



Student Manager 8.0

TOP REPORTS

Flexible, Scalable, Powerful
Student Registration Software

from

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ACEware Student Manager

Top Reports Guide

Supporting the industry of Continuing Education (CE) providers for twenty-seven years has given us plenty of experience developing reports relevant to a myriad of information needs. The reporting requests of our customers, combined with our dedication to accommodating those requests, has grown our inventory to about 200 unique reports.

This volume of reports presented us with a challenge. How do we share these reports with our customers in a useful way? Our solution was to develop a reports guide for our users; something that could be accessed online or kept near a computer to be marked up with personal notes. Listing every single report available wasn't really practical. So, we queried all the reports available in Student Manager (there's a report for that too), talked as a team about what customers used or requested the most, and narrowed it down a bit further.

This guide is the result of this effort. We have the top 54 reports used most often by your peers, our Student Manager customers. They are organized into a variety of categories that you will see in the indices. You have been provided space to create your own category of reports to make this meaningful to you and the work you do.

Reports are organized in alphabetical order by the name of the report in Student Manager. For each report you are provided the path(s) for accessing the report, and the typical query to use. Sometimes the same report is accessible from a variety of areas and, if so, additional reporting paths are provided. For further convenience, a brief description of what the report includes, and an image, is provided.

Most of the reports can be used in combination with a variety of queries such as "course number begins with" or with a range of dates. We have even offered a list of Special reports with suggestions for a query to provide you the most benefit.

Remember, with SM 8.0, you can save your favorite 10 reports to access from your Student Manager Home screen. Instructions for saving your favorites is found on our Online Help guide.

This manual will be stored on our website in the Online Help (www.aceware.com/SMHelp/)

As always, we appreciate any feedback or recommendations on this reference guide. Share your feedback with training@aceware.com

Happy reporting!
Your ACEware Team



Table of Contents

ACEware Student Manager	1
Report Name: 1098-T Tax Credit Form.....	1
Report Name: Attendance Roster with Contact Information	2
Report Name: ACEware Invoice.....	2
Report Name: Budgeted/Actual Detail	3
Report Name: Budgeted/Actual Summary	3
Report Name: Class Attendance Roster	4
Report Name: Calendar of Courses	4
Report Name: Course Listing sorted by Date	5
Report Name: Course Details	5
Report Name: Course Summary by Month.....	6
Report Name: CRM Info.....	6
Report Name: Daily Income sorted by Source and Course	7
Report Name: Daily Income sorted by Source and Date	7
Report Name: Default Receipt.....	8
Report Name: Deadbeat	8
Report Name: Email Launcher	9
Report Name: Deposit by Account Number	9
Report Name: Enrollment and Income Report	10
Report Name: Enrollment and Registration Fees Summary by Course.....	10
Report Name: Fees & Payment Detail.....	11
Report Name: Expense/Income Balances – Summary	11
Report Name: First Time Enrollee.....	12
Report Name: Firm Detail with Employee Registrations	12
Report Name: Income and Expenses by Account Number.....	13
Report Name: Half-life Report 6 week	13
Report Name: LERN Life History by year (2004-2014)	14
Report Name: Mapping + Zip Radius.....	14
Report Name: Name Badges.....	15
Report Name: Multi Course Receipt.....	15
Report Name: Names – with Codes	16
Report Name: Name Roster	16
Report Name: Performance Data	17
Report Name: Net Profit and Enrollment	17
Report Name: Prior Year Growth – Year	18
Report Name: Prior Year Growth – Term	18
Report Name: Registration Grade Report.....	19
Report Name: Receipt # Listing – 1 Line	19
Report Name: Registration numbers sorted by Creator	20
Report Name: Registration Listing	20
Report Name: Room Conflicts.....	21
Report Name: Room Use List - Date	21
Report Name: Stamp Grouping Code	22
Report Name: Room Use List by Location.....	22

Report Name: Statistical Name Detail	23
Report Name: Statistical Course Summary	23
Report Name: Statistical Name Summary	24
Report Name: Table-tent with Logo	24
Report Name: Tracking Code – Course Summary.....	25
Report Name: Tracking Code Summary	25
Report Name: Unduplicated Nose Count.....	26
Report Name: Transcript.....	26
Report Name: Weighted Course Summary	27
Report Name: User Activity (“Touches”)	27
Report Name: Workshop Rosters.....	28
Indices	29

Report Name: 1098-T Tax Credit Form

Path: Reports | Accounting | Daily Income X Source by course – Additional Reports

Description: Federal Tax form

Typical Query: Payments received within calendar year

Student Manager Demo Database	\$500.00
Your Department/Subunit Printed Here	
Your Address Printed Here - Line 1	
Your Address Printed Here - Line 2	
Your City KS 12345-6789	
P00-00-0001	
Newt Gingrich	
Counselling Office	
P.O. Box 111	
Washington DC 20012	
Student Manager Demo Database	\$500.00
Your Department/Subunit Printed Here	
Your Address Printed Here - Line 1	
Your Address Printed Here - Line 2	
Your City KS 12345-6789	
P00-00-0001	
Newt Gingrich	
Counselling Office	
P.O. Box 111	
Washington DC 20012	

Report Name: Accounts-Receivable Aging Summary

Path: Reports | Invoices | Run Aging Report – Additional Reports

Description: Invoice Aging Report

12/17/2014		Student Manager Demo Database				Page 1			
Accounts Receivable Aging Report									
Invoice No.	Payer	Date	Respirant	Course	Current	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
V0000018	ACEware Systems, Inc.	11/20/14	Carol Anderson	13FWOR101A	\$350.00				\$350.00
			Matthew Olson	13FWOR101A	\$350.00				\$350.00
			Charly E. Scott	13FWOR101A	\$350.00				\$350.00
			Carol Anderson	14FWOR101A	\$350.00				\$350.00
			Matthew Olson	14FWOR101A	\$350.00				\$350.00
			Charly E. Scott	14FWOR101A	\$350.00				\$350.00
			Charles W. Hambrick	145ACE300	\$500.00				\$500.00
			Carol Anderson	145WORD101A	\$350.00				\$350.00
			Matthew Olson	145WORD101A	\$350.00				\$350.00
			Charly E. Scott	145WORD101A	\$350.00				\$350.00
					\$3,650.00				\$3,650.00
V0000019	ACEware Systems, Inc.	11/20/14	Lauri Thompson	13ACECRUSE	\$575.00				\$575.00
					\$575.00				\$575.00
V0000020	Antonio Thomas	11/20/14	Antonio Thomas	13UACE101A	\$350.00				\$350.00
			Antonio Thomas	14UACE101A	\$350.00				\$350.00
					\$700.00				\$700.00
V0000021	Bata Capital	11/20/14	Willard M. Romney	13FACE101A	\$350.00				\$350.00
			Willard M. Romney	14FACE101A	\$350.00				\$350.00
			Willard M. Romney	145ACE101A	\$350.00				\$350.00
					\$1,050.00				\$1,050.00
V0000022	Bill Clinton	11/20/14	Bill Clinton	13SACE101A	\$350.00				\$350.00
					\$350.00				\$350.00
V0000023	Hollywood Productions, hd	11/20/14	Jeff Brown	13PMAT100	\$195.00				\$195.00
			Jeff Brown	13PMATH200	\$150.00				\$150.00

Report Name: Budgeted/Actual Detail

Path: Reports | Pocket Ledger | Budget Reports – Additional Reports

Path: Course - Budget – Quick Reports – Additional Reports

Description: Detailed report on Budget vs Actual Expenses for course

Typical Query: Specific course

11/19/14 Student Manager Demo Database
Budgeted vs Actual Detail Report
 14FACE010A Mastering Student Manager 8.0

Registration Fees			
Description	Estimated	Actual	
Registration Fee	\$950.00 10	7	
Staff Fee	\$295.00 2	0	
	\$4,090.00 12	7	\$2,450.00

Per Person Charges			
Description	Estimated		
lunch	\$15.00 2		
Breaks	\$5.00 4		
Supplies	\$45.00 1		
	\$95.00		

Budgeted Sunk Costs			
Description	Amount	Major Category	Expense Classification
Brochures	\$500.00	MK (Marketing)	2001 (Advertising - Printing)
Postage	\$200.00	MK (Marketing)	2003 (Advertising - Mailing & Handling)
	\$700.00		

Budgeted Program Costs			
Description	Amount	Major Category	Expense Classification
Instruction	\$800.00	IN (Instructional Costs (Faculty Pay))	8001 (Personnel (Honorarium))
Supplies	\$40.00	SP (Supplies and Materials)	1000 (Supplies and Materials)
Travels	\$250.00	TV (Travel)	4202 (Travel (auto))
	\$1,090.00		

Actual Costs			
Description	Amount	Major Category	Expense Classification
Faculty Pay (Chuck Havloek)	\$800.00	IN (Instructional Costs (Faculty Pay))	8001 (Personnel (Honorarium))
Print Brochures	\$492.00	MK (Marketing)	2003 (Advertising - Mailing & Handling)
Postage for Brochures	\$211.00	MK (Marketing)	2003 (Advertising - Mailing & Handling)
Supplies	\$38.25	SP (Supplies and Materials)	1000 (Supplies and Materials)
	\$1,539.25		

Summary						
	Enrolled	Income	Expenses	Go/No Go	Break Even	Profit/Loss
Budgeted	12	\$4,090.00	\$2,630.00	4	7	\$1,160.00
Actual	7	\$2,450.00	\$2,239.25			\$210.75

Report Name: Budgeted/Actual Summary

Path: Reports | Pocket Ledger | Budget Reports – Additional Reports

11/19/2014 Student Manager Demo Database
Budgeted vs. Actual Summary Report
 14FACE010A Mastering Student Manager 8.0

EXPENSE CATEGORY	BUDGETED	ACTUAL	% of Budget
	0.00	0.00	0.0 %
Instructional Costs (Faculty Pay)	800.00	800.00	100.0 %
Marketing	700.00	703.00	100.4 %
Supplies and Materials	40.00	38.25	95.6 %
Travel	250.00	0.00	0.0 %
Enrolled	12	7	
Income	\$4,090.00	\$2,450.00	
Profit/Loss	\$1,160.00	\$210.75	

Report Name: Calendar of Courses

Path: Reports | Courses | Room Use List | Location Sort

Description: Room use in a calendar format

Durland Hall						April 2014					
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		1	233 7-10PM 145ART101B	2	233 7-9PM 145MAT100	3	233 7-10PM 145ART101B 233 7-9PM 145MGT101B	4	233 7-9PM 145MAT100	5	
7		8	233 7-10PM 145ART101B	9	233 7-9PM 145MAT100	10	233 7-10PM 145ART101B 233 7-9PM 145MGT101B	11	233 7-9PM 145MAT100	12	
14		15	233 7-10PM 145ART101B	16		17	233 7-10PM 145ART101B 233 7-9PM 145MGT101B	18		19	
21		22		23		24		25	233 8AM-12N 145FN200C	26	
28		29		30							

Report Name: Class Attendance Roster

Path: Course – Quick Reports

Path: Reports | Registrations | Rosters | Attendance Roster

Class Attendance Roster												Page	1	
12/10/14														
14FWOR101A Introduction to Word Processing														
September 3 - October 10, 2014														
9:30 AM to 10:30 AM														
Instructor: Kathy Murphy														
Location: Nebraska Center														
II														
	Wed	Fri	Wed	Fri	Wed	Fri	Wed	Fri	Wed	Fri	Wed	Fri		
	09/03	09/05	09/10	09/12	09/17	09/19	09/24	09/26	10/01	10/03	10/08	10/10		
Bobby Anderson														
Carol Anderson														
Lisa Avery														
Rob Blagojevich														
Jeff Brown														
Lee Greenwood														
Debra Jones														
Matthew Olson														
Cheryl Scott														

