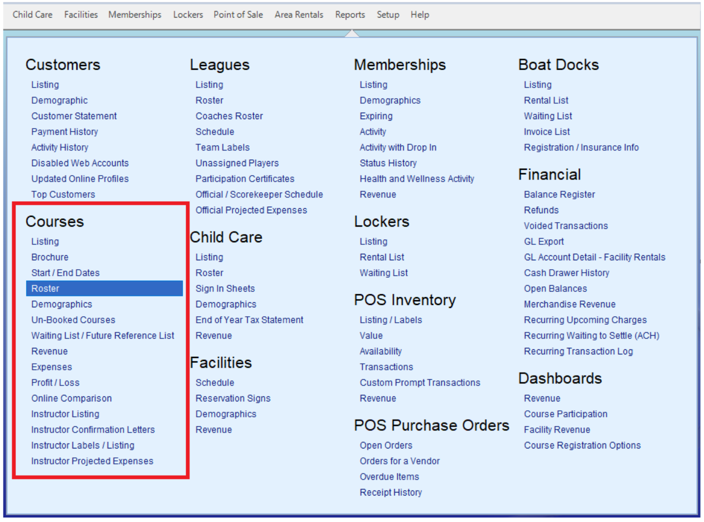
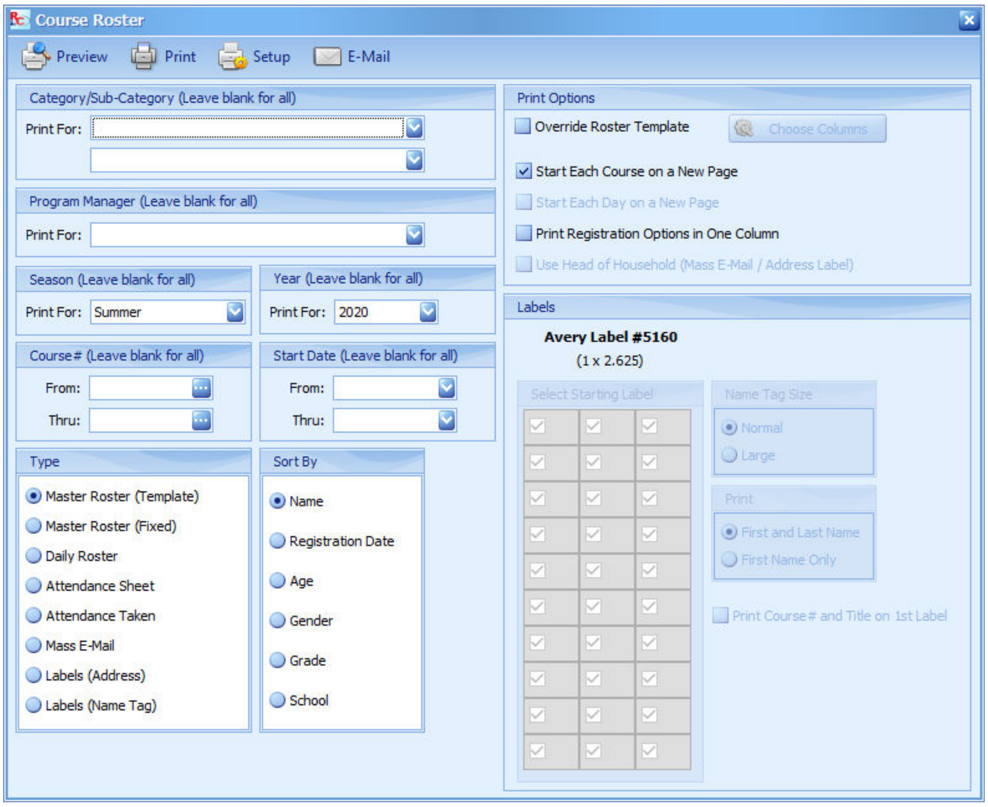
Contents

Rosters

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



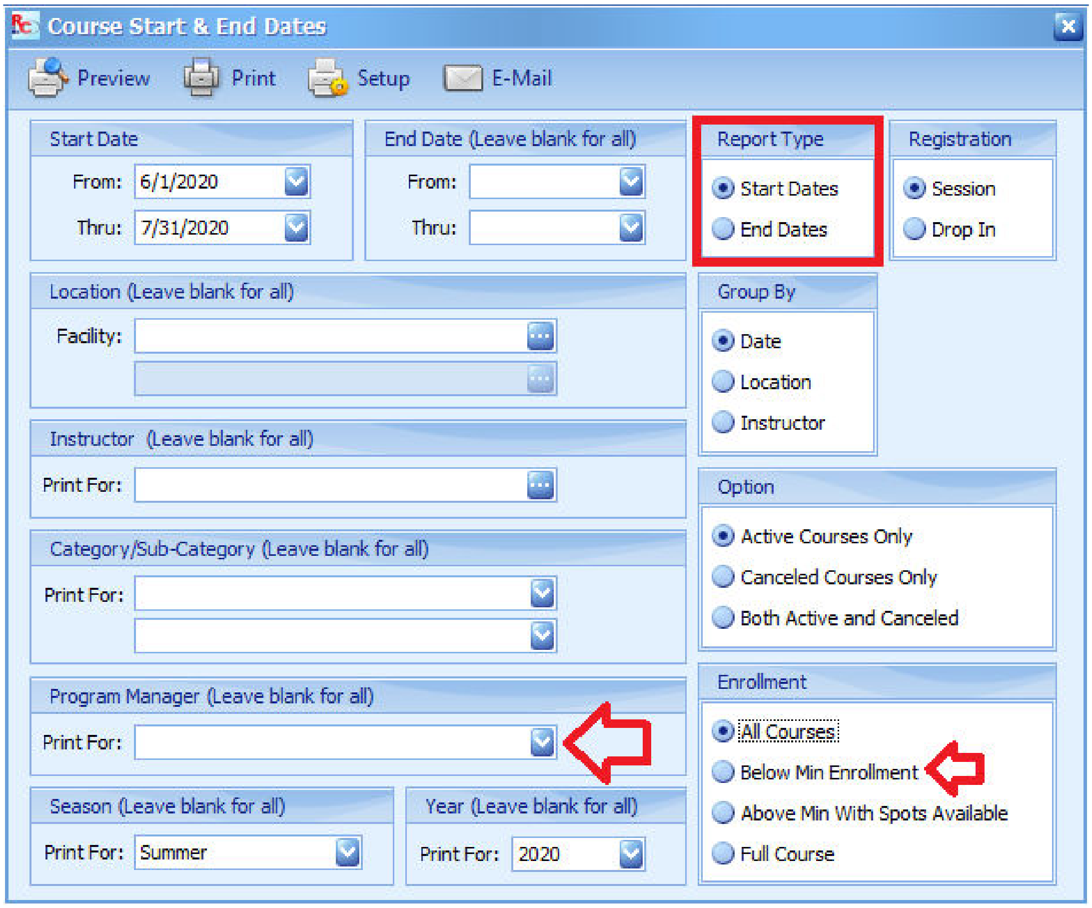
Course Roster report manager screen displays and defaults to current **Season** and **Year**. Click **Preview** button or use other filters such as **Category / Sub-Category** to narrow down your report.



