



Administrative Solution 3

Modules and Reports Available

This reports book contains representative samples of some of the key reports in the AlaQuest AS3 system.

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Career Services

On the following page you will find some of the reports available in this module:

Graduates Replaced Report
Wages At Placement Report
Placement Audit Report
Available Jobs Report

Graduates Placed Report

This report prints candidates placed within a specified graduation date range. Non-graduates will not be included in the report.

An option is available to select only individuals who have been employed for at least a specified number of days.

The report provides placement numbers and statistics as follows:

- Waivers Placed in Trained Field
- Waiver Reasons Placed in a Related Field
- Candidates Not Hired Placed in a Non-Related Field

Candidates who are marked inactive in the Candidate File will be skipped on this report.

The AlaQuest School of Business							Page: 1
Graduates Placed Report							11:50:00 AM
12/31/2001		Days	Trn'd	Related	Non-	Grad	
Candidate Name	ID Number	Empl	Field	Field	Related	Date	
Major: Advertising							
Heston,Harold H	929487343		N	N	N	6/1/08	
Company:				Hired:			
Waiver:							
Martin,Melvin M	383838383	333	Y	N	N	12/1/08	
Company: AlaQuest International, Inc.				Hired:	2/1/2001		
Waiver:							
Totals for Major ADVER:							
Graduates Not Hired	: 1						
Student Waivers	: 0						
Hired in Trained Field	: 1						
Hired in Related Field	: 0						
Hired Non-Related Field	: 0						
Outside Placement	: 0						
Total Graduates Hired	: 1			Placement Rate:	50%		
Major: Business Management							
Apples,Tommy T	252498007	456	Y	N	N	01/31/08	
Company: A & P	P			Hired:	12/1/2001		
Waiver:							
Totals for Major BUSMG:							
Graduates Not Hired	: 0						
Student Waivers	: 0						
Hired in Trained Field	: 1						
Hired in Related Field	: 0						
Hired in Non-Related Field	: 0						
Outside Placement	: 0						
Total Graduates Hired	: 1			Placement Rate:	100%		
Grand Totals:							
Graduates Not Hired	: 1						
Student Waivers	: 0						
Hired in Trained Field	: 2						
Hired in Related Field	: 0						
Hired in Non-Related Field	: 0						
Hired thru Outside Agency	: 0						
Total Graduates Hired	: 1			Placement Rate:	67%		

Wages At Placement Report

This report prints the hourly average wage by program for candidates who were placed between two dates selected.

Totals and the average wage are provided for each program. In addition, an overall average wage is calculated for the school. The Wages report puts a very powerful marketing tool in management's hands.

The AlaQuest School of Business				
Wages at Placement Report				
05/18/09			From: START	Thru: END
			Page: 1	
			01:46 PM	
<u>Major</u>	<u>Major Title</u>	<u>Degree</u>	<u>Average Wage</u>	<u>Candidates:</u>
ADVER	Advertising	DIPLO	\$14.00	2
** Total for ADVER		Total Students:	2	Average Wage: \$14.00
BUSMG	Business Management	CERT	\$10.00	Candidates: 2
BUSMG	Business Management	DIPLO	\$20.00	Candidates: 1
** Total for BUSMG		Total Students:	3	Average Wage: \$13.33
** Grand Totals		Total Students:	5	Average Wage: \$13.60

Placement Audit Report

This report prints the individuals placed and not placed. Names and addresses of the students and the employers are included.

Subtotals are printed by type of placement (for example, placed in field of study, related field, trained field, etc.), degree, and major.

The report is sensitive to waiver reasons, which might indicate the student cannot be placed.

The AlaQuest School of Business			
Placement Audit		Page: 1	
05/18/09	From: 05/15/09	Thru: 05/18/09	01:33 PM
Heston, Harold H 66 Maple Lane Bridgeton CT 18292 616 282-7373	AlaQuest International, Inc. 28 Molasses Hill Road Lebanon NJ 08833 908 713-9399 Manager Salary: 13.00 Mark Smith	-----	
Placement Type: Trained Field			
Placed: 1 Not Placed: 0 Students: 1 Placement Rate: 100%			
Students not available for placement: 0			
Major: Advertising			
Degree: Diploma			

Apples, Tommy T Yellowstone Apartments 78 Green Street Tamaqua PA 18892 273 984-2739	A & P Markel Bank Building 86 Grover Street Little Rock AK 10092 864 928-7874 Bar Tender Salary: 12.00 Jack Smith	-----	
Placement Type: Unrelated Field			
Placed: 1 Not Placed: 0 Students: 1 Placement Rate: 100%			
Students not available for placement: 0			
Major: Business Management			
Degree: Diploma			

Grand Totals:			
Placed: 2 Not Placed: 0 Students: 2 Placement Rate: 100%			
Students not available for placement: 1			

Available Jobs Report

This program prints records in the Job Bank which indicate one or more job openings available. Since this report allows you to select criteria such as Job Group and/or Job Type, the output can be tailored to a specific group of job candidates.