Report Name: Course Details

Path: Reports | Courses | Course Details (with fees)

Description: Print out details of course

11/19/2014		Course Information Detail Report			Page 1
14FACE010A		Mastering Student Manager 6.0			
New?	NO	Type:	Open	Category:	NONCREDIT
Subject:	ACEWARE SYSTEMS TRAINING COURSES				
Status:	Active				
Begin Date:	06/02/2014	End Date:	06/03/2014	Department:	ACEware Systems
# Sessions:	2	Meet Days:	Tue, Wed	Account:	21-10239
Time:	8:00 AM to 5:00 PM				
Coordinator:	Havloek				
Location:	ACEware Headquarters	Enrollment:	Min: 5	Max: ***	Estimated: 0
Print on Rpt?:	YES	CEUS:	1.00	Hours:	16.00
Credits:	0.0				
Reg Times:	(Conference)				
Group Codes:	ACE ACECERT PROACE				
Warning Msg:					
Web Publish Option:	Publish/Register				
Web Publish Lag Days:	30				
Allow Web Waitlisting:	NO				
Rept Notes:	Bring your training manual to the first class.				
	1539.25				
	3329.25			1539.25	
Fee(s)					
Early Bird Fee	\$325.00	Expires: 08/19/2014			
Registration Fee	\$350.00				
Staff Fee	\$295.00	Hidden from Web			
Member Fee	\$295.00	Hidden from Web			
Instructor(s) Pay Information		Budgeted Expenses			
Chuck Havloek - Hourly rate (50.00)		Supplies			
		40.00			
		Brochure			
		500.00			
		Postage			
		200.00			
		Travels			
		250.00			
		Instruction			
		800.00			
		Total: 1790.00			
<p>This course helps you master the power of ACEware. Quickly learn how this flexible and dynamic program helps you become a registration virtuoso! Amaze your friends and co-workers with astounding feats (like automatic entry of city, state, county and area code... dynamic four-way look up of a name record (alpha, by SSN/ID, by Firm, and by zip code)), and complete power over report formats and design!</p>					
<p>Class meeting dates and times:</p> <p>09/02/2014 8 AM to 5 PM</p> <p>09/03/2014 8 AM to 5 PM</p>					
<p>User Defined Fields</p> <p>AW Example</p> <p>Contract NO</p> <p>Budget Due / /</p>					

Report Name: Course Listing sorted by Date

Path: Reports | Courses | CEU Reporting – Additional Reports

Description: Enrollment report of courses

12/10/2014		Student Manager Demo Database					LISTING OF UPCOMING COURSES	
		Course Number = COCRSE = *14						
Course #	Title	Begins	Ends	Sessions	Time	Location	Enrolled	
147HABITS	Seven Habits of Highly Successful People	//	//	0			1	
14ACECLUB	2014 ACEclub Membership	//	//	0			3	
14DONATIONFA	2014 ACEware Fine Arts Donation	//	//	0			1	
14MIS405	Management Information Systems	//	//	1			0	
14MSDIRSVR	Implementing and Administering MS Windows Directory Services	//	//	0			0	
14MSNWINF	Implementing a Microsoft Windows Network Infrastructure	//	//	6			0	
14MSPSERVER	Implementing Microsoft Windows Professional and Server	//	//	6			0	
14OLLI	2014 Osher Lifelong Learning Institute Membership	//	//	1			2	
14WRT202	Writing Technical Manuals	//	//	0	6:00 PM to 8:00 PM	Nebraska Center, Room: II	0	
14SAPPDEVA	Application Development Seminar	01/13/2014	01/15/2014	3	8:00 AM to 5:00 PM	Cedar House Conference Center	0	
14SWRT101A	Business Writing	01/14/2014	01/30/2014	6	8:00 AM to 11:00 AM	Durand Hall, Room: 233	0	
14SFND05A	Financial Management in the Millenium	01/15/2014	01/24/2014	4	9:00 AM to 12 N	Wynndham Executive Conference Center	1	
14SMGT201A	Intermediate Management Concepts	01/17/2014	03/21/2014	6	8:00 AM to 10:00 AM	Nebraska Center, Room: 112	0	
14SCMM101A	Improving Communication with Friends, Family and Partners	01/20/2014	02/03/2014	2	6:30 PM to 9:30 PM	Nebraska Center, Room: II	0	
14SMUS101A	Introduction to Baroque Music	01/21/2014	01/28/2014	2	1:00 PM to 4:00 PM	Holiday Inn, Room: Korza	0	
14SART102A	Joy of Painting Landscapes	01/23/2014	01/30/2014	2	8:00 AM to 11:00 AM	Nebraska Center, Room: 112	1	
14SACE010A	Mastering Student Manager 7.2.A	01/28/2014	01/29/2014	2	8:00 AM to 5:00 PM	ACEware Headquarters	9	
14SWORD101A	Introduction to Word Processing	01/29/2014	03/07/2014	12	9:30 AM to 10:30 AM	Nebraska Center, Room: II	0	
14SFN105A	Financial Planning - Maximize Your Friends, Minimize Your Expense	01/30/2014	02/06/2014	2	6:30 PM to 9:30 PM	Holiday Inn, Room: Korza	0	
14SHLTH101A	Body Intelligence, Our First Language	01/31/2014	02/21/2014	4	3:00 PM to 6:00 PM	Nebraska Center, Room: Beatrice	0	
14SGENALOGA	Computerizing Your Genealogy	02/02/2014	03/09/2014	6	7:00 PM to 8:30 PM	Holiday Inn, Room: Wharton	0	
14SMANPACK	Project Management Package	02/05/2014	06/06/2014	1	Individual Course Dates/Times Apply		0	
14SMGT101A	Introduction to Management	02/05/2014	03/12/2014	6	7:00 PM to 9:00 PM	Holiday Inn, Room: Korza	2	
14SQC HISTA	The Ancient Origins of Modern Science	02/05/2014	02/16/2014	2	8:00 AM to 11:00 AM	Durand Hall, Room: 233	0	
14SART101A	Art Appreciation	02/11/2014	03/21/2014	6	7:00 PM to 10:00 PM	Wynndham Executive Conference Center	10	
14SSTA107A	Statistical Quality Control	02/12/2014	03/24/2014	4	7:00 PM to 9:00 PM	Cedar House Conference Center	0	
14SACE101A	Extend Student Manager with ACEweb	02/13/2014	02/13/2014	1	9:00 AM to 6:00 PM	Nebraska Center, Room: II	2	
14SKNIT1	Knitting Basics	02/19/2014	03/20/2014	6	7:00 PM to 9:00 PM	Nebraska Center, Room: 112	0	
14SAPPDEVB	Application Development Seminar	02/17/2014	03/19/2014	3	8:00 AM to 5:00 PM	Cedar House Conference Center	0	
14SYOGA1A	Beginning Yoga	02/17/2014	03/28/2014	18	7:00 PM to 9:00 PM	Nebraska Center, Room: II	0	
14SYOGA2A	Intermediate Yoga	02/17/2014	03/28/2014	18	7:00 PM to 9:00 PM	Kenton Hall, Room: 310	0	
14SVFP101A	Object Oriented Programming	02/18/2014	03/13/2014	8	3:30 PM to 5:00 PM	Durand Hall, Room: 233	0	

Report Name: Course Summary by Month

Path: Reports | Statistics | Course | Course Data Summary – Additional Reports

Description: Registration information by month

Typical Query: Calendar year or program term

12/10/2014														Course Summary by Month
														Course Number Begins COCRSE = *14
														All Subject Codes
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
ACEware Systems Training Courses														
Courses	2	2	4	3	2	2	3	1	3	4	3	8	37	
Cancelled	0	0	0	0	0	0	0	1	0	0	0	2	3	
% Cancelled	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	25%	8%	
Enrollment	13	4	0	0	2	7	3	0	10	1	0	3	43	
% Capacity	32%	10%	0%	0%	1%	0%	0%	0%	16%	1%	0%	0%	2%	
Income	4,470	710	0	0	1,000	2,035	1,185	0	2,825	325	0	1,575	14,126	
Business														
Courses	1	1	1	2	1	0	0	1	1	1	2	2	13	
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	
% Cancelled	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Enrollment	0	0	1	3	0	0	0	0	0	1	3	0	8	
% Capacity	0%	0%	6%	8%	0%	0%	0%	0%	0%	6%	8%	0%	2%	
Income	0	0	195	450	0	0	0	0	0	195	450	0	1,290	
Communications														
Courses	1	0	1	0	1	0	0	1	0	1	0	1	8	
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	
% Cancelled	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Enrollment	0	0	0	0	0	0	0	0	0	0	0	0	0	
% Capacity	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Income	0	0	0	0	0	0	0	0	0	0	0	0	0	
Computers														
Courses	2	2	5	4	0	0	0	1	3	5	1	3	28	
Cancelled	0	0	1	0	0	0	0	0	0	0	0	0	1	
% Cancelled	0%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	
Enrollment	9	0	0	0	0	0	0	0	9	0	0	0	18	
% Capacity	4%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	
Income	3,150	0	0	0	0	0	0	0	3,150	0	0	0	6,300	

Report Name: CRM Info

Path: Reports | Demographics | CRM Info

Description: Shows all contacts recorded

Typical Query: One person

11/20/2014				CRM REPORT	1
Charles W. Havlicek					
Date	Type	User	Subject		
01/24/2013	E	ACE	Your Course Certificate		
04/24/2013	E	ACE	Upcoming Courses		
09/23/2013	E	ACE	Your ACEware Registration Confirmation		
01/23/2014	E	ACE	Your Course Certificate		
04/23/2014	E	ACE	Upcoming Courses		

Report Name: Daily Income sorted by Source and Course

Path: Reports | Accounting | Daily Income X

Source by course

Description: Income by date and Course

Typical Query: A given date of group of courses

11/19/2014		Student Manager Demo Database			
		Daily Income by Source Report (by course)			
		Course number begins - RGRSE = "14"			
147HABITS Seven Habits of Highly Successful People					
05/13/2014	Registrant	Pay Type	Payer/Detail	Receipt #	Amount
	Harris Kathryn	Check	Kathryn Harris 102 State Ave Athens, GA	C0000053	\$27.50
DAILY TOTALS:		\$27.50	Daily Count	1	
Cash	\$0.00	Visa	\$0.00		
Checks	\$27.50	Mastercard	\$0.00		
		Discover	\$0.00		
Billings	\$0.00	Other 7	\$0.00		
Refunds-ck	\$0.00	Refunds-cc	\$0.00		
COURSE TOTALS		\$27.50	Course Count	1	
Cash	\$0.00	Visa	\$0.00		
Checks	\$27.50	Mastercard	\$0.00		
		Discover	\$0.00		
Billings	\$0.00	Other 7	\$0.00		
Refunds-ck	\$0.00	Refunds-cc	\$0.00		
14ACECLUB 2014 ACEclub Membership					
05/12/2014	Registrant	Pay Type	Payer/Detail	Receipt #	Amount
	Allen Jason	VISA		C0000055	\$10.00
	Anderson Carol	MC		C0000054	\$10.00
	Thompson Lauri	Check	Lauri Thompson 7480 Dyer Rd Manhattan, KS 66502	C0000056	\$10.00
DAILY TOTALS:		\$30.00	Daily Count	3	
Cash	\$0.00	Visa	\$10.00		
Checks	\$10.00	Mastercard	\$10.00		
		Discover	\$0.00		
Billings	\$0.00	Other 7	\$0.00		
Refunds-ck	\$0.00	Refunds-cc	\$0.00		
COURSE TOTALS		\$30.00	Course Count	3	
Cash	\$0.00	Visa	\$10.00		
Checks	\$10.00	Mastercard	\$10.00		
		Discover	\$0.00		
Billings	\$0.00	Other 7	\$0.00		
Refunds-ck	\$0.00	Refunds-cc	\$0.00		

