. From the main menu, go to **Courses > Pending Cancelled Courses**.



The screenshot shows the 'Pending Cancelled Courses' window. The grid displays one course: PC-101 Pottery Class. A red circle with the number '2' highlights the course row. A red circle with the number '3' highlights the 'View Course' button at the bottom.

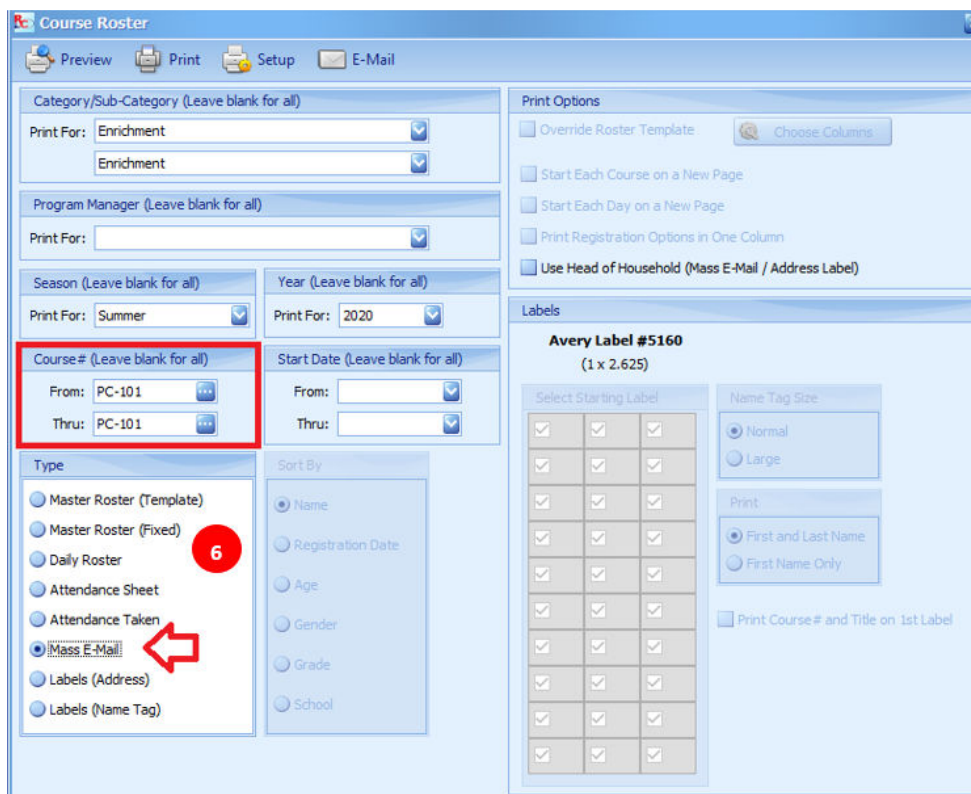
3. Click **View Course** button

4. This will take you to **Course** details, then click **Roster** tab.



Name	Phone (Primary)	E-Mail (Primary)	Gender	Age	Reg Fee	Balance	Reg Date	Docs Need Response	Note (Roster)	Note (Customer)
Abernathy, Cindy	(435) 623-4623	abernathyfam@yahoo.com	Female	44	\$100.00	\$0.00	6/26/2020	☐	a	A
Abernathy, Lexi	(435) 623-4623	abernathyfam@yahoo.com	Female	12	\$100.00	\$0.00	6/26/2020	☐	a	A
Boop, Betty	(586) 489-7777		Female	42	\$100.00	\$0.00	6/26/2020	☐	a	A
Boop, Janie	(586) 489-7777		Female	15	\$100.00	\$0.00	6/26/2020	☐	a	A
Leonard, Ben	(734) 765-0869	bleonard@recprosoftware.com	Male	40	\$0.00	\$0.00	6/1/2020	☐	a	A
Saunders, John	(586) 347-7198	jsaunders@yahoo.com	Male	45	\$100.00	\$0.00	6/26/2020	☐	a	A

5. **Roster** tab page gives options for **Issue Refund** or **Transfer**.



6. **Roster** report allows user to **Mass E-mail** participants letting them know the course was canceled.