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.

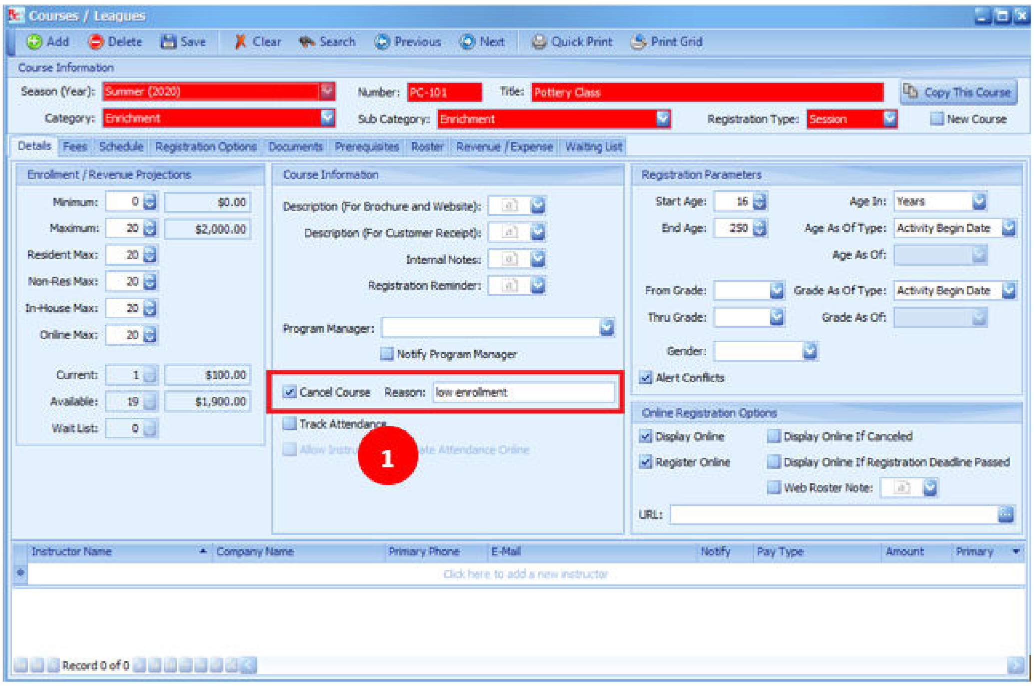
2. Run the **'End Dates'** option once program is wrapping up. This report will show which programs are ending in the upcoming weeks. This will help identify which instructors will need to get paid.