Report Name: Daily Income sorted by Source and Date

Path: Reports | Accounting | Daily Income X source by date

Description: Income report by date and source

Typical Query: A given date or group of courses

11/19/2014		Student Manager Demo Database					
		Daily Income by Source Report (by date)					
		Course number begins - RGRSE = "14"					
06/17/2013	Registrant	Course #	*Pay Type	Payer/Detail	Receipt #	\$ Amount	
	Jones, Debra	14FACE100D	Check	Debra Jones 123 South Main Huntington Station, NY 11746	R0000103	\$-350.00	
	Jones, Debra	14FACE100D	Check	Debra Jones 123 South Main Huntington Station, NY 11746	C0000103	\$350.00	
	McCain, John	14WACE102A	Cash	John McCain United States Senate Washington, DC 20510	R0000104	\$-125.00	
	McCain, John	14WACE102A	Cash	John McCain United States Senate Washington, DC 20510	C0000104	\$125.00	
	Nelson, Greg	14FACE100D	Check	Greg Nelson 900 West Vest Marshall, MO 65340	R0000102	\$-350.00	
	Nelson, Greg	14FACE100D	Check	Greg Nelson 900 West Vest Marshall, MO 65340	C0000102	\$350.00	
DAILY TOTALS		\$0.00	Records Reported	6			
Checks:	\$700.00	Visa:	\$0.00	MC:	\$0.00	Discover:	\$0.00
08/19/2013	Registrant	Course #	*Pay Type	Payer/Detail	Receipt #	\$ Amount	
	Boyd, Michael	14FACE300	Check	Michael Boyd P.O. Box 102 Manhattan, KS 66502	C0000094	\$500.00	
	Boyd, Michael	14FCROCHET2A	Cash	Michael Boyd P.O. Box 102 Manhattan, KS 66502	C0000095	\$49.00	
	Boyd, Michael	14SACE300	Check	Michael Boyd P.O. Box 102 Manhattan, KS 66502	C0000092	\$500.00	
	Boyd, Michael	14SCROCHET2A	Cash	Michael Boyd P.O. Box 102 Manhattan, KS 66502	C0000093	\$49.00	
DAILY TOTALS		\$1,098.00	Records Reported	4			
Checks:	\$1,000.00	Visa:	\$0.00	MC:	\$0.00	Discover:	\$0.00

Report Name: Deadbeat

Path: Reports | Accounting | Special 1 Reg/1 Line
(Deadbeat) – Additional Reports

Description: ONLY reports registrations that have an outstanding balance sorted by individual, course

11/19/2014			Registrants with an outstanding Balance (By Individual)		
			Total Due	Total Paid	Balance Due
Jason Allen					
14LUACE101A	Extend Student Manager with ACEweb	06/12/14 - 06/12/14	\$230.00	\$0.00	\$230.00
			-----	-----	-----
			\$230.00	\$0.00	\$230.00
Carol Anderson					
14FWORD10	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$0.00	\$350.00
1A					
14SWORD10	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$0.00	\$350.00
1A					
			-----	-----	-----
			\$700.00	\$0.00	\$700.00
Phil Anderson					
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00
14FMATH200	Business Math - Advanced	11/17/14 - 12/03/14	\$150.00	\$125.00	\$25.00
14SART101A	Art Appreciation	02/11/14 - 02/27/14	\$250.00	\$0.00	\$250.00
14SMATH200	Business Math - Advanced	04/14/14 - 04/30/14	\$150.00	\$125.00	\$25.00
			-----	-----	-----
			\$800.00	\$250.00	\$550.00
William Asparane					
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00
14SART101A	Art Appreciation	02/11/14 - 02/27/14	\$250.00	\$0.00	\$250.00
			-----	-----	-----
			\$500.00	\$0.00	\$500.00
Lisa Avery					
14FWORD10	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$0.00	\$350.00
1A					
14SWORD10	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$0.00	\$350.00
1A					
			-----	-----	-----
			\$700.00	\$0.00	\$700.00
Michael Boyd					
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00
14SART101A	Art Appreciation	02/11/14 - 02/27/14	\$250.00	\$0.00	\$250.00
			-----	-----	-----
			\$500.00	\$0.00	\$500.00
Jeff Brown					
14FMATH100	Business Math	10/29/14 - 11/14/14	\$195.00	\$0.00	\$195.00
14FMATH200	Business Math - Advanced	11/17/14 - 12/03/14	\$150.00	\$0.00	\$150.00
14SMATH100	Business Math	03/26/14 - 04/11/14	\$195.00	\$0.00	\$195.00
14SMATH200	Business Math - Advanced	04/14/14 - 04/30/14	\$150.00	\$0.00	\$150.00
			-----	-----	-----
			\$690.00	\$0.00	\$690.00
Paul Butterfield-Coverson					
14FACED10B	Mastering Student Manager 8.0	10/14/14 - 10/15/14	\$325.00	\$0.00	\$325.00
			-----	-----	-----
			\$325.00	\$0.00	\$325.00

Report Name: Default Receipt

Path: Registration screen – Print Receipt

Description: Registration receipt

Query: Specific Registration

YourLogo

Student Manager Demo Database
 Your Department/Subunit Printed Here
 Your Address Printed Here - Line 1
 Your Address Printed Here - Line 2
 Your City KS 12345-8789
 913-537-2937

Date: 11/20/14
Page: 1

RECEIPT

Charles Havlicek
7480 Dyer Road
Manhattan, KS 66502

Registrant: Mr. Charles W. Havlicek, II
 Mastering Student Manager 7.2.A
 January 28-29, 2014
 Tu and W from 8:00 AM to 5:00 PM, 2 sessions
 ACEware Headquarters
 7480 Dyer Road
 Manhattan, KS 66502
 Bring your training manual to the first class.

Fee(s): Staff Fee	\$295.00		
Payment: 08/09/14	Check #1548	Rcpt # C0000112	\$295.00
TOTAL DUE:		\$295.00	TOTAL PAID:
		\$0.00	\$295.00
		BALANCE DUE:	\$0.00

Report Name: Deposit by Account Number

Path: Reports | Accounting | Cashbox – Additional Reports

Description: Daily deposits, sorted by account number

Typical Query: A specific date

Receipt	Student Name	Course Number	Due	Payment
Account # 21-10239 Professional Ed Center				
# 1	Receipt # C0000009			Issue Date: 06/14/13
X00000100	Harris Kathryn	137HABITS Seven Habits of Highly Successful People	27.50	27.50
Payer: Kathryn Harris 102 State Ave Athens (850) 456-5333 Type: Check # 812356				
# 2	Receipt # C0000002			Issue Date: 06/13/13
X00000148	Thompson Lauri	13ACECLUB 2013 ACEclub Membership	10.00	10.00
Payer: Lauri Thompson 7480 Dyer Rd Manhattan KS 66502 (785) 537-2937 Type: Check # 6101				
# 2	Receipt # C0000004			Issue Date: 06/13/13
X00000117	Allen Jason	13ACECLUB 2013 ACEclub Membership	10.00	10.00
Payer: Jason Jones 7480 Dyer Road Manhattan KS 66502 (785) 537-2937 Type: VISA #				
# 2	Receipt # C0000005			Issue Date: 06/13/13
X00000131	Lowry Michael	13SACEPACK Student Manager Certificate	525.00	525.00
Payer: Tom Smith 7480 Dyer Rd Manhattan KS 66502 (785) 537-2937 Type: VISA #				
# 2	Receipt # C0000006			Issue Date: 06/13/13
		13UACE101A Extend Student Manager with ACEweb	55.00	55.00
Payer: Tom Smith 7480 Dyer Rd Manhattan KS 66502 (785) 537-2937 Type: VISA #				
# 2	Receipt # C0000003			Issue Date: 06/13/13
X00000026	Anderson Carol	13ACECLUB 2013 ACEclub Membership	10.00	10.00
Payer: Carol Anderson 1590 S. Federal Blvd. McFarland KS 66501 (785) 537-2937 Type: MC #				
21-10239 Professional Ed Center Totals				
Checks:	\$37.50	Visa:	\$590.00	
		MC:	\$10.00	
		Discover:	\$0.00	
Subtotals: Cash/Checks: \$37.50 Billings: Credit Cards: \$600.00 Other:				

Report Name: Email Launcher

Path: Reports | Demographics | Mailing Labels – Additional Reports

Description: Send emails to people in report

Calls the DOEMAIL function, which allows you to send a mass email to all names with email addresses in a report (Can send HTM or plain text emails)

Report Name: Enrollment and Income Report

Path: Reports | Accounting | Income & Enrollment Summary

Description: Basic Enrollment and Income Summary report

Student Manager Demo Database Course Enrollment & Income Summary Course Number - COORSE - *14											
Course #	Program Name	Enrollment					Income				Net
		Max	Enr	% Max	Wait	CX	Due	Paid	Balance	Expenses**	
147HABITS	Seven Habits of Highly Successful People	250	1	0.40%	0	0	\$27.50	\$27.50	\$0.00	\$0.00	\$27.50
14ACECLLIB	2014 ACEclub Membership	600	3	0.50%	0	0	\$30.00	\$30.00	\$0.00	\$0.00	\$30.00
14ACECRUISE	ACEware Cruise	50	1	2.00%	0	0	\$675.00	\$0.00	\$675.00	\$0.00	\$675.00
14ACEVISIT	Annual ACEware Reception	500	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14DONATIONFA	2014 ACEware Fine Arts Donation	9999	1	0.01%	0	0	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00
14FACE10A	Mastering Student Manager 8.0	20	7	35.00%	0	0	\$2,450.00	\$1,750.00	\$700.00	\$1,539.25	\$910.75
14FACE10B	Mastering Student Manager 8.0	20	1	5.00%	0	0	\$325.00	\$0.00	\$325.00	\$0.00	\$325.00
14FACE10C	Mastering Student Manager 8.0	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE10IA	Extend Student Manager with ACEweb	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE10IB	Extend Student Manager with ACEweb	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE10IC	Extend Student Manager with ACEweb	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE102A	Processing Credit Cards in Student Manager and ACEweb	20	3	15.00%	0	0	\$375.00	\$125.00	\$250.00	\$0.00	\$375.00
14FACE102B	Processing Credit Cards in Student Manager and ACEweb	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE102C	Processing Credit Cards in Student Manager and ACEweb	20	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14FACE300	ACEware Conference	150	2	1.33%	0	0	\$1,000.00	\$500.00	\$500.00	\$0.00	\$1,000.00
14FACEPACK	Student Manager Certificate	25	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14APPDEVA	Application Development Seminar	200	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14APPDEVB	Application Development Seminar	200	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14APPDEVC	Application Development Seminar	200	0	0.00%	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Cancelled Course
**Pocket Ledger Expenses
#Net is based on due-payments

Report Name: Enrollment and Registration Fees Summary by Course

Path: Reports | Courses | CEU Reporting – Additional Reports

Description: Enrollment and Registration Fees Summary for Courses

Typical Query: Courses beginning with

Student Manager Demo Database Enrollment & Registration Fees Summary by Course										
147HABITS - Seven Habits of Highly Successful People										
Date	Department									
Time	Account #		21-15239							