The AlaQuest School of Business					
AI-RCSAJ1	Available Jobs Report			Page: 1	
03/06/09	Tickle Dt From 02/01/09 To 07/31/09			02:39 PM	
Job No.	Job Description	Type	Suggested GPA	Filled	Available
Job Group: BUS Business					
1	Mechanic	GEN	2.00	0	3
Company: AMERICAN American Can Company Tel: 201 798-7928 Fax: 201 798-3473 Tickle Dt: 05/05/09 Job Contact Person: Bob Baker Email: blain@aol.com					
The main office needs a mechanic on-site who can respond at any moment to a crisis in the building.					
<hr/>					
Total This Group: 1					
Job Group: COMP Computers					
1	Programmer	NET	.00	0	1
Company: ALAQUEST AlaQuest International, Inc. Tel: 908 713-9399 Fax: 908 713-9288 Tickle Dt: 02/20/09 Job Contact Person: Email: support@alaquest.com					
Dress is very important with this job.					
<hr/>					
Total This Group: 1					
Grand Totals: 3					



Student Records

On the following pages you will find some of the reports available in this module:

- Course Enrollment Report
- Attendance Rate Report
- IPEDS - Population Tracking Report
- IPEDS – Gender and Race Report
- IPEDS - Education Codes Report
- IPEDS – Race by Enrollment Status & Gender Report
- IPEDS – Enrollment Report by Age/Gender
- IPEDS – Enrollment Report by Gender/Race
- IPEDS – Completion by Race and Gender
- Degree Audit Report
- Academic Progress Report
- Student Schedules
- Transcripts

Course Enrollment Report

The Course Enrollment Report prints for each course and section the maximum number of seats in the classroom, the number of students enrolled, and the number of available seats in the class.

The report prints within the time frame of a term or date range you select. Other data elements printed include the start and end dates for the course, the periods of each day, room number, and instructor.