3. Can also filter by **Program Manager.**

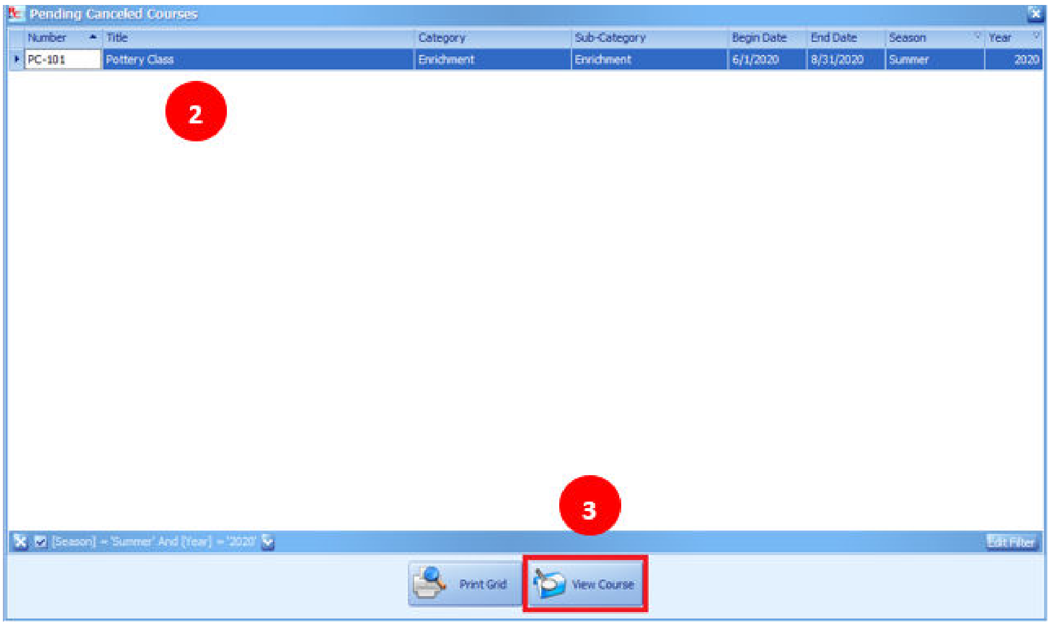
Cancelled Courses

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

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

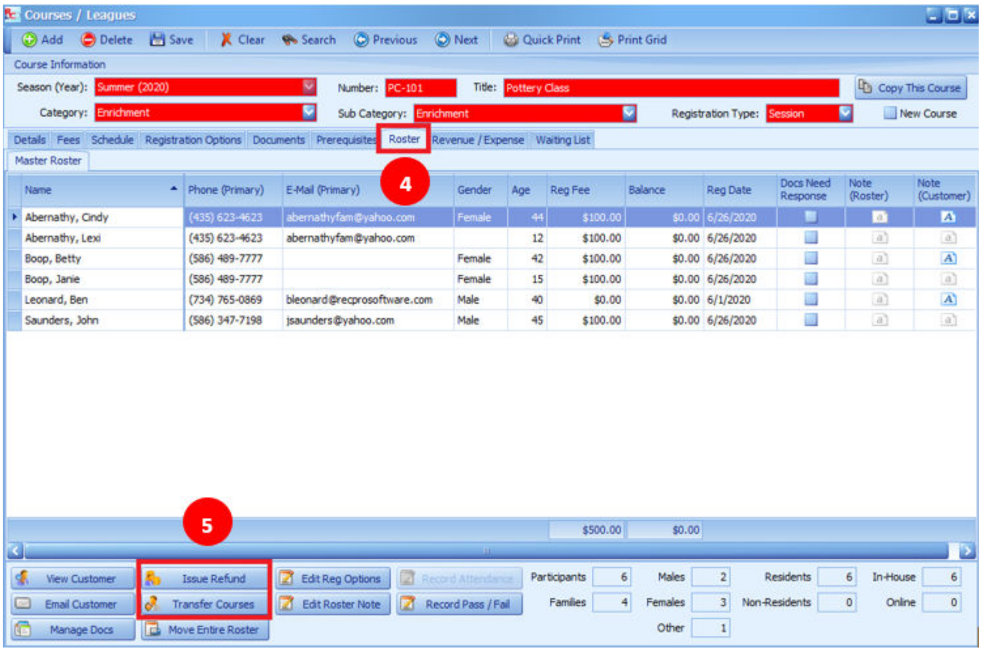


2. If there are any participants on the roster, this course will show up in the **Pending Cancelled Courses** grid. From the main menu, go to **Courses > Pending Cancelled Courses**.