Instructor Projected Expenses Report

From the main menu, go to **Reports > Financial > Instructor Projected Expenses**

Year (Leave blank for all)
Print For: 2020

Season (Leave blank for all)
Print For: Spring

End Dates (Leave blank for all)
From: Thru:

Course# (Leave blank for all)
From: Thru:

Instructor (Leave blank for all)
Print For:

Category/Sub Category (Leave blank for all)
Print For:

Program Manager (Leave blank for all)
Print For:

☒ Include Course Revenue Detail

☐ Only Items That Have Not Been Paid

This report serves as a worksheet prior to using the **Post Instructor Expense** program.

Option to **Include Course Revenue Detail** will show all revenue collected and refunds issued for each course.

Instructor Projected Expenses

06/29/2020 08:19 AM

Instructor **Kaferle, Susan (RCS) (586) 555-1234**

Course#	Title	Payment Info	Total Receipts	Total Refunds	Net Revenue	Curr Enroll	Total Hours	Estimated To Pay	Amount Paid
1 FWLFLYR	Fowling (Player Registration)	80.00%	\$0.00	\$0.00	\$0.00	0	0.00	\$0.00	\$0.00
A2	Learn to Sketch	\$20.00 Per Hour	\$20.00	(\$3.00)	\$17.00	2	84.00	\$1,680.00	\$0.00

Receipt#	Date	Participant	Item Description	Total	Pay Method	Registrar	Note
12839	4/1/2020 2:29 PM	Hutchinson, Emily	Session Registration	\$10.00	CA	KMS	
12839	4/1/2020 2:29 PM	Hutchinson, Emily	Book (No)	\$0.00	CA	KMS	
12841	4/2/2020 2:30 PM	Hutchinson, Emily	Session Registration	(\$3.00)	CH	KMS	
12880	4/10/2020 11:53 AM	Andrews, James	Session Registration	\$10.00	CA	CA	
12880	4/10/2020 11:53 AM	Andrews, James	Book (Yes)	\$0.00	CA	CA	

Totals For Kaferle, Susan	\$20.00	(\$3.00)	\$17.00	2	84.00	\$1,680.00	\$0.00
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Instructor **Pillbox, Jill**

Course#	Title	Payment Info	Total Receipts	Total Refunds	Net Revenue	Curr Enroll	Total Hours	Estimated To Pay	Amount Paid
700-TH	Basket Weaving Thursday	70.00%	\$30.00	(\$25.00)	\$5.00	0	18.00	\$0.00	\$0.00

Receipt#	Date	Participant	Item Description	Total	Pay Method	Registrar	Note
12794	3/30/2020 3:47 PM	Geiger, Susie	Session Registration	\$25.00	CA	SW	
12795	3/31/2020 9:07 AM	Geiger, Susie	Session Registration	(\$20.00)	CH, CR	SW	scheduling conflict

700-TU	Basket Weaving Tuesday	70.00%	\$0.00	\$0.00	\$0.00	0	21.00	\$0.00	\$0.00
700-W	Basket Weaving Wednesday	70.00%	\$0.00	\$0.00	\$0.00	0	21.00	\$0.00	\$0.00
Totals For Pillbox, Jill			\$30.00	(\$25.00)	\$5.00	0	60.00	\$0.00	\$0.00

Instructor **Witkowski, Sandy (Fun Arts & Crafts Co) (558) 474-7474**

Course#	Title	Payment Info	Total Receipts	Total Refunds	Net Revenue	Curr Enroll	Total Hours	Estimated To Pay	Amount Paid
A1	Learn to Sketch	80.00%	\$675.00	(\$510.00)	\$165.00	5	39.00	\$212.00	\$0.00

Receipt#	Date	Participant	Item Description	Total	Pay Method	Registrar	Note
12692	1/23/2020 9:12 AM	Kaferle, Brett	Session Registration	\$60.00	CR	SUS	
12692	1/23/2020 9:12 AM	Kaferle, Brett	Cooking Apron (No)	\$0.00	CR	SUS	
12692	1/23/2020 9:12 AM	Kaferle, Brett	Ump Fee (Yes)	\$400.00	CR	SUS	
12723	2/17/2020 3:40 PM	Kaferle, Child 3yr	Session Registration	\$50.00	CA	SUS	Receipt note--specific to customer

For Season: Spring | For Year: 2020
ReCPro Software

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Post Instructor Expenses

From the main menu, go to **Courses > Instructors > Post Instructor Expenses**

Post Instructor Expenses

Select (Year/Season or Course #), Expense Date and Expense Type

Year: 2020 Season: Summer From End Date: Thru End Date: Category: Sub Cat: From Course: Thru Course: Instructor: Program Mgr: Only Items That Have Not Been Paid