AI-RSRER1		AlaQuest School of Business Course Enrollment Report					Page: 1		03:45:00 PM	
12/15/04		For Term: 03Q2		From: 04/07/03 Thru 06/21/03						
Course	Sect	Course Title	Instr	Max	Enrl	Avail	% Occupy	Days/Periods	Room	
BS 101	FA	Introduction to Business	LANDE	20	17	3	85%	Fri 6:00 - 10:05 PM	B-4	
BS 101	IS	Introduction to Business	STAFF	10	1	9	10%	Sun Independent Studies		
BS 101	S1	Introduction to Business	LANDE	20	9	11	45%	Sat 8:30 - 12:35 PM	A-1	
BS 111	FA	Business Software Applications	HUBER	20	20	0	100%	Fri 6:00 - 10:05 PM	A-1	
BS 111	M1	Business Software Applications	HUBER	20	15	5	75%	Mon 8:30 - 12:35 PM	A-1	
BS 115	MA	Business Communications	SMALL	20	5	15	25%	Mon 6:00 - 10:05 PM	B-3	
BS 115	T1	Business Communications	SMALL	20	5	15	25%	Tue 8:30 - 12:35 PM	B-1	
BS 120	R1	E-Commerce	HUBER	20	4	16	20%	Thu 8:30 - 12:35 PM	A-2	
BS 140	R1	Accounting I	GRIGG	20	4	16	20%	Thu 8:30 - 12:35 PM	B-3	
CT 102	IS	Computer Technology II	GEORG	20	1	19	5%	Sun Independent Studies		
CT 103	TA	Computer Technology III	GREY	20	5	15	25%	Tue 6:00 - 10:05 PM	A-8	
CT 103	W1	Computer Technology III	BRUN	20	2	18	10%	Wed 8:30 - 12:35 PM	A-8	
CT 104	F1	Computer Technology IV	GREY	20	6	14	30%	Fri 8:30 - 12:35 PM	A-8	
CT 105	M1	Computer Technology V	BRUN	20	1	19	5%	Mon 8:30 - 12:35 PM	A-8	
CT 105	RA	Computer Technology V	KERNS	20	4	16	20%	Thu 6:00 - 10:05 PM	A-9	
CT 117	WA	Upgrading & Troubleshooting	YORK	20	4	16	20%	Wed 6:00 - 10:05 PM	A-8	
CT 119	FA	A+ Certification Preparation	GREY	20	4	16	20%	Fri 6:00 - 10:05 PM	A-2	
CT 120	RA	Introduction to Visual Basic	HOUST	20	7	13	35%	Thu 6:00 - 10:05 PM	A-2	
CT 120	W1	Introduction to Visual Basic	KERNS	20	9	11	45%	Wed 8:30 - 12:35 PM	A-2	
CT 121	MA	Introduction to Internet Tech	HUBER	20	13	7	65%	Mon 6:00 - 10:05 PM	A-9	
CT 121	W1	Introduction to Internet Tech	HUBER	20	7	13	35%	Wed 8:30 - 12:35 PM	A-7	
CT 201	MA	Basic Hardware	GREY	20	14	6	70%	Mon 6:00 - 10:05 PM	A-7	
CT 201	T1	Basic Hardware	GREY	20	6	14	30%	Tue 8:30 - 12:35 PM	A-5	
CT 240	TA	Advanced Computer Programming	GIFFO	20	9	11	45%	Tue 6:00 - 10:05 PM	A-2	
DOS101	MA	Introduction to DOS	SHERL	20	9	11	45%	Mon 6:00 - 10:05 PM	A-5	
DOS101	T1	Introduction to DOS	SHERL	20	10	10	50%	Tue 8:30 - 12:35 PM	A-7	
DOS102	R1	Advanced DOS	BRUN	20	11	9	55%	Thu 8:30 - 12:35 PM	A-1	
ECN101	S1	Macroeconomics	DONOH	20	4	16	20%	Sat 8:30 - 12:35 PM	A-2	
ECN101	W1	Macroeconomics	SWANS	20	5	15	25%	Wed 8:30 - 12:35 PM	B-2	
ENG101	R1	English I	SMALL	20	14	6	70%	Thu 8:30 - 12:35 PM	B-2	
ENG101	RA	English I	SMALL	25	19	6	76%	Thu 6:00 - 10:05 PM	B-4	
ENG102	FA	English II	PIERC	20	6	14	30%	Fri 6:00 - 10:05 PM	B-2	
ENG102	M1	English II	PIERC	20	8	12	40%	Mon 8:30 - 12:35 PM	B-4	
ENG102	MA	English II	PIERC	20	11	9	55%	Mon 6:00 - 10:05 PM	B-4	
ENG102	R1	English II	PIERC	20	7	13	35%	Thu 8:30 - 12:35 PM	B-4	
HUM101	F1	Ethics	LANDE	20	9	11	45%	Fri 8:30 - 12:35 PM	B-1	
INT101	M1	Introduction to Networking	BRUN	20	7	13	35%	Mon 8:30 - 12:35 PM	A-8	
INT101	RA	Introduction to Networking	KERNS	20	12	8	60%	Thu 6:00 - 10:05 PM	A-9	
INT102	IS	Web Servers	GEORG	20	1	19	5%	Sun Independent Studies		
INT105	TA	Web Page Design II	GEORG	20	2	18	10%	Tue 6:00 - 10:05 PM	A-5	
INT106	M1	Web Page Design III	HOUST	20	3	17	15%	Mon 8:30 - 12:35 PM	A-2	
INT107	FA	Advanced Web Servers	GIFFO	20	4	16	20%	Fri 6:00 - 10:05 PM	A-8	
INT108	M1	Database Design & Implementation	KERNS	20	11	9	55%	Mon 8:30 - 12:35 PM	A-7	
Total Sections Reported: 100				Grand Totals:		2003	884	1119	44%	

Attendance Rate Report

This report determines a student's rate of absence. An attendance rate will be calculated by dividing the absence by the sum of the present and absent attendance.

An option is available to print only those students who have exceeded a percentage selected by the operator, e.g., students absent more than 5% of the time.

You will have a chance to build a Selection File so that the students found by the report can be exported to other programs such as letter printing; thus, you will be able to print letters or send emails to these students immediately.

You can have the Attendance Probation Flag in the student's record set to 'Y' for any student who appears on the report, and set to 'N' for student's not selected for the printout.

The AlaQuest School of Business					
Attendance Rate Report					
7/31/2008	Attendance Cutoff Selected: 70%				Page: 1
Total					
Student Name	Absent – MakeUp =	Total Absent	Present	Absent Rate	
Abubakr, Jamillah L	20.00	0.00	20.00	5.00	80.00%
Alford, Joseph B	25.00	1.00	24.00	6.00	77.00%
Bailey, Derek A	21.00	0.00	21.00	0.00	100.00%
Baker, Roberta R	26.00	0.00	26.00	4.00	87.00%
Ballard, Amanda M	52.00	0.00	52.00	12.00	81.00%
Brake, Chris A	23.00	0.00	23.00	8.00	74.00%
Burt, Heather E	39.00	0.00	39.00	11.00	78.00%
Burton, Deana L	24.00	0.00	24.00	6.00	80.00%
Callen, Jennifer L	21.00	0.00	21.00	6.00	78.00%
Cook, James D	28.00	0.00	28.00	3.00	90.00%
Darnell, Elizabeth A	31.00	0.00	31.00	1.00	97.00%
Elliott, Bradley L	17.00	0.00	17.00	4.00	81.00%
Floyd, Gerald D	25.00	0.00	25.00	7.00	78.00%
Hale, Fallon M	27.00	0.00	27.00	4.00	87.00%
Hammonds, Kenney	25.00	0.00	25.00	7.00	78.00%
Huning, Stanley E	24.00	0.00	24.00	7.00	77.00%
Hyden, Amber	17.00	0.00	17.00	4.00	81.00%
Karshner, Jamie L	26.00	0.00	26.00	4.00	87.00%
Lopez, Danielle L	14.00	0.00	14.00	4.00	78.00%
Medious, Tommie L	18.00	0.00	18.00	1.00	95.00%
Morgan, Travis E	24.00	0.00	24.00	7.00	77.00%
Norris, Mary A	25.00	0.00	25.00	7.00	78.00%
Penick, Amanda M	16.00	0.00	16.00	2.00	89.00%
Rekers, Christy L	25.00	0.00	25.00	6.00	81.00%
Rombold, Theresa L	24.00	0.00	24.00	5.00	83.00%
Ross, Ronald K	25.00	0.00	25.00	6.00	81.00%
St. Clair, April L	24.00	0.00	24.00	7.00	77.00%
White, Tiffany N	18.00	0.00	18.00	4.00	82.00%
Woodring, Rebecca	47.00	0.00	47.00	14.00	77.00%
Young, Joseph M	28.00	0.00	28.00	3.00	90.00%
Total Students: 30	759.00	1.00	758.00	165.00	82.00%