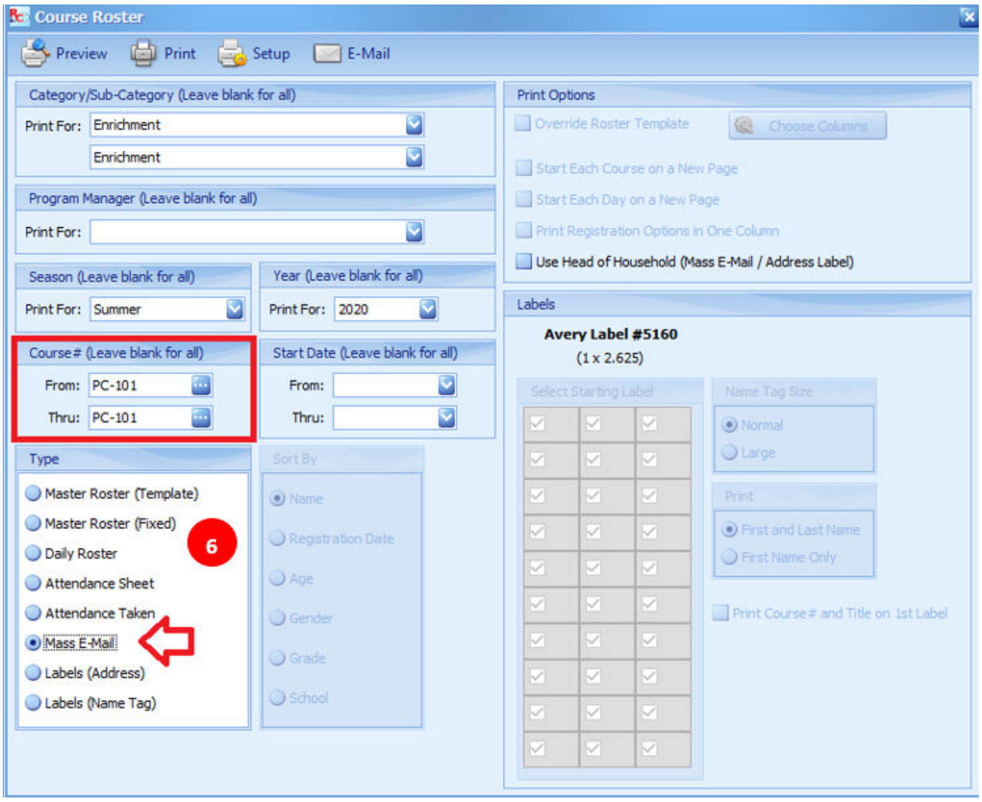


3. Click **View Course** button

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



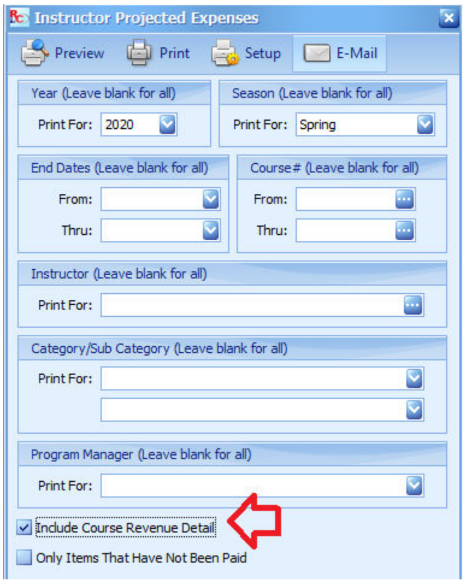
5. **Roster** tab page gives options for **Issue Refund** or **Transfer**.



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**



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 FWL PLYR	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	

	Total Receipts	Total Refunds	Net Revenue	Curr Enroll	Total Hours	Estimated To Pay	Amount Paid
Totals For Kaferle, Susan	$20.00	($3.00)	$17.00	2	84.00	$1,680.00	$0.00

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

Course#	Title	Payment Info	Total Receipts	Total Refunds	Net Revenue	Curr Enroll	Total Hours	Estimated To Pay	Amount Paid
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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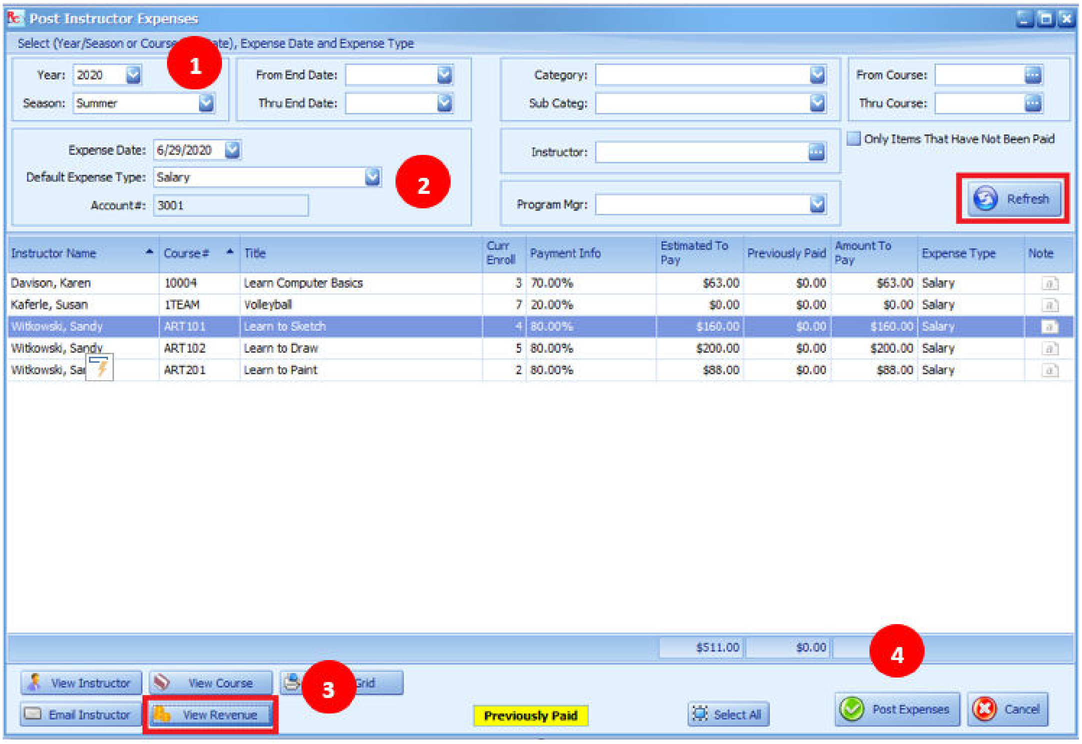
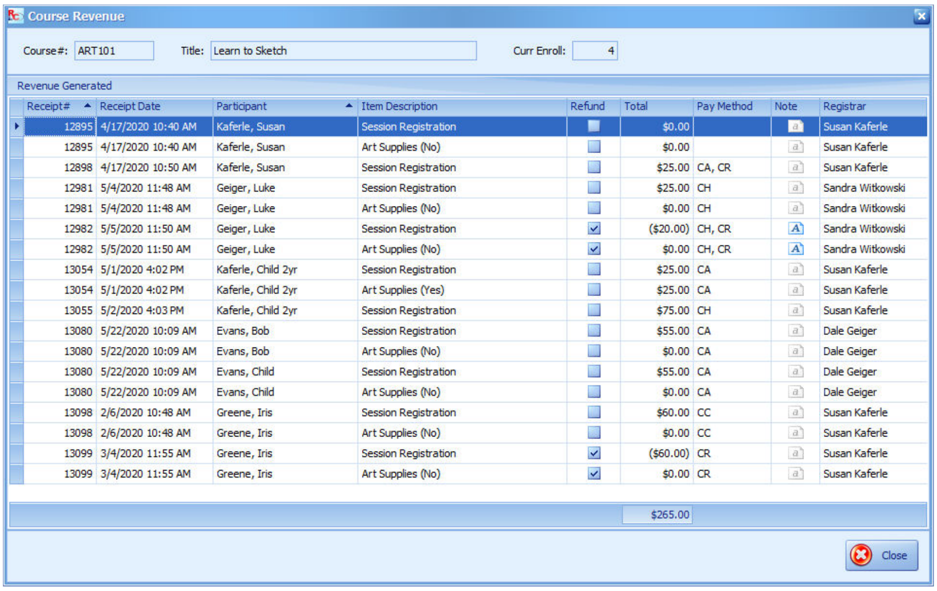
Post Instructor Expenses