Enrollment Summary										
Maximum Enrollments Allowed	250	Enrolled	1	(0.40% of max)			Cancelled	0	Waitlisted	0
Registration Fees Summary										
Main (Tuition) Fees		Amnt	Enr	Total						
Book		27.50	1	27.50						
	Reg Fee	Tot(Late)	1	27.50						
Additional/Optional Fees										
Income/Expense Summary										
Income	Expenses		Total Income*		\$27.50					
Registrations*	Supplies		Total Expenses		\$0.00					
Other	Advertising		Net Income		\$27.50					
*Registration Income is based on total due for course										
Payment Summary										
Type	#	Total								
Check	1	27.50								
Total Paid		27.50								
Demographic Summary										
Gender	0	Registrant Status	0	Occupation Code	1	Organization Code	1	Tracking Code		
Male	0	Speaker	0	ALMKN	1	GOVT	1	UBCKA 1		
Female	1	Panelist	0							
CEUs	0.000	Presenter	0							
Hours	0.00	No Show	0							
Ethnicity	0	Education Level	0							
Am Amer	0	GED	0							
Asian	0	HS Grad	0							
Hispanic	1	Some College	0							
Native Amer	0	Bachelor's	1							
White	0	Advanced	0							

Report Name: Expense/Income Balances – Summary

Path: Reports | Pocket Ledger | Income/Expense Balances | Summary

Description: Overview of Income and Expenses for courses

11/19/2014 Student Manager Demo Database						
Expense/Income Balances - Summary Listing						
Cost Center	Program Title	Total Expenses	Total Income	Income Received	Accounts Outstanding	*Current Balance
14FACE010A	Mastering Student Manager 8.0	\$1539.25	\$2450.00	\$1750.00	\$700.00	\$910.75
14SACE010A	Mastering Student Manager 7.2.A	\$3078.50	\$3070.00	\$2395.00	\$675.00	(\$8.50)
14UACE010A	Mastering Student Manager 8.0	\$988.75	\$1750.00	\$1050.00	\$700.00	\$781.25
14WACE010A	Mastering Student Manager 8.0	\$988.75	\$1400.00	\$1400.00	\$0.00	\$431.25
Totals		\$6555.25	\$8670.00	\$6595.00	\$2075.00	\$2114.75

Report Name: Fees & Payment Detail

Path: Reports | Registrations | Registrations (w/fees & payments) – Additional Reports

Description: Registration information with Fee details

11/20/2014 Registration Report of Optional Fees & Payments						
147HABITS Seven Habits of Highly Successful People // //						
Harris Kathryn	Registration Fee:	\$27.50				
	Optional Fees		Payments			
			06/13/2014	\$27.50		
	Registrant Totals:	\$27.50	Total Paid:	\$27.50	Balance:	\$0.00
	Course Totals:	\$27.50		\$27.50		\$0.00
14ACECLUB 2014 ACEclub Membership // //						
Allen Jason	Registration Fee:	\$10.00				
	Optional Fees		Payments			
			06/12/2014	\$10.00		
	Registrant Totals:	\$10.00	Total Paid:	\$10.00	Balance:	\$0.00
Anderson Carol	Registration Fee:	\$10.00				
	Optional Fees		Payments			
			06/12/2014	\$10.00		
	Registrant Totals:	\$10.00	Total Paid:	\$10.00	Balance:	\$0.00
Thompson Laurie	Registration Fee:	\$10.00				
	Optional Fees		Payments			
			06/13/2014	\$10.00		
	Registrant Totals:	\$10.00	Total Paid:	\$10.00	Balance:	\$0.00
	Course Totals:	\$30.00		\$30.00		\$0.00
14ACECRUISE ACEaware Cruise 12/15/2014 - 12/16/2014						
Thompson Laurie	Registration Fee:	\$875.00				
	Optional Fees		Payments			
	Registrant Totals:	\$875.00	Total Paid:	\$0.00	Balance:	\$875.00
	Course Totals:	\$875.00		\$0.00		\$875.00
14DONATIONFA 2014 ACEaware Fine Arts Donation // //						
Obama Barack	Registration Fee:	\$50.00				
	Optional Fees		Payments			
			06/13/2014	\$50.00		
	Registrant Totals:	\$50.00	Total Paid:	\$50.00	Balance:	\$0.00
	Course Totals:	\$50.00		\$50.00		\$0.00
14FACE010A Mastering Student Manager 8.0 06/02/2014 - 09/03/2014						
Brown Jeff	Registration Fee:	\$350.00				
	Optional Fees		Payments			
			06/13/2014	\$350.00		
	Registrant Totals:	\$350.00	Total Paid:	\$350.00	Balance:	\$0.00

Report Name: Firm Detail with Employee Registrations

Path: Reports | Demographics | Firms (w/registrations)

Description: Registration information by Firm and Individual

11/20/2014		Courses Taken by Employees					1
RGCRSE = "14" & FIRM.FMID <> "999999999999"							
ACE Hardware							
Phil Anderson							
Course #	Title	Dates	CEUS	Hours	Grade	Cost	
14FART101A	Art Appreciation	September 16 - October 2, 2014	1.80	18.0	S	\$250.00	
14FMATH200	Business Math - Advanced	November 17 - December 3, 2014	2.40	24.0		\$150.00	
14FMGT101A	Introduction to Management	September 10 - October 15, 2014	1.20	12.0		\$175.00	
14FMGT201C	Intermediate Management Concepts	December 5, 2014 - January 9, 2015	1.20	12.0		\$175.00	
14FSTA107B	Statistical Quality Control	October 28-30, 2014	.800	8.00		\$175.00	
14SART101A	Art Appreciation	February 11-27, 2014	1.80	18.0	S	\$250.00	
14SMATH200	Business Math - Advanced	April 14-30, 2014	2.40	24.0		\$150.00	
14SMGT101A	Introduction to Management	February 5 - March 12, 2014	1.20	12.0		\$175.00	
14SMGT201C	Intermediate Management Concepts	May 2 - June 6, 2014	1.20	12.0		\$175.00	
14SSTA107B	Statistical Quality Control	March 25-27, 2014	.800	8.00		\$175.00	
Total Cost for Phil Anderson						\$1,850.00	
Total Employees		1	Total Cost for ACE Hardware			\$1850.00	
Total Registrations		10					

Report Name: First Time Enrollee

Path: Reports | Accounting | Special | 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Special report showing number of first time students in a term

Typical Query: Courses beginning with YYT (YY=Fiscal Year, T=Term)

11/19/2014		First Time Students Report		Show \$\$\$ Mode
		Total Due	Total Paid	Balance Due
<hr/>				
Reporting for Term beginning with:		13S		
<hr/>				
Total Students for Term =	50	First Time Students =	8	
Total Registrations for Term	229	Total Registrations for First Timers	10	
<hr/>				

Report Name: Half-life Report 6 week

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat)

Description: Shows registrations status referencing days.weeks out registration number was taken before course begins. Based on a 6 week range.

LERN Half-Life Report									
Shows 'AGE' of registration (0 - 6 weeks out)									
Course Number & Name	Days Registered Before Course Beginning Date							Total Reg	
	< 0	0-7	8-14	15-21	22-28	29-35	36-42		>42
147HABITS Seven Habits of Highly Successful People	1	0	0	0	0	0	0	0	1
14ACECLUB 2014 ACEclub Membership	3	0	0	0	0	0	0	0	3
14ACECRUISE ACEware Cruise	0	0	0	0	0	0	0	1	1
14DONATIONFA 2014 ACEware Fine Arts Donation	1	0	0	0	0	0	0	0	1
14FACED10A Mastering Student Manager 8.0	0	0	1	0	0	0	0	6	7
14FACED10A Mastering Student Manager 8.0	0	0	0	0	0	0	0	2	2
14FACED10A Mastering Student Manager 8.0	1	0	0	0	0	0	0	1	2
14FACES00 ACEware Conference	0	0	0	0	0	0	0	0	10
14FART101A Art Appreciation	0	0	0	0	10	0	0	0	10
14FART101B Art Appreciation	0	0	0	0	0	0	0	1	1
14FART102A Joy of Painting Landscapes	1	0	0	0	0	0	0	1	2
14FCROCHET2A Intermediate Crochet	0	0	0	0	0	0	0	1	1
14FFIN205A Financial Management in the Millennium	0	0	0	0	0	0	0	2	2
14FMAT100 Business Math	0	0	0	0	0	0	0	1	1
14FMAT200 Business Math - Advanced	0	0	0	0	0	0	0	3	3
14FMGT101A Introduction to Management	0	0	0	0	1	0	0	1	2
14FMGT201C Intermediate Management Concepts	0	0	0	0	0	0	0	2	2
14FSTA107B Statistical Quality Control	0	0	0	0	0	0	0	2	2
14FWORD101A Introduction to Word Processing	0	0	0	9	0	0	0	0	9
14LOLI 2014 Osher Lifelong Learning Institute Membersh	2	0	0	0	0	0	0	0	2
14SACE10A Mastering Student Manager 7.2.A	7	0	0	0	0	0	0	0	8
14SACE10A Extend Student Manager with ACEweb	1	0	0	0	0	0	0	1	2
14SACE10A Mastering Student Manager 7.2.A	2	0	0	0	0	0	0	0	2
14SACE300 ACEware Conference	2	0	0	0	0	0	0	0	2
14SART101A Art Appreciation	10	0	0	0	0	0	0	0	10
14SART102A Joy of Painting Landscapes	0	0	0	0	0	0	0	1	1
14SCROCHET2A Intermediate Crochet	0	0	0	0	0	0	0	1	1
14SFIN205A Financial Management in the Millennium	1	0	0	0	0	0	0	0	1
14SMAT100 Business Math	0	0	0	0	0	0	0	1	1
14SMAT200 Business Math - Advanced	2	0	0	0	0	0	0	1	3
14SMGT101A Introduction to Management	2	0	0	0	0	0	0	0	2
14SMGT201C Intermediate Management Concepts	2	0	0	0	0	0	0	0	2
14SSTA107B Statistical Quality Control	2	0	0	0	0	0	0	0	2
14SWORD101A Introduction to Word Processing	9	0	0	0	0	0	0	0	9
14UACED10A Mastering Student Manager 8.0	0	0	5	0	0	0	0	0	5
14UACE10A Extend Student Manager with ACEweb	2	0	0	0	0	0	0	0	2
14UACE200 Advanced Report Writing	0	0	0	0	3	0	0	0	3
14UART101A Art Appreciation	2	0	0	0	0	0	0	0	2
14WACED10A Mastering Student Manager 8.0	0	0	0	0	0	0	0	4	4
14WACME ACME Cleaners Customer Service Training	0	0	0	0	0	0	0	6	6
Totals	53	0	6	9	11	3	1	39	123
% of Total	43.08%	0.00%	4.87%	7.31%	8.94%	2.43%	0.81%	31.70%	

Report Name: Income and Expenses by Account Number

Path: Reports | Pocket Ledger | Income/Expense Balances | Summary – Additional Reports

Description: Overview of Income and Expenses, sorted and subtotaled by Account

Student Manager Demo Database						
Expense/Income Balances by Account Number						
Cost Center	Course Title	Total Expenses	Total Income	Income Received	Accounts Outstanding	*Current Balance
21-10239						
14FACED10A	Mastering Student Manager 8.0	\$739.25	\$2450.00	\$1750.00	\$700.00	\$1710.75
14SACED10A	Mastering Student Manager 7.2.A	\$1478.50	\$3070.00	\$2395.00	\$675.00	\$1591.50
14UACED10A	Mastering Student Manager 8.0	\$188.75	\$1750.00	\$1050.00	\$700.00	\$1581.25
14WACED10A	Mastering Student Manager 8.0	\$188.75	\$1400.00	\$1400.00	\$0.00	\$1231.25
		\$2555.25	\$8670.00	\$6595.00	\$2075.00	\$6114.75
ACE						
14FACED10A	Mastering Student Manager 8.0	\$800.00	\$2450.00	\$1750.00	\$700.00	\$1850.00
14SACED10A	Mastering Student Manager 7.2.A	\$1600.00	\$3070.00	\$2395.00	\$675.00	\$1470.00
14UACED10A	Mastering Student Manager 8.0	\$800.00	\$1750.00	\$1050.00	\$700.00	\$950.00
14WACED10A	Mastering Student Manager 8.0	\$800.00	\$1400.00	\$1400.00	\$0.00	\$600.00
		\$4000.00	\$8670.00	\$6595.00	\$2075.00	\$4670.00
Report Totals		\$6555.25	\$17340.00	\$13190.00	\$4150.00	\$10784.80

Report Name: LERN Life History by year (2004-2014)

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Lifetime attendance history by year for 10 year period between 2004-2014

Query: Select query for a subset of registrations (one year, one term, one specific course) Will show if students from that cohort have registered in years past or future.