IPEDS – Population Tracking Report

This report will track students who were in school at the starting period of the report (Beginning Population) and conclude with how many of those students are in school at the end period of the report (Ending Population). Graduations and withdrawals will be monitored for these students and a withdrawal rate for the starting population will be calculated. If a student is in school at the end of the reporting period, a '1' will be in the END column; otherwise, a zero.

A student who starts during the date range you request will show on the report as a NEW student. Re-entries, transfers, and completers are also tracked on the report.

A column (RC) is provided for race code and one for gender (GN).

The report will sort by major, race, and gender with subtotals provided for each. An average age is calculated for the ending population, and summary age totals are also printed.

A second report will follow giving a breakdown of the students reported by Education Code.

A third report will follow providing a report of race codes by enrollment status.

A fourth report will follow which will print Title IV information for the students on the report.

A fifth report prints enrollment totals by gender and race.

A sixth report will print completions by race and gender.

A seventh report will print enrollment status by age and gender.

07/22/08		The AlaQuest School of Business		Page: 18	
		IPEDS -Population Tracking Report		12:09 PM	
		State: ALL			
New Students:	121				
Re-Entry:	280				
LOA Students:	12				
Transfer:	0				
Withdrawals:	24	Withdrawal Rate:		3.00%	
Graduates:	16				
Completers:	0	Total Minority Population:		241	
End Population:	627	Average Age:		45	
	AGE	MEN		WOMEN	
	Under 18				
	18 - 19				
	20 - 21				
	22 - 24				
	25 - 29	3		3	
	30 - 34	43		34	
	35 - 39	50		64	
	40 - 49	94		119	
	50 - 64	92		118	
	65 and Over	19		14	
	Age Unknown	7		12	

IPEDS - Gender and Race Report

AI-RSRPT1
07/06/10

The AlaQuest School of Business
IPEDS - Gender and Race Report
State: ALL
7/1/09 - 6/30/10
Printed for Major: ALL Majors

Page: 1
02:47 PM

** Gender M: 17
F: 60

** Race Code B: 11
W: 66
A: 0

** Total for Major Advertising: 77

** Gender M: 24
F: 25

** Race Code B: 21
W: 27
A: 1

** Total for Major Business Management: 49

Total all programs: 126 students

IPEDS - Education Codes Report

Education Code	Description	Full-Time	Part-Time
11	Did not complete high school	1	0
12	High School Graduate	94	0
99	No Education Code	2	0
AB	Ability to Benefit	18	0
GD	GED	11	0
	Grand Total	126	0
	Grand Total of Part-time and Full-Time Students:		126

IPEDS – Race by Enrollment Status & Gender Report

AI-RSRRP1		IPEDS - Race by Enrollment Status & Gender				Page: 1	
10/21/10						09:25 AM	
Race	Description	Part-Time	Full-Time	Males	Females	Total	
?	None	0	4	2	2	4	
A	Asian	0	3	2	1	3	
B	Afro-American	1	0	1	0	1	
C	Caucasian	0	3	2	1	3	
H	Hispanic	0	0	0	0	0	
N	Native American	0	0	0	0	0	
Total Students		1	10	6	2	11	

IPEDS – Enrollment Report by Age/Gender

Age Group -----	Men ---		Women -----	
	Part-Time	Full-Time	Part-Time	Full-time
Under 18	1	0	0	0
18-19	0	0	0	3
20-21	4	1	2	0
22-24	0	0	0	0
25-29	1	0	0	0
30-34	2	3	2	0
35-39	0	0	0	0
40-49	0	0	0	1
50-64	0	0	0	0
65 and Over	0	0	0	0
Age Unknown	1	0	0	1
Totals	9	4	4	5
<hr/>				
Total Part-Time Students :	13			
Total Full-Time Students :	9			
Total Students :	22			