Expense Date: 6/29/2020 Default Expense Type: Salary Account #: 3001 Refresh

Instructor Name	Course #	Title	Curr Enroll	Payment Info	Estimated To Pay	Previously Paid	Amount To Pay	Expense Type	Note
Davison, Karen	10004	Learn Computer Basics	3	70.00%	\$63.00	\$0.00	\$63.00	Salary	
Kaferle, Susan	ITEAM	Volleyball	7	20.00%	\$0.00	\$0.00	\$0.00	Salary	
Witkowski, Sandy	ART101	Learn to Sketch	4	80.00%	\$160.00	\$0.00	\$160.00	Salary	
Witkowski, Sandy	ART102	Learn to Draw	5	80.00%	\$200.00	\$0.00	\$200.00	Salary	
Witkowski, Sai	ART201	Learn to Paint	2	80.00%	\$88.00	\$0.00	\$88.00	Salary	

\$511.00 \$0.00

View Instructor View Course Grid Email Instructor View Revenue Previously Paid Select All Post Expenses Cancel

- Year / Season** – select year and season from the pick list
- Expense Date** defaults to today's date, select **Default Expense Type** from the pick list, click **Refresh** button.
- View Revenue** button – this grid allows you to review participant registration details.

Course Revenue

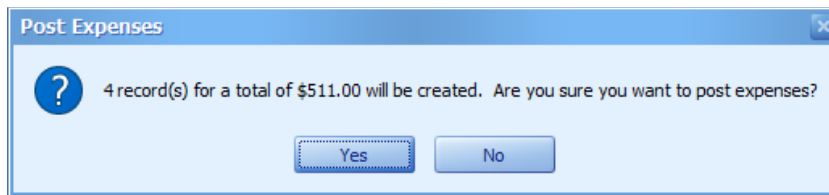
Course #: ART101 Title: Learn to Sketch Curr Enroll: 4

Receipt#	Receipt Date	Participant	Item Description	Refund	Total	Pay Method	Note	Registrar
12895	4/17/2020 10:40 AM	Kaferle, Susan	Session Registration		\$0.00			Susan Kaferle
12895	4/17/2020 10:40 AM	Kaferle, Susan	Art Supplies (No)		\$0.00			Susan Kaferle
12898	4/17/2020 10:50 AM	Kaferle, Susan	Session Registration		\$25.00	CA, CR		Susan Kaferle
12981	5/4/2020 11:48 AM	Geiger, Luke	Session Registration		\$25.00	CH		Sandra Witkowski
12981	5/4/2020 11:48 AM	Geiger, Luke	Art Supplies (No)		\$0.00	CH		Sandra Witkowski
12982	5/5/2020 11:50 AM	Geiger, Luke	Session Registration		(\$20.00)	CH, CR		Sandra Witkowski
12982	5/5/2020 11:50 AM	Geiger, Luke	Art Supplies (No)		\$0.00	CH, CR		Sandra Witkowski
13054	5/1/2020 4:02 PM	Kaferle, Child 2yr	Session Registration		\$25.00	CA		Susan Kaferle
13054	5/1/2020 4:02 PM	Kaferle, Child 2yr	Art Supplies (Yes)		\$25.00	CA		Susan Kaferle
13055	5/2/2020 4:03 PM	Kaferle, Child 2yr	Session Registration		\$75.00	CH		Susan Kaferle
13080	5/22/2020 10:09 AM	Evans, Bob	Session Registration		\$55.00	CA		Dale Geiger
13080	5/22/2020 10:09 AM	Evans, Bob	Art Supplies (No)		\$0.00	CA		Dale Geiger
13080	5/22/2020 10:09 AM	Evans, Child	Session Registration		\$55.00	CA		Dale Geiger
13080	5/22/2020 10:09 AM	Evans, Child	Art Supplies (No)		\$0.00	CA		Dale Geiger
13098	2/6/2020 10:48 AM	Greene, Iris	Session Registration		\$60.00	CC		Susan Kaferle
13098	2/6/2020 10:48 AM	Greene, Iris	Art Supplies (No)		\$0.00	CC		Susan Kaferle
13099	3/4/2020 11:55 AM	Greene, Iris	Session Registration		(\$60.00)	CR		Susan Kaferle
13099	3/4/2020 11:55 AM	Greene, Iris	Art Supplies (No)		\$0.00	CR		Susan Kaferle