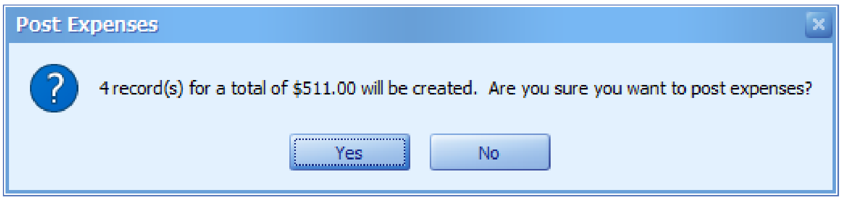
From the main menu, go to **Courses > Instructors > Post Instructor Expenses**



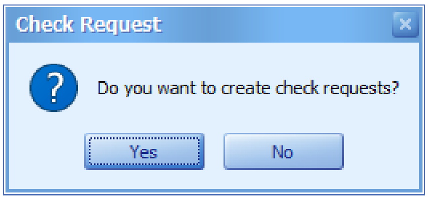
1. **Year / Season** – select year and season from the pick list
2. **Expense Date** defaults to today's date, select **Default Expense Type** from the pick list, click **Refresh** button.
3. **View Revenue** button – this grid allows you to review participant registration details.



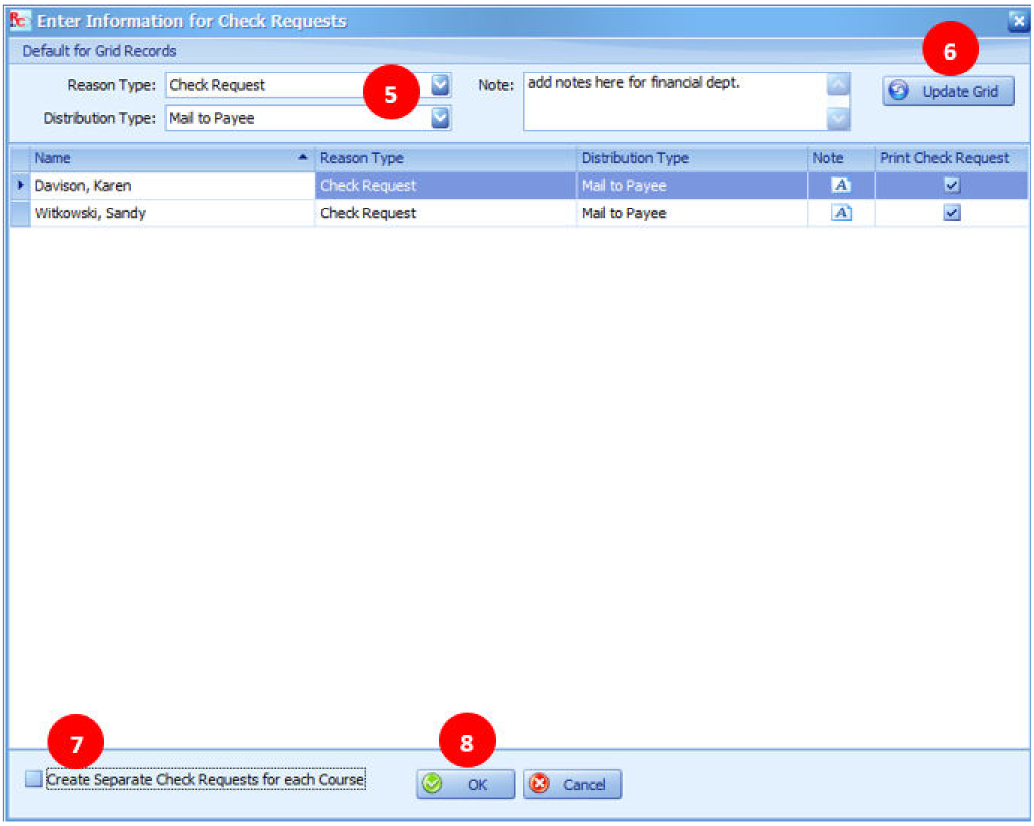
4. Click **Post Expenses** button; verification screen displays, click **yes** to continue.