IPEDS – Enrollment Report by Gender/Race

AI-RSRPTE 02/16/11	The AlaQuest School of Business IPEDS -Enrollment Report by Gender/Race			Page: 1 11:46 AM
<hr/>				
Gender: Female				
	Race	Student		
Total for All Races			Students:	0
			Credits:	0.00
			Hours:	0.00
<hr/>				
Gender: Male				
	Race	Student	Credits	Hours
	C	888888888	18.00	360.00
Total for Race: C	Caucasian			Students: 1
	H	321321321	15.00	300.00
Total for Race: H	Hispanic			Students: 1
Total for All Races				Students: 2
				Credits: 33.00
				Hours: 660.00

IPEDS – Completion by Race and Gender

AI-RSRPTC 02/16/11	The AlaQuest School of Business IPEDS -Completion by Race and Gender	Page: 1 11:41 AM	
Race Description	Males	Females	Total
C Caucasian	7	3	10
H Hispanic	1	0	1
Total Completers	8	3	11

Degree Audit Report

This is an analysis of a student's progress within his or her program of study with regard to courses taken and yet to be taken. Academic advisors can sit down with a student and understand exactly where they stand in the program and what they need to accomplish next.

The Degree Audit File contains an 'effective date' in each record, making it possible to maintain multiple degree audits over time for the same major. The effective date is compared to a student's Start Date (or Re-Entry Date) to determine if it applies to the student.

Elective Groups can be defined by entering these courses as groups. This enables the school to list one or more groups of electives on the degree audit printout.

AlaQuest School of Business Degree Audit						
Margaret Donatello 121 Valley Dr. Florence, NY 11209			Date Printed: 12/15/04		Page Number: 1	
			Student ID : DONA8126			
			Major : BAM			
			Sponsor:			
Start Date : 07/08/02		Exp Grad Date : 3/31/05		Completion Date:		
Re-Entry Date: 10/06/03		Actual Grad Date:		Withdrawal Date:		
Program: Business Administration Concentration Management						
Course	Course Title	Fulfilled with Course/Sec		Term	Hours	Grade
ENG101	English I	ENG101	English I	02Q3	4	C
WP 101	Word Processing	WP 101	Word Processing	02Q3	4	A
BS 101	Introduction to Business	BS 101	Introduction to Business	02Q3	4	A
MTH101	Business Mathematics	MTH101	Business Mathematics	02Q4	4	A
BS 120	E-Commerce	BS 120	E-Commerce	02Q4	4	A
BS 111	Business Software Applic	BS 111	Business Software Applic	02Q4	4	A
BS 115	Business Communications	BS 115	Business Communications	03Q1	4	C
BS 130	Marketing	BS 130	Marketing	03Q1	4	B
BS 140	Accounting I	BS 140	Accounting I	03Q1	4	C
BS 160	Business Ethics	BS 160	T1 Business Ethics	04Q1	4	
BS 141	Accounting II	BS 141	T1 Accounting II	03Q4	4	C
SPE101	Speech Communication				4	
ECN101	Macroeconomics				4	
BS 170	Business Law				4	
PSY201	Personal Psychology				4	
ECN102	Microeconomics				4	
SOC202	Human Relations				4	
INT108	Database Design & Implem				4	
INT112	Project Management				4	
MGT102	Management Principles	MGT102	M1 Management Principles	03Q4	4	B
MGT103	Human Resource Management	MGT103	MA Human Resource Management	04Q1	4	
MGT104	Retail Management				4	
MGT105	Small Business Management				4	
MGT106	Leadership				4	

Cumulative Totals		GPA: 3.09		Cr's Earned: 44.00		
Percent Completed		: 62.86				
Degree(s) Conferred:						

Academic Progress Report

This function determines whether or not a student is presently making academic progress as set forth in the Standards of Progress File. Only students not making progress will print on the report unless you request the report also include students who are making progress.

Notes:

- A 'Y' or 'N' will be updated in the Student Database as a result of the analysis. A 'Y' in this field indicates the student is making satisfactory progress.
- The Standards Of Progress File must be populated for each major.
- A student in his first term will be skipped.

Any of the following codes might be included with the progress report that follows the search:

Y = Yes, making satisfactory progress.

N = No, not making satisfactory progress.

F = First check point not reached yet.