12/11/2014		Registration History 2004 to 2014										
		Course Begin Date is within a Range of Dates: COBEGDATE >= 01/01/2004 & COBEGDATE <= 12/31/2014										
		04	05	06	07	08	09	10	11	12	13	14
Total Students	49	0	0	0	0	0	0	0	0	0	48	40
%Return Enrollments		0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.95	81.63
\$ Gen. Return Enr.		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,541.50	\$21,155.50

Report Name: Mapping + Zip Radius

Path: Reports | Demographics | Names (w/codes) – Additional Reports

Description: See a map showing distribution of people in report. Report uses the Zipradius and Mapping functions

Report Name: Multi Course Receipt

Path: Reports | Registrations | Receipts

Description: Receipts

Student Manager Demo Database
 Your Department/Subunit Printed Here
 Your Address Printed Here - Line 1
 Your Address Printed Here - Line 2
 Your City KS 12345-6789
 913-537-2937
 November 20, 2014

ACEware Systems, Inc.
 World Headquarters
 7480 Dyer Rd
 Manhattan, KS 66502

Registrant(s)

Lee Greenwood

Course(s):
 14FACE010A Mastering Student Manager 8.0
 09/02/2014 - 09/03/2014 8:00 AM to 5:00 PM
 ACEware Headquarters
 7480 Dyer Road
 Manhattan, KS 66502
 Bring your training manual to the first class.

Enrollment Fee:	Registration Fee	\$350.00
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John McCain

Course(s):
 14FACE010A Mastering Student Manager 8.0
 09/02/2014 - 09/03/2014 8:00 AM to 5:00 PM
 ACEware Headquarters
 7480 Dyer Road
 Manhattan, KS 66502
 Bring your training manual to the first class.

Enrollment Fee:	Registration Fee	\$350.00
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Payment: 08/13/2014 (Check 45625)	Rept # C0000080	\$350.00
Payment: 06/13/2014 (Check 45625)	Rept # C0000081	\$350.00

TOTAL DUE:	\$700.00	TOTAL PAID:	\$700.00
		BALANCE DUE:	\$0.00

Report Name: Name Badges

Path: Course – Quick Reports

Path: Reports | Registrations | Nametags

<p>Bobby</p> <p>Bobby Anderson Learning Exchange McFarland KS</p>	<p>Rob</p> <p>Rob Blagojevich Felon State of Illinois Chicago IL</p>
<p>Carol</p> <p>Carol Anderson Associate Dean Kansas State University McFarland KS</p>	<p>Jeff</p> <p>Jeff Brown South Burlington VT</p>
<p>Lisa</p> <p>Lisa Avery Evil Twin St. Joseph Health Center Arton MN</p>	<p>Lee</p> <p>Lee Greenwood Together We Stand Williamsburg MA</p>

Report Name: Name Roster

Path: Courses – Quick Reports

Path: Reports | Registrations | Rosters | Name

12/10/14		Class Roster		
14FWORD101A Introduction to Word Processing				
September 3 - October 10, 2014				
W and F from 9:30 AM to 10:30 AM				
Location: Nebraska Center II		Instructor: Kathy Murphy		
Bobby Anderson	Learning Exchange	1590 S. Federal Blvd. McFarland KS 66501	banderson@learningexchange.org	(785) 792-2710
Carol Anderson	Associate Dean Kansas State University	1590 S. Federal Blvd. McFarland KS 66501	canderson@kansasstate.edu	(785) 537-2937
Lisa Avery	Evli Twin St. Joseph Health Center	Canyon Executive Park Afton MN 55001	lisa.avery@sjhey.org	(913) 124-2424
Rob Blagojevich	Felon State of Illinois	122 Wiretap Lane Chicago IL 60290 CANADA	rob@gmail.com	
Jeff Brown		123 South Street South Burlington VT 05403	jeff@gmail.com	(802) 832-8389
Lee Greenwood	Together We Stand	1234 Flags in the Canyons Way Williamsburg MA 01096	lee@gw.com	
Debra Jones		123 South Main Huntington Station NY 11746	debra@yahoo.com	(631) 888-8888 (631) 777-7777 (793) 555-5555
Matthew Olson	ACEware Systems, Inc.	7480 Dyer Road Manhattan KS 66502	matthew@aceware.com	(785) 537-2937
Cheryl Scott	ACEware Systems, Inc.	7480 Dyer Road Manhattan KS 66502	cheryl@aceware.com	(785) 537-2937
Total Enrolled: 9				

Report Name: Names – with Codes

Path: Reports | Demographics | Names (w/codes)

Description: Complete information on students

11/29/2014		NAMES LIST				Page
Interest code = ...						
Phil Anderson	Addate	10/13/2009	Last Updated	05/28/2014	# of Courses Taken	15
21 Canyon Rd Canyon Country CA 91387	Title Badgename		Email:	phil@acehardware.com		
County	Los Angeles					
Firm	Demographics		Codes	UPCEA Mailing	Interest	ACEWA
ACE Hardware	Birthday	02/01/1960	Source	Retail Sales	RE	
21 South	Ethnicity		Organization		ART	
Canyon Country CA 91387	Gender	Male	Occupation		BUSINE	
	Ed Level		Code Field 1		SS	
	Language		Code Field 2	8	MANAG	
	Disability		Member #		E	
User Defined Fields					MARKET	
License #	Mem Since	0	Alumni	NO	PERSFI	
High School	Hire Date	0	Permit	NO	N	
					STATIS	

Report Name: Net Profit and Enrollment

Path: Reports | Accounting | Income & Enrollment Summary – Additional Reports

Description: Enrollment and Income report showing details of expenses

Student Manager Demo Database											
Course Enrollment & Income Summary (with Expenses)											
Course Number = COCRSE = '14											
Course #	Program Name	Fee	Enr	Wait	Total Due	Total Paid	Expenses			Total	Balance
							Inet	Supplie	Other		
147HABIT3	Seven Habits of Highly Successful People	27.50	1	0	27.50	27.50	0.00	0.00	0.00	0.00	27.50
14ACECLUB	2014 ACEclub Membership	10.00	3	0	30.00	30.00	0.00	0.00	0.00	0.00	30.00
14ACECRUISE	ACEware Cruise	575.00	1	0	575.00	0.00	0.00	0.00	0.00	0.00	0.00
14ACEVISIT	Annual ACEware Reception	5.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14DONATIONFA	2014 ACEware Fine Arts Donation	0.00	1	0	50.00	50.00	0.00	0.00	0.00	0.00	50.00
14FACED10A	Mastering Student Manager 8.0	325.00	7	0	2,450.00	1,750.00	800.00	36.25	703.00	1539.25	210.75
14FACED10B	Mastering Student Manager 8.0	325.00	1	0	325.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACED10C	Mastering Student Manager 8.0	325.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE101A	Extend Student Manager with ACEweb	175.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE101B	Extend Student Manager with ACEweb	150.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE101C	Extend Student Manager with ACEweb	175.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE102A	Processing Credit Cards In Student Manager and ACEweb	125.00	3	0	375.00	125.00	0.00	0.00	0.00	0.00	125.00
14FACE102B	Processing Credit Cards In Student Manager and ACEweb	0.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE102C	Processing Credit Cards In Student Manager and ACEweb	125.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FACE300	ACEware Conference	400.00	2	0	1,000.00	500.00	0.00	0.00	0.00	0.00	500.00
14FACEPACK	Student Manager Certificate	525.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FAPPDEVA	Application Development Seminar	1,100.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FAPPDEVB	Application Development Seminar	1,100.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FAPPDEVC	Application Development Seminar	1,100.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FAPPDEVD	Application Development Seminar	1,100.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14FART101A	Art Appreciation	250.00	10	2	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00
14FART101B	Art Appreciation	250.00	1	0	250.00	0.00	0.00	0.00	0.00	0.00	0.00
14FART101C	Art Appreciation	250.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Name: Performance Data

Path: Reports | Faculty | Performance Data

Description: Course information by Instructor

Course Summary Report by Instructor											
Instructors Teaching Certain Courses (Number Begins) LINKST.LICRSE = '14											
Page 1											
Arthur Alexander											
Course #	Date	Title	Hours	CEUs	Enroll	Income					
14FFN102A	Sep 4-11	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14FFN105B	Oct 10-17	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14FFN105C	Dec 6-13	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14FFN205A	Aug 20-29	Financial Management in the Millennium	24.00	2.40	2	\$360.00					
14FFN205B	Oct 22-31	Financial Management in the Millennium	0.00	0.00	0	\$0.00					
14FFN205C	Nov 28 - Dec 19	Financial Management in the Millennium	0.00	0.00	0	\$0.00					
14FFNECO9A	Oct 11	Financial Success in the New Economy	0.00	0.00	0	\$0.00					
14FFNECO9B	Dec 7	Financial Success in the New Economy	0.00	0.00	0	\$0.00					
14SFN105A	Jan 30 - Feb 6	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14SRN105B	Mar 7-14	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14SFN105C	May 3-10	Financial Planning - Maximize Your Philanthropy, Minimize Your Expense	0.00	0.00	0	\$0.00					
14SFN205A	Jan 15-24	Financial Management in the Millennium	12.00	1.20	1	\$180.00					
14SFN205B	Mar 19-28	Financial Management in the Millennium	0.00	0.00	0	\$0.00					
14SFN205C	Apr 26 - May 18	Financial Management in the Millennium	0.00	0.00	0	\$0.00					
14SFNECO9A	Mar 5	Financial Success in the New Economy	0.00	0.00	0	\$0.00					
14SFNECO9B	May 4	Financial Success in the New Economy	0.00	0.00	0	\$0.00					
			36.00	3.600	3	\$540.00					
Janice Denning											
Course #	Date	Title	Hours	CEUs	Enroll	Income					
14FHLTH101A	Sep 5-26	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
14FHLTH101B	Nov 3-24	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
14FHLTH101C	Dec 6-29	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
14SHLTH101A	Jan 31 - Feb 21	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
14SHLTH101B	Mar 31 - Apr 21	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
14SHLTH101C	May 5-28	Body Intelligence, Our First Language	0.00	0.00	0	\$0.00					
			0	0	0	\$0.00					
Bill E. Clark											
Course #	Date	Title	Hours	CEUs	Enroll	Income					
14SMATH100	Oct 29 - Nov 14	Business Math - Advanced	18.00	1.80	3	\$195.00					
14SMATH200	Nov 17 - Dec 3	Business Math - Advanced	72.00	7.20	3	\$450.00					
14SMAT100	Mar 25 - Apr 11	Business Math	18.00	1.80	1	\$195.00					
14SMATH200	Apr 14-30	Business Math - Advanced	72.00	7.20	3	\$450.00					
			180.00	18.000	8	\$1,290.00					

Report Name: Prior Year Growth – Term

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Calculates growth in registrations based on the prior years' totals on the year and term of the course.