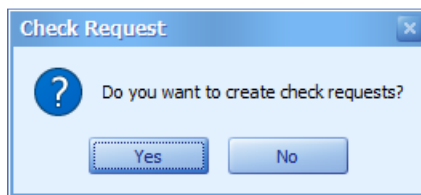
\$265.00

Close

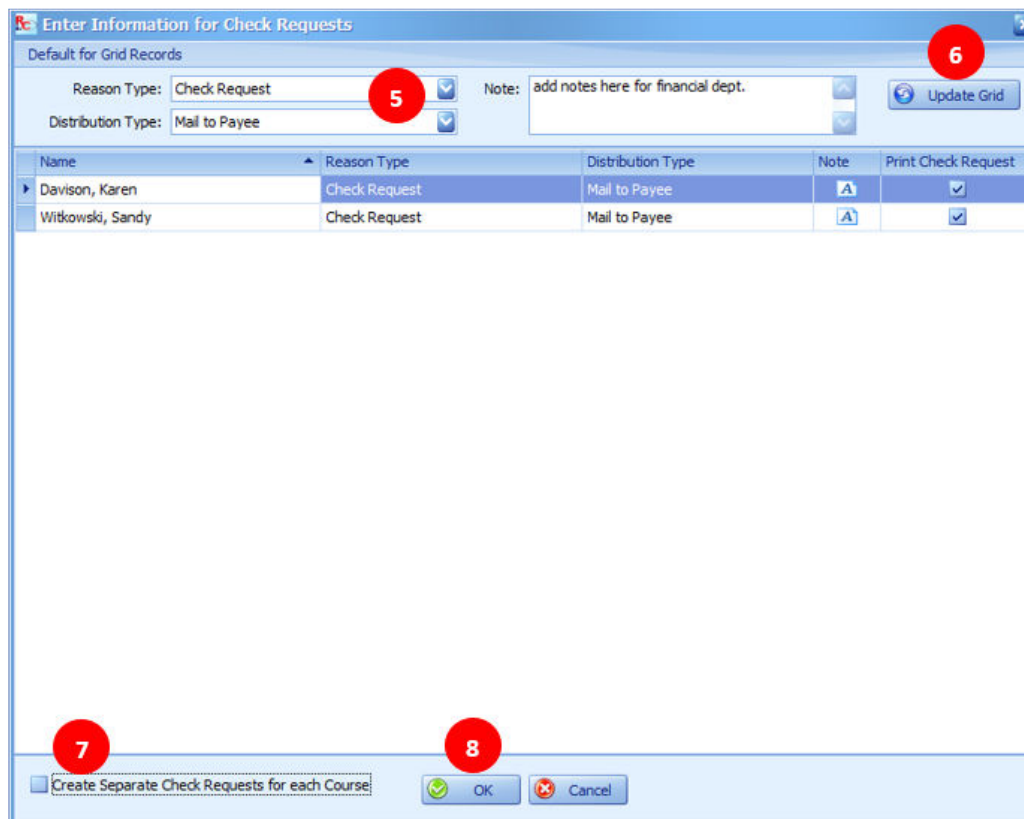
4. Click **Post Expenses** button; verification screen displays, click **yes** to continue.



5. Click **Check Request** – verification screen displays, click **yes** to continue.



5. **Enter Information for Check Request** screen displays. Select **Reason Type** from pick list, add **Notes**.
6. Click **Update Grid** button.



The "Enter Information for Check Requests" screen displays a form with the following fields and buttons:

- Reason Type:** A dropdown menu with "Check Request" selected. (Red circle 5)
- Distribution Type:** A dropdown menu with "Mail to Payee" selected.
- Note:** A text area containing "add notes here for financial dept.".
- Update Grid:** A button with a circular arrow icon. (Red circle 6)
- Grid:** A table with the following data:

Name	Reason Type	Distribution Type	Note	Print Check Request
Davison, Karen	Check Request	Mail to Payee	A	☒
Witkowski, Sandy	Check Request	Mail to Payee	A	☒
- Create Separate Check Requests for each Course:** A checkbox. (Red circle 7)
- OK:** A button with a green checkmark icon. (Red circle 8)
- Cancel:** A button with a red X icon.