08/13/08		The AlaQuest School of Business			Page: 1	
		Academic Progress Report			10:58 AM	
	Student	Cur GPA	Cum GPA	Earned Hours	Progress	
	Abubakr, Jamillah L	ABUB4908	1.20	1.17	72.5	N
	Ackerson, Buffy L	371442696	0.89	1.01	90.0	N
	Adams, Julie L	172777465	1.10	1.21	71.0	N
	Austin, Frank	AUST1862	1.15	1.17	88.5	N
	Ayers, Holly K	401995689	0.92	0.99	57.5	N
	Bailey, Douglas C	BAIL8609	0.95	0.89	60.0	N
	Bailey, Tasha N	BAIL4447	1.14	1.13	65.5	N
	Borchers, Christop M	BORC1388	1.02	1.14	74.0	N
	Borchers, Stephani L	482736945	1.11	1.10	83.5	N
	Borchers, Terry D	464282774	0.71	0.90	44.0	N
	Botts, Diana L	433668225	1.24	1.02	44.0	N
	Botts, Michael A	506319422	1.17	1.03	48.5	N
	Bovard, Londa L	BOVA8273	1.22	1.16	71.0	N
	Bowles, Natasha L	BOWL7277	1.11	1.22	74.5	N
	Bradford, Nancy N	BRAD4327	0.91	0.97	60.0	N
	Brannam, Stephen B	455080229	1.05	1.22	64.0	N
	Bray, Amanda J	BRAY1848	1.05	1.13	81.5	N
	Brewer, Josh M	408397172	1.20	1.19	78.0	N
	Brown, Jenny L	464755599	1.14	1.16	74.5	N
Total Students Not Making Progress:					19	

This new scheduler and report have been created especially for Massage, Clinical, Beauty / Salon or other school where there may be irregularly scheduled, optional meetings or special clinics.



The AlaQuest School of Business
28 Molasses Hill Road
Lebanon, NJ 08833

Page 1

(908) 713-9399

PROGRAM: Massage Practitioner - Day

Jack Teller
1 Main Street
Lebanon, NJ 08833

Date Printed: 03/18/10
Status: E Class: D
From 01/11/10 to 04/29/10

Mon Jan 11 9:30am-11:30am Assembly
Wed Jan 13 9:30am-12:30pm Anatomy
Thu Jan 14 9:30am-12:30pm WT(Up Back)

Mon Mar 08 6:00pm- 9:00pm Chair Massage
Wed Mar 10 6:00pm- 9:00pm Business Massage
Thu Mar 11 9:30am-12:30pm WT(Abomen)

Mon Jan 18 6:00pm- 9:00pm Intro Thai
Wed Jan 20 9:30am-12:30pm Anatomy
Thu Jan 21 9:30am-12:30pm WT(Low Back)
Sat Jan 23 9:00am- 4:00pm Aromatherapy

Mon Mar 15 9:30am-12:30pm WT(Hydro)
Wed Mar 17 9:30am-12:30pm Anatomy
Thu Mar 18 9:30am-12:30pm WT(Shoulder)
Sat Mar 20 9:00am- 4:00pm Asian Studies

Mon Jan 25 9:30am-12:30pm Body Mechanics
Wed Jan 27 9:30am-12:30pm Anatomy
Thu Jan 28 9:30am-12:30pm WT(Pull Back)

Mon Mar 22 9:30am-12:30pm WT(Drone)
Wed Mar 24 9:30am-12:30pm Anatomy
Thu Mar 25 9:30am-12:30pm WT(Supine)

Mon Feb 01 6:00pm- 9:00pm Digestive Health
Wed Feb 03 9:30am-12:30pm Anatomy
Thu Feb 04 9:30am-12:30pm WT(Neck)
Sat Feb 06 9:00am- 4:00pm Reflexology

Mon Mar 29 6:00pm- 9:00pm EBC Overview
Wed Mar 31 9:30am-12:30pm Anatomy
Thu Apr 01 6:00pm- 9:00pm EBC Overview
Sat Apr 03 9:00am- 4:00pm NSB Overview

Mon Feb 08 9:30am-12:30pm WT(Hips)
Wed Feb 10 9:30am-12:30pm Anatomy
Thu Feb 11 9:30am-12:30pm WT(Post Legs)

Mon Apr 05 6:00pm- 9:00pm Sports Clinic
Wed Apr 07 6:00pm- 9:00pm CPR First Aid
Thu Apr 08 6:00pm- 9:00pm Sports Clinic

Mon Feb 15 6:00pm- 9:00pm Intro Craniosacral
Wed Feb 17 9:30am-12:30pm Anatomy
Thu Feb 18 9:30am-12:30pm WT(Ant. Legs)
Sat Feb 20 9:00am- 4:00pm Stone Healing

Mon Apr 12 6:00pm- 9:00pm Promoting Practice
Wed Apr 14 9:30am-12:30pm Anatomy
Thu Apr 15 9:30am-12:30pm WT(Side)
Sat Apr 17 9:00am- 4:00pm Triggerpoint

Mon Feb 22 6:00pm- 9:00pm Ethics
Wed Feb 24 9:30am-12:30pm Anatomy
Thu Feb 25 9:30am-12:30pm WT(Arms)