Query: Best results are achieved using a query of 'Course Begin date between two dates' and selecting the range of dates you wish to analyze

11/19/2014			
Prior Year Term Growth Rates			
Course Number Begins With RGCRSE = "1"			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 7	1	0	N/A
Term 2014 7	1	0	0.0000
1.00			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 A	4	0	N/A
Term 2014 A	4	0	0.0000
4.00			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 D	1	0	N/A
Term 2014 D	1	0	0.0000
1.00			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 F	42	0	N/A
Term 2014 F	47	5	11.9048
44.50			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 O	3	0	N/A
Term 2014 O	2	-1	-33.3333
2.50			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 S	32	0	N/A
Term 2014 S	47	15	46.8750
39.50			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 U	12	0	N/A
Term 2014 U	12	0	0.0000
12.00			
Month and Year	# of Enrollments	Number Change	% Growth vs. Prior Year
Term 2013 W	10	0	N/A
Term 2014 W	10	0	0.0000
10.00			

Report Name: Prior Year Growth – Year

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Calculates growth in registrations based on the prior years totals on the year of the course

Query: Most queries will be Course number begins with = ie '0' (for all 2000+) or Begin date in a range ... and selecting the range of dates you wish to analyze

11/19/2014			
Prior Year Growth Rates			
Course Number Begins With RGCRSE = "1"			
	# of Enrollments	Number Change	% Growth vs. Prior Year
Year 0	15	15	N/A
Year 2013	87	72	480.0
Year 2014	117	30	34.4
Year 2015	10	-107	-91.4
Total Enrollments		229	

Report Name: Receipt # Listing – 1 Line

Path: Reports | Accounting | Cashbox – Additional Reports

Description: Verify information on receipts

Typical Query: Receipt number range

19 November 14		Receipt Number Only List			Page# 1	
Beginning with Receipt #0000001						
Ending with Receipt # 0000009						
Receipt	PaidtoInv	Payor Name	Payment Date	Pay Type	Amount	
# 2	C0000002	Lauri Thompson	06/13/13	Check	\$10.00	
# 3	C0000003	Carol Anderson	06/13/13	MC	\$10.00	
# 4	C0000004	Jason Jones	06/13/13	VISA	\$10.00	
# 5	C0000005	Tom Smith	06/13/13	VISA	\$525.00	
# 6	C0000006	Tom Smith	06/13/13	VISA	\$55.00	
# 7	C0000007	Debra Jones	06/13/13	Check	\$350.00	
# 8	C0000009	Kathryn Harris	06/14/13	Check	\$27.50	

Report Name: Registration Grade Report

Path: Reports | Registrations | Rosters | Attendance Roster – Additional Reports

Description: Attendance roster with Grades

11/19/14		<u>Registration Grade Report</u>		
Course Name: MASTERING STUDENT MANAGER 8.0		September 2, 2014		
Course Number: 14FACE010A		Instructor: CHUCK HAVLICEK to September 3, 2014		
Check Off	Name	SSN/ID number	Grade	
<input type="checkbox"/>	Brown, Jeff	X00-00-0129	S	
<input type="checkbox"/>	Dole, Bob L.	X00-00-0046	S	
<input type="checkbox"/>	Greenwood, Lee	X00-00-0102	S	
<input type="checkbox"/>	Harris, Kathryn	X00-00-0100	S	
<input type="checkbox"/>	McCain, John	X00-00-0122	S	
<input type="checkbox"/>	Romney, Willard M.	X00-00-0157	S	
<input type="checkbox"/>	Ziglar, Leslie	X00-00-8581	S	
Number of Registrations:		7		
Total Number of Reggies:		7 This number does not include Canceled Registrations.		

Report Name: Registration Listing

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat)

Description: Registration information sorted by individual

11/19/2014 Registrations by Individual					
			Total Due	Total Paid	Balance Due
Jason Allen Day: (785) 537-2937					
14ACECLUB	2014 ACEclub Membership	MMDDYY - MMDDYY	\$10.00	\$10.00	\$0.00
14UAEC101A	Extend Student Manager with ACEweb	06/12/14 - 06/12/14	\$230.00	\$0.00	\$230.00
			\$240.00	\$10.00	\$230.00
Bobby Anderson Day: (785) 792-2710					
14WORD101A	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$350.00	\$0.00
14WORD101A	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$350.00	\$0.00
			\$700.00	\$700.00	\$0.00
Carol Anderson Day: (785) 537-2937					
14ACECLUB	2014 ACEclub Membership	MMDDYY - MMDDYY	\$10.00	\$10.00	\$0.00
14WORD101A	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$0.00	\$350.00
14WORD101A	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$0.00	\$350.00
			\$710.00	\$10.00	\$700.00
Phil Anderson					
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00
14FMATH200	Business Math - Advanced	11/17/14 - 12/03/14	\$150.00	\$125.00	\$25.00
14FMGT101A	Introduction to Management	09/10/14 - 10/15/14	\$175.00	\$175.00	\$0.00
14FMGT201C	Intermediate Management Concepts	12/05/14 - 01/09/15	\$175.00	\$175.00	\$0.00
14FSTA107B	Statistical Quality Control	10/28/14 - 10/30/14	\$175.00	\$175.00	\$0.00
14SART101A	Art Appreciation	02/11/14 - 02/27/14	\$250.00	\$0.00	\$250.00
14SMATH200	Business Math - Advanced	04/14/14 - 04/30/14	\$150.00	\$125.00	\$25.00
14SMGT101A	Introduction to Management	02/05/14 - 03/12/14	\$175.00	\$175.00	\$0.00
14SMGT201C	Intermediate Management Concepts	05/02/14 - 06/06/14	\$175.00	\$175.00	\$0.00
14SSTA107B	Statistical Quality Control	03/25/14 - 03/27/14	\$175.00	\$175.00	\$0.00
			\$1850.00	\$1300.00	\$550.00
William Aspartane Day: (919) 444-4444					
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00
14SART101A	Art Appreciation	02/11/14 - 02/27/14	\$250.00	\$0.00	\$250.00
			\$500.00	\$0.00	\$500.00
Lisa Avery Day: (913) 124-2424					
14WORD101A	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$0.00	\$350.00
14WORD101A	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$0.00	\$350.00
			\$700.00	\$0.00	\$700.00
Rob Blagojevich					
14WORD101A	Introduction to Word Processing	09/03/14 - 10/10/14	\$350.00	\$350.00	\$0.00
14WORD101A	Introduction to Word Processing	01/29/14 - 03/07/14	\$350.00	\$350.00	\$0.00
			\$700.00	\$700.00	\$0.00
Michael Boyd Day: (785) 788-7878					
14FACE300	ACEware Conference	12/08/14 - 12/10/14	\$500.00	\$500.00	\$0.00
14FART101A	Art Appreciation	09/16/14 - 10/02/14	\$250.00	\$0.00	\$250.00

Report Name: Registration numbers sorted by Creator

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Registrations shown by which staff (or Web) entered them

12/11/2014 Summary Count of Registrations entered by User						
User Name		# of Registrations Entered	%age of total Registrations	Total Due	Total Paid	Balance Due
ACE	=	50	40.3226 %	\$11857.50	7827.50	\$4030.00
CHUCK	=	57	45.9677 %	\$15448.00	4398.00	\$11050.00
WWWEB	=	17	13.7097 %	\$3750.00	2140.00	\$1610.00
<hr/>						
Grand Totals		124		\$31055.50	\$14365.50	\$16690.00

Report Name: Room Conflicts

Path: Reports | Courses | Course Details (w/fees) – Additional Reports

Description: To see what rooms have conflicts

11/19/2014		Room Conflicts	Page 1
14FART101B	Durland Hall	233	
Room Conflicts:	11/06/2014 - 14FMGT101B Durland Hall--233 1900 - 2100 11/13/2014 - 14FMGT101B Durland Hall--233 1900 - 2100 11/20/2014 - 14FMGT101B Durland Hall--233 1900 - 2100		
14FCAT100	Durland Hall	233	
Room Conflicts:	12/12/2014 - 14FFIN205C Durland Hall--233 0900 - 1200		
14FFIN205C	Durland Hall	233	
Room Conflicts:	12/12/2014 - 14FCAT100 Durland Hall--233 0900 - 1700		
14FMGT101B	Durland Hall	233	
Room Conflicts:	11/06/2014 - 14FART101B Durland Hall--233 1900 - 2200 11/13/2014 - 14FART101B Durland Hall--233 1900 - 2200 11/20/2014 - 14FART101B Durland Hall--233 1900 - 2200		
14SART101B	Durland Hall	233	
Room Conflicts:	04/03/2014 - 14SMGT101B Durland Hall--233 1900 - 2100 04/10/2014 - 14SMGT101B Durland Hall--233 1900 - 2100 04/17/2014 - 14SMGT101B Durland Hall--233 1900 - 2100		
14SCAT100	Durland Hall	233	
Room Conflicts:	05/09/2014 - 14SFIN205C Durland Hall--233 0900 - 1200		
14SFIN205C	Durland Hall	233	
Room Conflicts:	05/09/2014 - 14SCAT100 Durland Hall--233 0900 - 1700		
14SMGT101B	Durland Hall	233	
Room Conflicts:	04/03/2014 - 14SART101B Durland Hall--233 1900 - 2200 04/10/2014 - 14SART101B Durland Hall--233 1900 - 2200 04/17/2014 - 14SART101B Durland Hall--233 1900 - 2200		
14FCMM101C	Nebraska Center	112	
Room Conflicts:	12/10/2014 - 14FCROCHET2B Nebraska Center--112 1900 - 2100		
14FCROCHET2B	Nebraska Center	112	
Room Conflicts:	12/10/2014 - 14FCMM101C Nebraska Center--112 1930 - 2130		
14SCMM101C	Nebraska Center	112	
Room Conflicts:	05/07/2014 - 14SCROCHET2B Nebraska Center--112 1900 - 2100		
14SCROCHET2B	Nebraska Center	112	
Room Conflicts:	05/07/2014 - 14SCMM101C Nebraska Center--112 1930 - 2130		

Report Name: Room Use List - Date

Path: Report | Courses | Room Use List | Date Sort

Description: Show what courses are in what rooms

Student Manager Demo Database Your Department/Subunit Printed Here Daily Room Use Report			
Monday August 18, 2014			
Course	Location	Time	Instructor
Application Development Seminar	Cedar House Conference Center	9 AM to 5 PM	Tom Peters
Tuesday August 19, 2014			
Course	Location	Time	Instructor
Application Development Seminar	Cedar House Conference Center	9 AM to 5 PM	Tom Peters
Business Writing	Durland Hall, Room 233	9 AM to 11 AM	Cheryl Scott
Wednesday August 20, 2014			
Course	Location	Time	Instructor
Application Development Seminar	Cedar House Conference Center	9 AM to 5 PM	Tom Peters
Financial Management in the Millenium	Wyndham Executive Conference Center	9 AM to 12 N	Arthur Alexander
Thursday August 21, 2014			
Course	Location	Time	Instructor
Business Writing	Durland Hall, Room 233	9 AM to 11 AM	Cheryl Scott
Friday August 22, 2014			
Course	Location	Time	Instructor
Intermediate Management Concepts	Nebraska Center, Room 112	9 AM to 10 AM	Jack Johnson
Financial Management in the Millenium	Wyndham Executive Conference Center	9 AM to 12 N	Arthur Alexander
Monday August 25, 2014			
Course	Location	Time	Instructor
Improving Communication with Friends, Family and Partners	Nebraska Center, Room 112	6:30 PM to 9:30 PM	Martin Smith
Tuesday August 26, 2014			
Course	Location	Time	Instructor
Business Writing	Durland Hall, Room 233	9 AM to 11 AM	Cheryl Scott
Introduction to Baroque Music	Holiday Inn, Room: Konza	1 PM to 4 PM	Steven Kone
Wednesday August 27, 2014			
Course	Location	Time	Instructor
Financial Management in the Millenium	Wyndham Executive Conference Center	9 AM to 12 N	Arthur Alexander
Thursday August 28, 2014			
Course	Location	Time	Instructor
Business Writing	Durland Hall, Room 233	9 AM to 11 AM	Cheryl Scott
Joy of Painting Landscapes	Nebraska Center, Room 112	9 AM to 11 AM	Karen Moore