7. Check box '**Create Separate Check Requests for each Course**' if user is paying instructor for multiple courses and wants separate check requests.
8. Click **OK** button to finish.



9. When the screen closes, the **Post Instructor Expenses** grid will display the course as being posted in yellow and the **amount to pay** will be \$0.00

Instructor Name	Course #	Title	Curr Enroll	Payment Info	Estimated To Pay	Previously Paid	Amount To Pay	Expense Type	Note
Davison, Karen	10004	Learn Computer Basics	3	70.00%	\$63.00	\$63.00	\$0.00	Salary	
Kaferle, Susan	1TEAM	Volleyball	7	20.00%	\$0.00	\$0.00	\$0.00	Salary	
Witkowski, Sandy	ART101	Learn to Sketch	4	80.00%	\$160.00	\$160.00	\$0.00	Salary	
Witkowski, Sandy	ART102	Learn to Draw	5	80.00%	\$200.00	\$200.00	\$0.00	Salary	
Witkowski, Sandy	ART201	Learn to Paint	2	80.00%	\$88.00	\$88.00	\$0.00	Salary	

Example: Check Request (Instructor)

Payee Karen Davison
2018 Stonington Court
Rochester, MI 48306

Phone: (248) 652-6429
E-Mail: rcsystems@test.com

Check Request
Request ID: 609
Request Date: 06/29/2020
Check Type: Course Expense
Check Amount: \$63.00
Distribution: Mail to Payee
Request By: Sandra Witkowski
Reason Type: Check Request
Reason Note: add notes here for financial dept.

Account#	Description	Amount
3001	Instructor Expense	\$63.00

Approved By _____ Processed By _____



Course Expenses Report

From the main menu, go to **Reports > Courses > Expenses**.

The report manager screen uses the system default **Season** and **Year**, the rest are filters to isolate data, such as print for **Instructor**.

Course Expenses

Preview Print Setup E-Mail

Season (Leave blank for all)
Print For: Summer

Expense Type (Leave blank for all)
Print For:

Year (Leave blank for all)
Print For: 2020

Category/Sub-Category (Leave blank for all)
Print For:

Course # (Leave blank for all)
From: Thru:

Program Manager (Leave blank for all)
Print For:

Date (Leave blank for all)
Print From: Print Thru:

Instructor (Leave blank for all)
Print For: Sandy Witkowski

Official/Scorekeeper (Leave blank for all)
Print For:

Group By
☒ Category
☐ Payee Name
☐ Graph

Example Course Expenses Report

Course Expenses

Summer 2020

06/30/2020 08:22 AM

Season

Summer

Year

2020

Adult Enrichment

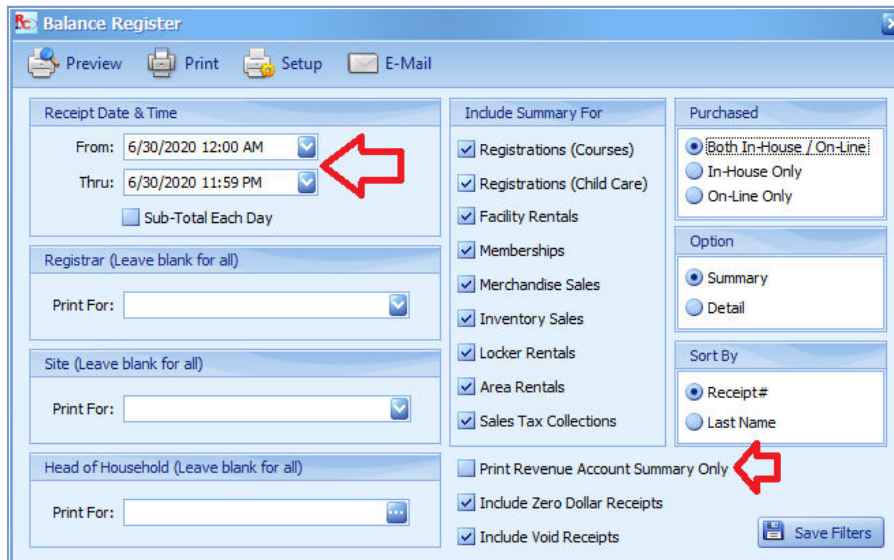
Craft

Course#	Course Title	Date	Payee Name	Amount	Description
ART101	Learn to Sketch	06/29/2020	Sandy Witkowski	\$160.00	
ART102	Learn to Draw	06/29/2020	Sandy Witkowski	\$200.00	
ART201	Learn to Paint	06/29/2020	Sandy Witkowski	\$88.00	
Totals For Craft				\$448.00	
Totals For Adult Enrichment				\$448.00	
Totals For Summer - 2020				\$448.00	
Grand Totals				\$448.00	