Mon Apr 19 9:30am-12:30pm WT(Full)
Wed Apr 21 6:00pm- 9:00pm Career Options
Thu Apr 22 9:30am-12:30pm WT(Move/Vib)

Mon Mar 01 9:30am-12:30pm WT(Chest)
Wed Mar 03 9:30am-11:30am AP Midterm
Thu Mar 04 9:30am-12:30pm WT(Head)
Sat Mar 06 9:00am- 4:00pm Lymphatic Drainage

Mon Apr 26 9:30am-12:30pm WT(Full)
Wed Apr 28 9:30am-11:30am AP Final
Thu Apr 29 9:30am-12:30pm WT(Full)

GRADUATION: Saturday, May 8, 2010 2:00 pm

Each student is required to participate in 20 hours of student clinic, starting in the 3rd month of the program. Student clinic is held on Fridays 1:30-8:30pm (2 shifts are available).

Transcripts

This program prints academic transcripts for students for one, some, or all terms. A few of the options available are as follows:

- Active or All Students
- Status Code or all
- Class Code or all

A transcript can also be printed from the Academic Records Inquiry.

You can optionally include a block of text at the foot of the transcript.

AS3 provides over 25 different transcripts from which to choose. Some are geared for credit hours, some clock hours, and others will include both clock and credit hours.

This is one of three Student Transcript examples. We have a total of 26. If you do not see what you are looking for, please contact AlaQuest.

Page Number: 1

The AlaQuest School of Business
28 Molasses Hill Road
Lebanon, NJ 08833
(908) 713-9399

<p>John Martin 54 Boundary Street Clinton, NJ 08833-5678</p>	<p>Student ID : 203 Date Printed: 08/26/08 Start Date : 01/02/01 Graduated : Withdrew : Re-Entry :</p>
--	--

	---Attempted--				Credits
	Credits	Hours	Grade		Earned
Program: Business Management					
Term: 011 Winter 2001					
ACC101	Accounting I	3.00	60.00	B	3.00
ENGL101	English I	3.00	60.00	C+	3.00
LAW101	Law in the New Century	3.00	60.00	A	3.00
MTH101	Math I	3.00	60.00	D+	3.00
PC101	Computer PC'S I	3.00	60.00	C-	3.00
Term Totals: GPA		2.55	15.00	300.00	15.00
Cum Totals: GPA		2.55	15.00	300.00	15.00

----- End of Academic Transcript -----

This line and the following block of text are user defined:

Grade Legend:


98 - 100 = A+	92 - 97 = A	90 - 91 = A-
88 - 89 = B+	82 - 87 = B	80 - 81 = B-
78 - 79 = C+	72 - 77 = C	70 - 71 = C-
68 - 69 = D+	62 - 67 = D	60 - 61 = D-
0 - 59 = F	P = Passing	I = Incomplete
WO = Official Withdrawal	WF = Withdrawal Failure	

Not Official Unless Signed:

Official Signature _____

This is the second of three Student Transcript examples. We have a total of 26. If you do not see what you are looking for, please contact AlaQuest.

Page Number: 1



John Martin
54 Boundary Street
Clinton, NJ 08833-5678

Student ID : 203
Date Printed: 08/26/08
Start Date : 01/02/01
Graduated :
Withdrew :
Re-Entry :

	Grade	Attempted Hours	Hours Earned	Attended
Program: Business Management				
Term: 011 Winter 2001 -----				
ACC101 Accounting I	B	60.00	60.00	60.00
ENGL101 English I	C+	60.00	60.00	60.00
LAW101 Law in the New Century	A	60.00	60.00	58.00
MTH101 Math I	D+	60.00	60.00	60.00
PC101 Computer PC'S I	C-	60.00	60.00	58.00
Term Totals: GPA	2.55	300.00	300.00	296.00
Cumulative Totals: GPA	2.55	300.00	300.00	296.00
----- End of Academic Transcript -----				

This line and the following block of text is user defined:

Grade Legend:

98 - 100 = A+	92 - 97 = A	90 - 91 = A-
88 - 89 = B+	82 - 87 = B	80 - 81 = B-
78 - 79 = C+	72 - 77 = C	70 - 71 = C-
68 - 69 = D+	62 - 67 = D	60 - 61 = D-
0 - 59 = F	P = Passing	I = Incomplete
WO = Official Withdrawal	WF = Withdrawal Failure	

Not Official Unless Signed:

Official Signature _____

This is the third of three Student Transcript examples. We have a total of 26 If you do not see what you are looking for, please contact AlaQuest.