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

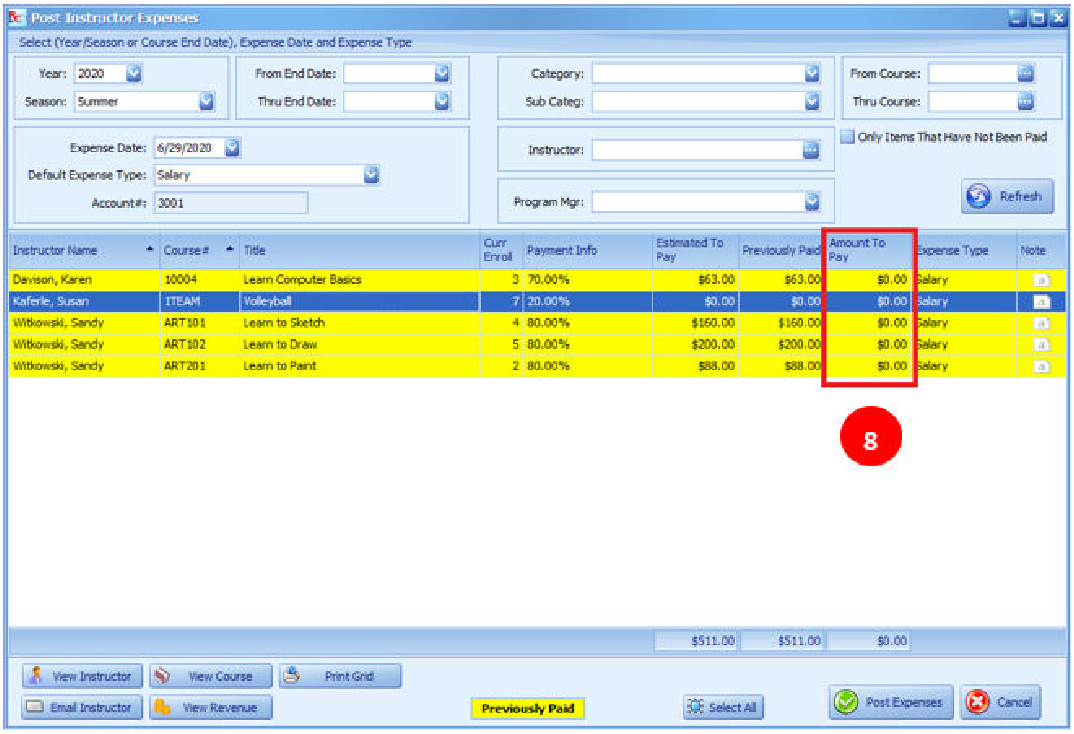


5. **Enter Information for Check Request** screen displays. Select **Reason Type** from pick list, add **Notes.**
6. Click **Update Grid** button.

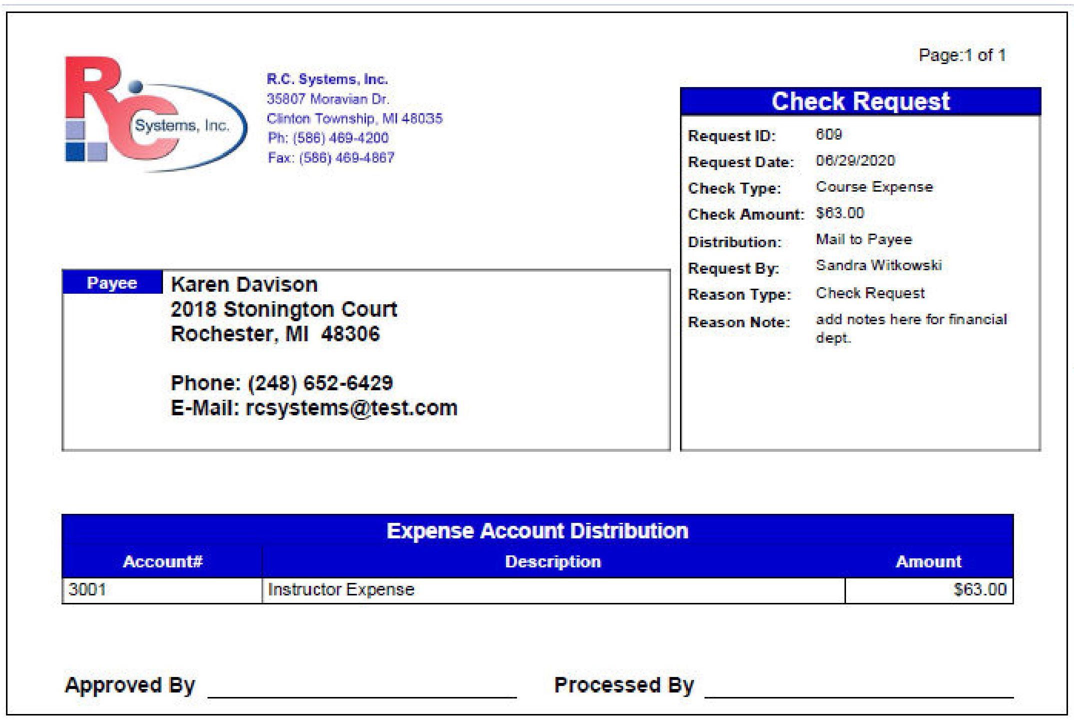


7. Check box **'Create Separate Check Requests for each Course'** if user is paying instructor for multiple courses and wants separate check requests.
8. Click **OK** button to finish.

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



Example: Check Request (Instructor)



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

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.