Balance Register Report (Summary)

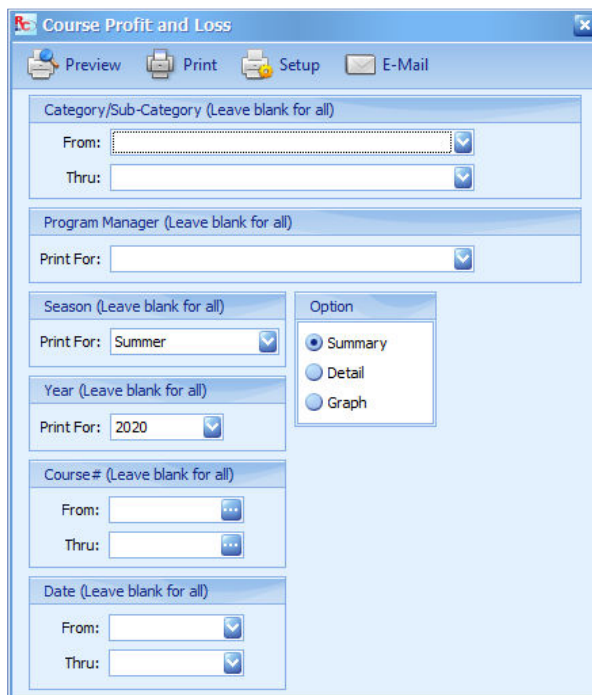
From the main menu, go to **Reports > Financial > Balance Register**

Receipt Date & Time defaults to today's date from midnight to 1 minute before midnight. User can change date range and time and use various filters to isolate data. Check box **Print Revenue Account Summary Only** to exclude balance register and module summaries.



Course Profit / Loss Report

From the main menu, go to **Reports > Courses > Profit / Loss**



The report manager screen uses the system default **Season** and **Year**, the rest are filters to isolate data.



Facility Revenue (Rentals)

From the main menu, go to **Reports > Financial > Facility Revenue (Rentals)**

The Facility Revenue report form includes the following sections:

- Facility Category (Leave blank for all)**: For: [dropdown]
- Room Category (Leave blank for all)**: For: [dropdown]
- Location (Leave blank for all)**: Facility: [text] [button]
- Use Type**: For: [dropdown]
- Receipt Date**: From: [dropdown] Thru: [dropdown]
- Group By**: ☒ Facility Category ☐ Room Category
- Option**: ☒ Summary ☐ Detail ☐ Graph
- ☒ Include Packages

Courses Demographics

From the main menu, go to **Reports > Courses > Demographics**

The Course Demographics report form includes the following sections:

- Year**: From Year: 2020 Thru Year: 2020
- Season**: ☐ Fall ☒ Spring ☐ Summer ☐ Winter ☐ zAll Year
- Type**: ☒ Report ☐ Labels ☐ Mass E-Mail
- Course# (Leave blank for all)**: From: [button] Thru: [button]
- Report**: ☒ Participation Counts ☐ Revenue
- Option**: ☒ Summary ☐ Detail
- Category/Sub-Category (Leave blank for all)**: Print For: [dropdown]
- Municipality (Leave blank for all)**: Print For: [dropdown]
- Gender (Leave blank for all)**: Print For: [dropdown]
- Registration (Leave blank for all)**: Print For: [dropdown]
- Age**: From: 0 Thru: 250
- Grade (Leave blank for all)**: From: [dropdown] Thru: [dropdown]
- Race (Leave blank for all)**: Print For: [dropdown]
- Avery Label #5160 (1 x 2.625)**: Select Starting Label [table]

☒	☒	☒
☒	☒	☒
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☒	☒	☒
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☒	☒	☒
☒	☒	☒
☒	☒	☒
☒	☒	☒
☒	☒	☒
- ☒ 1 Label Per Family
- ☒ 1 E-Mail Per Family
- ☐ Include Category Sub-Totals
- ☒ Include Graphs

Total registration breaks down demographically – choose either **Participation Counts** or **Revenue**