@ = Starting Class # = Ending Class * = Cancelled Class

Report Name: Room Use List by Location

Path: Report | Courses | Room Use List | Location Sort

Description: Show what courses are in what rooms

Student Manager Demo Database			1
Room Use List by Location			
November 20, 2014			
Wednesday September 10, 2014		Instructor	
@ Project Management Package	12M to 12M		
Tuesday October 14, 2014			
@ Student Manager Certificate	12M to 12M		
ACEware Headquarters			
Tuesday September 2, 2014		Chuck Havlicek	
@ Mastering Student Manager 8.0	8 AM to 5 PM		
Wednesday September 3, 2014		Chuck Havlicek	
# Mastering Student Manager 8.0	8 AM to 5 PM		
Thursday October 2, 2014		Karen Moore	
@ Joy of Painting Landscapes	8 AM to 11 AM		
Thursday October 9, 2014		Karen Moore	
# Joy of Painting Landscapes	8 AM to 11 AM		
Tuesday October 14, 2014		Chuck Havlicek	
@ Mastering Student Manager 8.0	8 AM to 5 PM		
Wednesday October 15, 2014		Chuck Havlicek	
# Mastering Student Manager 8.0	8 AM to 5 PM		
Wednesday November 19, 2014		Chuck Havlicek	
@ Mastering Student Manager 8.0	8 AM to 5 PM		
Thursday November 20, 2014		Chuck Havlicek	
# Mastering Student Manager 8.0	8 AM to 5 PM		
Cedar House Conference Center			
Monday August 18, 2014		Tom Peters	
@ Application Development Seminar	8 AM to 5 PM		
Tuesday August 19, 2014		Tom Peters	
Application Development Seminar	8 AM to 5 PM		
Wednesday August 20, 2014		Tom Peters	
# Application Development Seminar	8 AM to 5 PM		
Wednesday September 17, 2014		Alex Smith	
@ Statistical Quality Control	7 PM to 9 PM		
Monday September 22, 2014		Tom Peters	
@ Application Development Seminar	8 AM to 5 PM		
Statistical Quality Control	7 PM to 9 PM	Alex Smith	
Tuesday September 23, 2014		Tom Peters	
Application Development Seminar	8 AM to 5 PM		
Wednesday September 24, 2014		Tom Peters	
# Application Development Seminar	8 AM to 5 PM		
Statistical Quality Control	7 PM to 9 PM	Alex Smith	

@ = Starting Class # = Ending Class * = Cancelled Class

Report Name: Stamp Grouping Code

Path: Reports | Courses | Course Details (w/fees) – Additional Reports

Description: To add or change information on a set of courses

Uses the STAMPGRP function to automatically add a specific Grouping code to every Course listed in the report. (FYI: a similar function exists for interest code stamping: STAMPINT)

Report Name: Statistical Course Summary

Path: Reports | Statistics | Course | Course Data Summary

Description: Registration information analysis organized by Subject Codes, Departments, and

All Subject Codes	Total Classes		Cancelled		Registrations			AVERAGES			Income	Expenses	Net Income
	#	%	#	%	Enr	CX	%	Enrollment per Class Held	Class Fee per Group	Gross Income per Class Held			
AC/Eware Systems Training Courses	39	20.1%	3	7.6%	47	4	8.5%	1.3	302	394	14205	6555	7649
Business	14	7.2%	0	0.0%	8	0	0.0%	0.5	161	92	1290	0	1290
Communications	6	3.0%	0	0.0%	0	0	0.0%	0.0	0	0	0	0	0
Computers	30	15.4%	1	3.3%	18	2	11.1%	0.6	350	217	6300	0	6300
Crafts	14	7.2%	0	0.0%	2	0	0.0%	0.1	49	7	98	0	98
Finance	16	8.2%	0	0.0%	3	0	0.0%	0.1	195	36	585	0	585
Fine Arts	23	11.8%	0	0.0%	25	0	0.0%	1.0	230	250	5750	0	5750
Health/Medical	14	7.2%	0	0.0%	0	0	0.0%	0.0	0	0	0	0	0
Management Training	16	8.2%	0	0.0%	8	0	0.0%	0.5	175	87	1400	0	1400
OLLI Membership Program	1	0.5%	0	0.0%	2	0	0.0%	2.0	350	700	700	0	700
Private Course	1	0.5%	0	0.0%	6	0	0.0%	6.0	666	4000	4000	0	4000
Science	6	3.0%	0	0.0%	0	0	0.0%	0.0	0	0	0	0	0
Statistics	8	4.1%	0	0.0%	4	0	0.0%	0.5	175	87	700	0	700
Youth Camps	6	3.0%	0	0.0%	0	0	0.0%	0.0	0	0	0	0	0
Totals	194		4		123	6		0.6	284	\$184	\$35028	\$0	\$35028

Report Name: Statistical Name Detail

Path: Reports | Statistics | Names | Demographic Summary (“Summary report only” not checked)

Description: Print details of registration information by name

Detailed Demographic Statistical Report		Page	6
Based on All Interest Codes			
COCRSE = *14			
Michael Boyd			
Michael Boyd			
Michael Boyd			
Michael Boyd			
Bob L Dole			
Bob L Dole			
Carey Zabroski			
Carey Zabroski			
Carey Zabroski			
Count for: Crafts	13	2%	
Early Childhood Education			
Charles W Havlicek			
Charles W Havlicek			
Charles W Havlicek			
Charles W Havlicek			
Charles W Havlicek			
Count for: Early Childhood Education	5	0%	
Finance			
William J Clinton			
William J Clinton			
William J Clinton			
Ronald M. Davis			
Ronald M. Davis			
Ronald M. Davis			
Michael Jameson			
Michael Jameson			
Debra Jones			
Debra Jones			

Report Name: Statistical Name Summary

Path: Reports | Statistics | Names | Demographic Summary (“Summary report only” checked)

Description: Analyze registration information

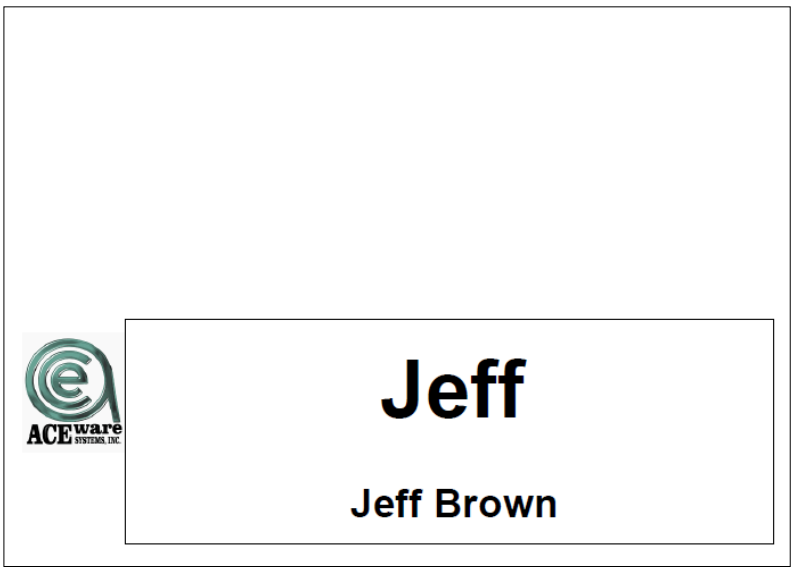
Summary Demographic Statistical Report						
12/10/2014 Course Number Begins COCRSE = *14						
All Interest Codes	# of Names		**Total Registrations (from these names)			Average Course Fee
	*(Nose Count)	%	Count	%	\$ Due	
ACEware Systems Training Courses	39	6.4%	122	20.0%	\$30355.50	20.3%
Business	8	1.3%	39	6.4%	\$9492.50	5.6%
Communications	10	1.6%	24	3.9%	\$6660.00	4.4%
Computers	10	1.6%	31	5.0%	\$9455.00	5.6%
Crafts	3	0.4%	13	2.1%	\$3148.00	2.1%
Early Childhood Education	1	0.1%	5	0.8%	\$1400.00	0.9%
Finance	4	0.6%	14	2.2%	\$3540.00	2.3%
Fine Arts	15	2.4%	60	9.8%	\$14633.00	9.7%
Health/Medical	3	0.4%	17	2.7%	\$4690.00	3.1%
Management Training	19	3.1%	68	11.1%	\$16647.50	11.1%
Marketing	4	0.6%	30	4.9%	\$6400.00	4.2%
OLLI Membership Program	2	0.3%	9	1.4%	\$2400.00	1.6%
Personal Finance	27	4.4%	83	13.6%	\$21175.50	14.1%
Potential Student	1	0.1%	4	0.6%	\$850.00	0.5%
Private Course	6	0.9%	25	4.1%	\$5565.00	3.7%
Statistics	14	2.2%	51	8.3%	\$11355.50	7.5%
Supervision and Leadership	6	0.9%	13	2.1%	\$3745.00	2.5%
Writing and Publishing	1	0.1%	1	0.1%	\$0.00	0.0%
Totals		40	609		146632.50	\$245.53

*If Sort Criteria is a NAMES data field
** If Query has a reference to Course or Registrations

Report Name: Table-tent with Logo

Path: Reports | Registrations | Nametags – Additional Reports

Description: Create table tents



Report Name: Tracking Code Summary

Path: Reports | Statistics | Tracking Codes – Tracking Code and Summary selected

Description: Statistical analysis of Tracking Codes

12/10/2014							
Summary Tracking Code Report (by Tracking Code)							
TRACK	Number of Registrations	%age of Total	Total Income	Promotion Cost	Return on Investment	# Broch Mailed	% Return (for Mailings)
NO CODE	18	13.7%	0	0	---		
No Code Identified	2	1.5%	0	1	---		
ACHE Journal	14	10.7%	2,980	900	3.3		
Billboard	5	3.8%	700	100000	0.0		
Bulletin Board	1	0.8%	0	75	---		
Referred by friend	24	18.3%	3,225	1	3225.0		
MVEA Newsletter	12	9.2%	500	26	19.2		
UPCEA Mailing	35	26.7%	4,535	5000	0.9	15,000	0.23
Company Web Site	20	15.3%	2,425	500	4.9		
Totals:	131		14,365				

Report Name: Tracking Code – Course Summary

Path: Reports | Statistics | Tracking Codes – Course Number and Summary selected

Description: Tracking code analysis by Course

12/10/2014							
Summary Tracking Code Report (by Course)							
(What promotions generated enrollments for each course)							
COURSE	# of Reg	%age (of Course)	Income Generated	Total Cost	Return on Investment	# Broch Mailed	% Return (if Mailing)
147HABITS							
UPCEA Mailing	1	100.0%	27.50	5000	0.0	15,000	0.00
Course Totals	1		*****				
14ACECLUB							
UPCEA Mailing	1	33.3%	10.00	5000	0.0	15,000	0.00
Company Web Site	2	66.6%	20.00	500	0.0		
Course Totals	3		*****				
14ACECRUISE							
Company Web Site	1	100.0%	0.00	500	0.0		
Course Totals	1		*****				
14DONATIONFA							
UPCEA Mailing	1	100.0%	50.00	5000	0.0	15,000	0.00
Course Totals	1		*****				