Payee
Karen Davison
2018 Stonington Court
Rochester, MI 48306

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

Expense Account Distribution

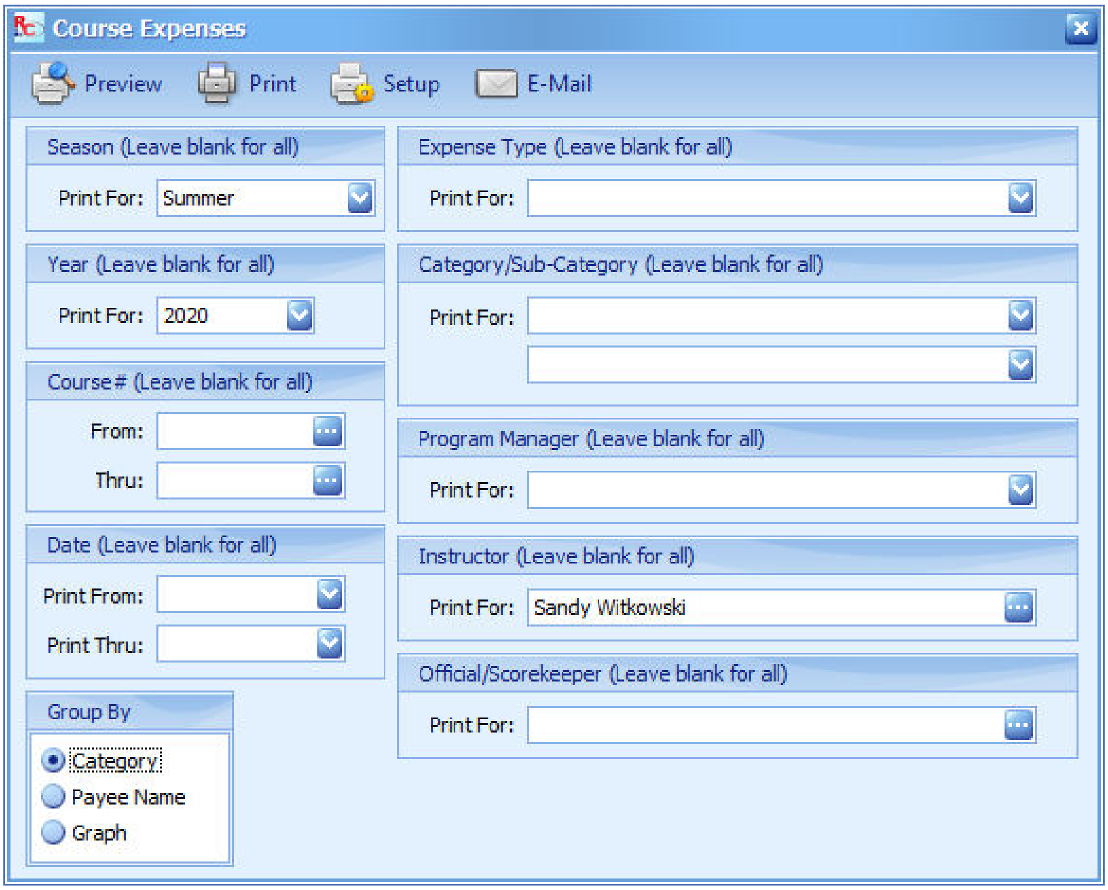
Account#	Description	Amount
3001	Instructor Expense	$63.00

Approved By ______________________ Processed By ______________________

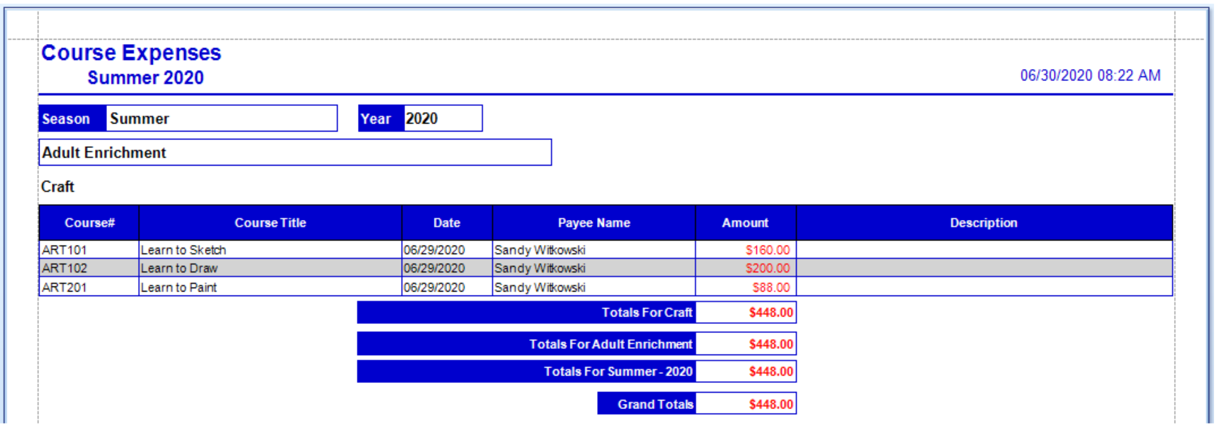
Course Expenses Report

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**.



Example Course Expenses Report



Course Expenses
Summer 2020

06/30/2020 08:22 AM

Season Summer **Year** 2020

Adult Enrichment

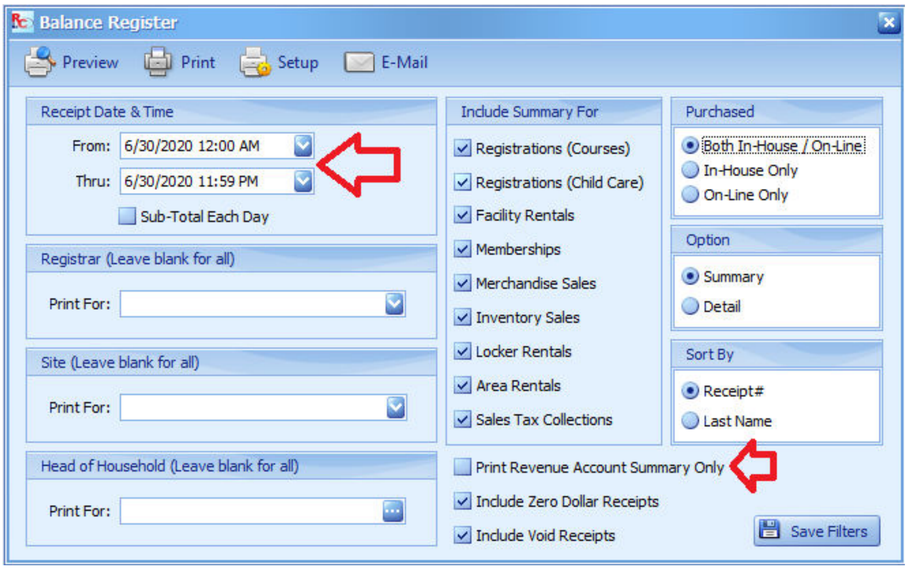
Craft

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)

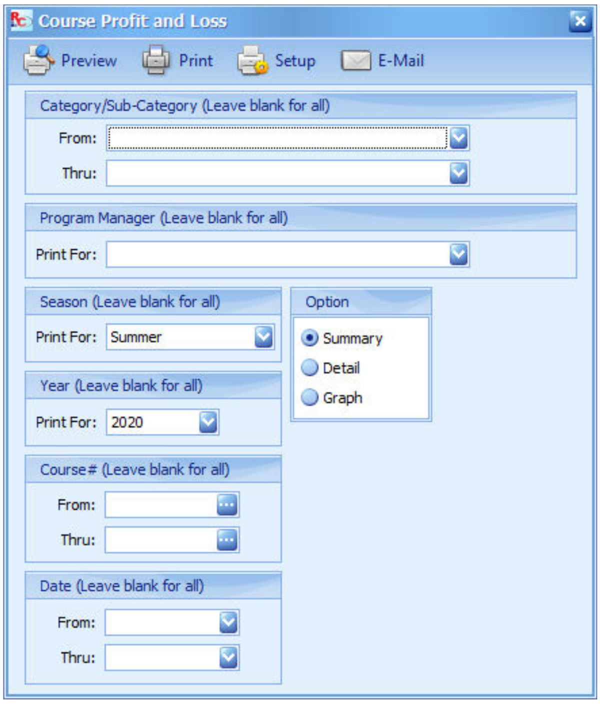
From the main menu, go to **Reports > Financial > Balance Register**

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

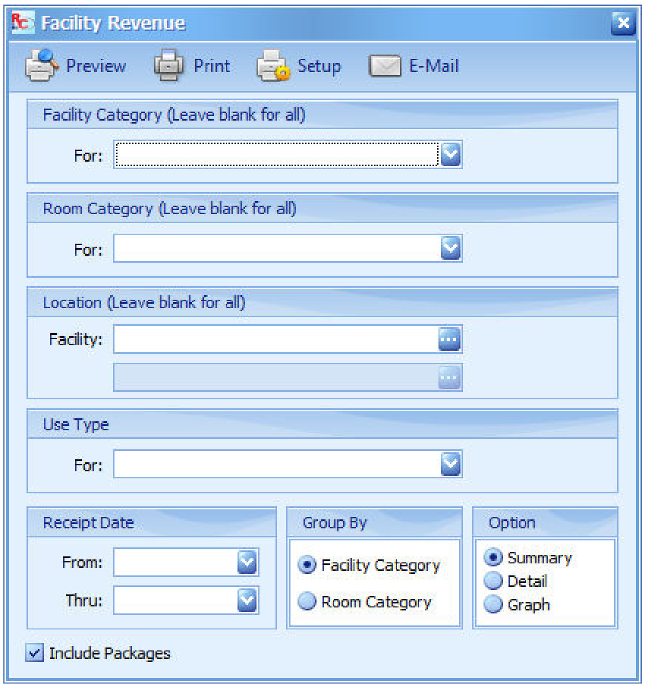
From the main menu, go to **Reports > Courses > Profit / Loss**



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

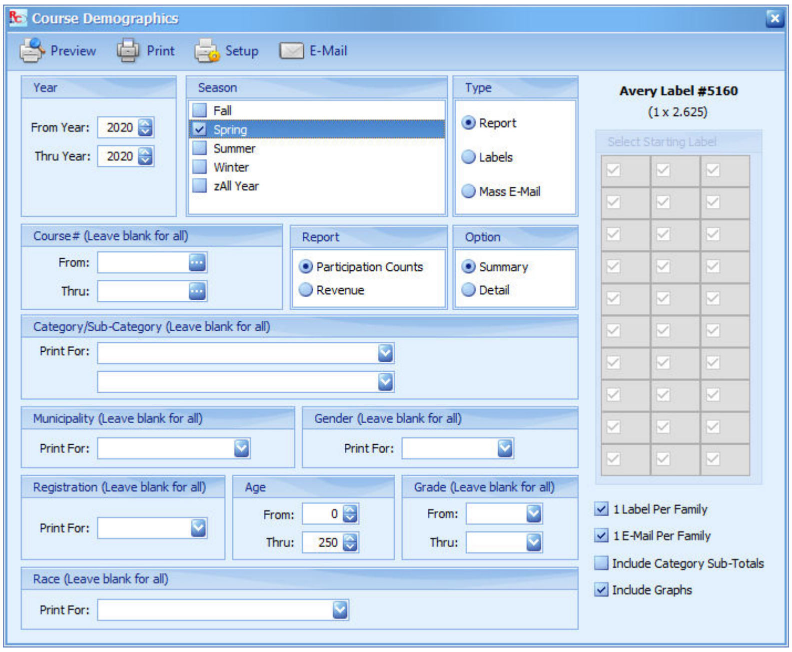
Facility Revenue (Rentals)

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



Courses Demographics

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



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