Report Name: Transcript

Path: Reports | Registrations | Transcripts

Description: Print out a transcript for a student

Student Manager Demo Database Your Department/Subunit Printed Here Your Address Printed Here - Line 1 Your Address Printed Here - Line 2 Your City KS 12345-6789						
November 20, 2014						
TRANSCRIPT						
Charles W. Havlicek President ACEware Systems, Inc. 7480 Dyer Road Manhattan KS 66502		ID# X00-13-5433	Day Phone: (800) 925-2493			
Course #	Title	Dates	Grade	CEUS	Hours	
13FACED10A	Mastering Student Manager 7.2.A	09/03/13 - 09/04/13	S	1.600	16.00	
13FWORD101A	Introduction to Word Processing	09/04/13 - 10/11/13	S	1.200	12.00	
14SACE010A	Mastering Student Manager 7.2.A	01/28/14 - 01/29/14	S	1.600	16.00	
14SACE101A	Extend Student Manager with ACEweb	02/13/14 - 02/13/14	S	0.800	8.00	
14SACE300	ACEware Conference	05/05/14 - 05/07/14	S	2.400	24.00	
14FACE102A	Processing Credit Cards in Student Manager and ACEweb	09/29/14 - 09/30/14	S	1.600	16.00	
14FART101B	Art Appreciation	11/04/14 - 11/20/14	S	1.800	18.00	
				11.00	110.00	
				0		
REGISTRAR'S SIGNATURE & DATE						

Report Name: Unduplicated Nose Count

Path: Reports | Accounting | Special 1 Reg/1 Line (Deadbeat) – Additional Reports

Description: Lists individual once only, no matter how many classes individual has

11/19/2014			
Unduplicated Name List			
RGCRSE = "14			
Registrant/Firm	Address	Phone(s)	Email
Jason Allen ACEware Systems, Inc.	7480 Dyer Road Manhattan KS 66502	Day: (785) 537-2937	jason@aceware.com
Bobby Anderson Learning Exchange	1590 S. Federal Blvd. McFarland KS 66501	Day: (785) 792-2710	banderson@learningexchange.org
Carol Anderson Associate Dean Kansas State University	1590 S. Federal Blvd. McFarland KS 66501	Day: (785) 537-2937	canderson@kansasstate.edu
Phil Anderson ACE Hardware	21 Canyon Rd Canyon Country CA 91387		phil@acehardware.com
William Aspartane Hollywood Productions, Unlimited.	1020 Canyon Blvd. #2 Hollywood CA 99888-7601	Day: (919) 444-4444	waspartane@hollywood.org
Lisa Avery Evil Twin St. Joseph Health Center	Canyon Executive Park Afton MN 55001	Day: (913) 124-2424	lisa.avery@sjhsyr.org
Rob Blagojevich Felon State of Illinois	122 Wiretap Lane Chicago IL 60290		rob@qmail.com

Report Name: User Activity (“Touches”)

Path: Reports | Demographics | Names (w/codes) – Additional Reports

Description: Identify staff activity by data area within range of dates

Query: Query based on date range of last activity

Report has a “Getdata” which will prompt you to re-enter the reference date again when the report starts to open. The report lists the number of records by area which a staff user has last “Touched” during the reporting period.

Generated on: 12/10/2014		Activity by user (based on Date of last activity)						
		NCCODE = *ACEWARE						
User ID#	User Name	Names	Firm	Registrations	Payments	Courses	Instructor	
ACE	Student Manager Guest Reviewer	40	2	164	114	231	15	
CHUCK	Chuck (The Webifier) Havlicek	15	8	95	45	11	1	

Report Name: Weighted Course Summary

Path: Reports | Statistics | Course | Performance Review

Description: List of courses in order by Money Due or paid, or Enrollment

11/20/2014		Top Dog Report							(OWED)	
		List of your top 10 courses based on Income Generated								
		COURSE = *14								
Rank	Course	Begins	Course Income					Enrolled	Generated	
			Due	Paid	Balance	Expense	Net		CEUS	Hour
1	14WACME ACME Cleaners Customer Service Training	01/06/2015	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	6	0.00	48.0
2	14FWORD101A Introduction to Word Processing	09/03/2014	\$3,150.00	\$1,400.00	\$1,750.00	\$0.00	\$1,400.00	9	12.00	120.0
3	14SWORD101A Introduction to Word Processing	01/29/2014	\$3,150.00	\$1,400.00	\$1,750.00	\$0.00	\$1,400.00	9	12.00	120.0
4	14SACED10A Mastering Student Manager 7.2.A	01/28/2014	\$3,070.00	\$2,395.00	\$675.00	\$3,078.50	\$-683.50	9	14.40	144.0
6	14FART101A Art Appreciation	09/16/2014	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	10	21.60	216.0
8	14SART101A Art Appreciation	02/11/2014	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	10	21.60	216.0
7	14FACED10A Mastering Student Manager 8.0	09/02/2014	\$2,450.00	\$1,750.00	\$700.00	\$1,539.25	\$210.75	7	11.20	112.0
8	14UACED10A Mastering Student Manager 8.0	06/26/2014	\$1,750.00	\$1,050.00	\$700.00	\$968.75	\$81.25	5	8.00	80.0
8	14WACED10A Mastering Student Manager 8.0	01/06/2015	\$1,400.00	\$1,400.00	\$0.00	\$968.75	\$431.25	4	6.40	64.0
10	14UACE200 Advanced Report Writing	07/15/2014	\$1,185.00	\$0.00	\$1,185.00	\$0.00	\$0.00	3	4.80	48.0

Total Records Reported = 197

Report Name: Workshop Rosters

Path: Reports | Workshops | Rosters/Certificates

11/20/2014		Workshop Rosters			Page 1
14FACE300 ACEware Conference December 8-10, 2014 8:00 AM to 5:00 PM					
AA01	Student Manager Latest and Greatest		9-10 am	Workshop Leader: Chuck & Cheryl	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
AB01	Intro to ACEweb		10-11 am	Workshop Leader: AJ & Stein	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
2	Lauri Thompson	ACEware Systems, Inc.	(785) 537-2937	lauri@aceware.com	
AC01	Return to Sender - NOT!		11-12 noon	Workshop Leader: Chuck & Walt	
1	Lauri Thompson	ACEware Systems, Inc.	(785) 537-2937	lauri@aceware.com	
AC02	Make a Molehill out of a Mountain		11-12pm	Workshop Leader: Ben & Doug	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
BA02	Best Practices		1-2 pm	Workshop Leader: Chuck & Cheryl	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
2	Lauri Thompson	ACEware Systems, Inc.	(785) 537-2937	lauri@aceware.com	
BB01	Strike it Rich		2-3 pm	Workshop Leader: Chuck	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
2	Lauri Thompson	ACEware Systems, Inc.	(785) 537-2937	lauri@aceware.com	
CA01	Email module		10-11 am	Workshop Leader: Kit, Karen & Rob	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	
CB01	Faculty Manager		11-12 pm	Workshop Leader: Melissa & Doug	
1	Michael Boyd	Manhattan Area Technical College	(785) 788-7878	michael.boyd@matc.com	

Indices

Daily Reports

ACEware Invoice.....	2
Attendance Roster with Contact Information	2
Class Attendance Roster	4
Default Receipt	8
Deposit by Account Number.....	9
Name Badges	15
Name Roster	16
Receipt # Listing-1 Line	19
Registration Grade Report	19
Room Conflicts	21
Room Use List - Date	21
Room Use List – Location	22
Table-tent with Logo.....	24
Transcript	26
Workshop Rosters	28

Quarterly/Annual Reports

Exp/Inc Balances-Summary	6
Inc/Exp by Acct Num	6
Budgeted/Actual Detail.....	7
Budgeted/Actual Summary.....	7
Listing of Courses X Date	8
Detailed Summary	8
Course Details.....	9
Half-life Rept 6-wk (JDI).....	10
Daily Inc x Source x Date.....	10
Daily Inc x Source x Crse.....	11
1098-T Tax Credit Form	11
Registration Listing.....	12
First Time Enrollee	12
Prior Year Growth – Term.....	13
JUSTDO – Deadbeats.....	13
Prior Year Growth – Year.....	14
Unduplicated Nose Count.....	14
LERN Life HistXyr04-14	15
Enroll & Income (col).....	15
Regs X Creator %age Track.....	16
Net Profit & Enrollment	16
Firm Detail w/# Empl+#Reg.....	17
Performance Data	17
1 Line A/R Aging Summary	18
Mapping + Zip Radius	19
Stamp Grouping Code	19

Email Launcher	19
Multi Course Receipt	19
CRM Info	19
Names – with Codes	20
User Activity (“Touches”).....	21
Fees & Payment Detail	22
8.5 x 11 Calendar-6 Day	22
Course Summary by Month	24
Weighted Course Summary	24
Statistical Crse Detail.....	25
Statistical Detail Repor	25
Statistic Summary Report	26
Tracking Code-CRS Summary	27
Tracking Code Summary	27

Name Reports

Report Name: CRM Info	6
Report Name: Email Launcher	9
Report Name: Firm Detail with Employee Registrations.....	12
Report Name: Mapping + Zip Radius	14
Report Name: Names – with Codes	16
Report Name: User Activity (“Touches”).....	27

Accounting Reports

Report Name: 1098-T Tax Credit Form	1
Report Name: Budgeted/Actual Detail.....	3
Report Name: Budgeted/Actual Summary	3
Report Name: Daily Income sorted by Source and Course.....	7
Report Name: Daily Income sorted by Source and Date.....	7
Report Name: Deadbeat.....	8
Report Name: Deposit by Account Number.....	9
Report Name: Enrollment and Income Report	10
Report Name: Expense/Income Balances – Summary	11
Report Name: First Time Enrollee.....	12
Report Name: Half-life Report 6 week.....	13
Report Name: Income and Expenses by Account Number.....	13
Report Name: LERN Life History by year (2004-2014).....	14
Report Name: Net Profit and Enrollment	17
Report Name: Prior Year Growth – Term	18
Report Name: Prior Year Growth – Year	18
Report Name: Receipt # Listing – 1 Line	19
Report Name: Registration Listing	20
Report Name: Registration numbers sorted by Creator.....	20
Report Name: Unduplicated Nose Count	26

Invoice Reports

Report Name: Accounts-Receivable Aging Summary.....	1
Report Name: ACEware Invoice	2

Registration Reports

Report Name: Attendance Roster with Contact Information.....	2
Report Name: Default Receipt	8
Report Name: Fees & Payment Detail	11
Report Name: Multi Course Receipt	15
Report Name: Registration Grade Report	19
Report Name: Table-tent with Logo	24
Report Name: Transcript	26
Report Name: Workshop Rosters	28

Course Reports

Report Name: Calendar of Courses	4
Report Name: Class Attendance Roster	4
Report Name: Course Details	5
Report Name: Course Listing sorted by Date	5
Report Name: Enrollment and Registration Fees Summary by Course.....	10
Report Name: Name Badges	15
Report Name: Name Roster	16
Report Name: Room Conflicts	21
Report Name: Room Use List - Date	21
Report Name: Room Use List by Location	22
Report Name: Stamp Grouping Code	22

Statistics Reports

Report Name: Course Summary by Month.....	6
Report Name: Statistical Course Summary.....	23
Report Name: Statistical Name Detail	23
Report Name: Statistical Name Summary.....	24
Report Name: Tracking Code Summary	25
Report Name: Tracking Code – Course Summary.....	25
Report Name: Weighted Course Summary	27



Staff Directory

Chuck Havlicek	Ext. 217	chuck@aceware.com	President
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Jason Allen	Ext. 230	jason@aceware.com	Tech Support
A. J. Giliberto	Ext. 225	aj@aceware.com	Tech Support
Lindsey Lieberman	Ext. 236	lindsey@aceware.com	Tech Support
Michael Lowry	Ext. 214	michael@aceware.com	Tech Support
Matthew Olson	Ext. 212	matthew@aceware.com	Tech Support
Joseph Sotkovski	Ext. 222	joseph@aceware.com	Tech Support

Resources

ACEware Website: www.aceware.com

Online Help: www.aceware.com/smhelp

ACEware Forum: www.aceware.com/forum/

Student Manager Resources: www.aceware.com/customers/student-manager/

ACEweb Resources: www.aceware.com/customers/aceweb/

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