John Martin
 54 Boundary Street
 Clinton, NJ 08833-5678

Student ID: 203
 Date Printed: 08/26/08
 Start Date: 01/02/01
 Graduated:
 Withdrew:
 Re-Entry:

Program: Business Management				Attempted	Grade	Quality	Earned
				Credits		Points	Credits
Term: 011	Winter 2001	-----					
ACC101	Accounting I		3.00	B	9.00	3.00	
ENG101	English I		3.00	C+	7.50	3.00	
LAW101	Law in the New Century		3.00	A	12.00	3.00	
MTH101	Math I		3.00	D+	4.50	3.00	
PC101	Computer PC'S I		3.00	C-	5.25	3.00	
Term Totals: GPA		2.55	15.00		38.25	15.00	
Cum Totals: GPA		2.55	15.00		38.25	15.00	
----- End of Academic Transcript -----							

This line and the following block of text are user defined:

Grade Legend:

98 - 100 = A+ 92 - 97 = A 90 - 91 = A-
 88 - 89 = B+ 82 - 87 = B 80 - 81 = B-
 78 - 79 = C+ 72 - 77 = C 70 - 71 = C-
 68 - 69 = D+ 62 - 67 = D 60 - 61 = D-
 0 - 59 = F P = Passing I = Incomplete
 WO = Official Withdrawal WF = Withdrawal Failure

Not Official Unless Signed:

Official Signature _____



Prospect Tracking

On the following pages you will find some of the reports available in this module:

Lead Analysis Report
Rep Analysis Report
Source Code Report

Lead Analysis Report

This report will count leads for a rep between two dates you select. The lead date in the Prospect Database is checked for inclusion in the totals.

The leads found for that rep will be analyzed for the following activities: Initial Interviews, Follow-Up Interviews, No-Shows, Enrollments, Starts, Positive Attendance, Drops, Grads, and Placement.

The report will summarize the leads in two categories: media leads and referral leads.

7/24/2008		The AlaQuest School of Business Lead Analysis Report															Page: 1 3:10 PM			
Sort Key	Description	Media Leads	Referral Leads	RL/ML%	Inter-views	Intvw/ML+RL%	Follow Ups	No Show	Media-Enroll	ME/ML%	Referral Enroll	RE/RL%	Media Starts	MS/ML%	Referral Starts	RS/RL%	Number Starts	Drops	Grads	Placed
ABC	Alfred B. Charles	16	0	0	11	69	1	0	7	44	0	0	0	0	0	0	7	0	0	0
BIL	Bill I. Leamer	3	0	0	1	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Totals		19	0	0	12	63	1	0	7	37	0	0	0	0	0	0	7	0	0	0
ML = Media leads		ME = Media Enrolls			MS = Media Starts															
RL = Referral Leads		RL- Referral Leads			RE = Referral Enrolls															

Rep Analysis Report

This report will count leads for a rep between two dates you enter. The lead date in the Prospect Database is checked for inclusion.

The Interview File will be examined for interviews falling within the date range you have specified. If a record is found for a prospect, the following will be totaled for that lead:

Appointments, No-Shows, Re-Schedules, Enrollments, Starts, and Positive Attendance

Note that the above totals will be derived from records found in the Prospect Interview File for the dates you selected. If a rep is flagged as inactive, he or she will not be included in the report.

7/24/2008		The AlaQuest School of Business					Page : 1	
		Rep Analysis Report					3:16 PM	
Rep	Name	Leads	Apnt's	No-Show	ReSchd	Enroll	Start	Attend
ABC	Alfred B. Charles	16	12	0	0	7	0	0
BIL	Bill I. Learner	3	0	0	0	0	0	0
Grand Totals		19	12	0	0	7	0	0

Source Code Report

This report will count leads between two dates you enter. The lead date in the Prospect Database is checked for inclusion.

The leads found for a given source code will be analyzed to determine of the leads found, how many enrolled and how many of them actually started.

Percentages and averaged costs are provided for enrollments and starts. The report's bottom line for each source of advertising will give you Cost Per Lead and Cost Per Start.

WORLD EDUCATION CORPORATION
123 State Street, New York, NY 11211

AI-RPTSCL
01/28/11

The AlaQuest School of Business
Source Code Report
From: Start Thru: End

Page: 1
10:52 AM

Source Code	Description	Source Cost	Each Leads	Cost Per Lead	Enrolled	Cost Per Enrollment	Enroll Pct.	Starts	Cost Per Start	Start Pct.
Paid Media Sources										
200001NYT	NY Times, Jan 2000	2,000.00	5	400.00	1	2,000.00	20%	1	2,000.00	20%
DN200012	Daily News, December	2,000.00	4	500.00	2	1,000.00	50%	2	1,000.00	50%
DN200410	Daily News - October	2,000.00	8	250.00	7	285.71	88%	1	2,000.00	13%
DN201010	Daily News - October	3,000.00	1	3,000.00	1	3,000.00	100%	1	3,000.00	100%
T200102	TV Channel 2, Februa	3,000.00	1	3,000.00	1	3,000.00	100%	0	0.00	0%
200001CH2	Channel 2, Jan 2000	15,000.00	8	1,875.00	1	15,000.00	13%	1	15,000.00	13%
Total For Paid Media Sources		27,000.00	27	1,000.00	13	2,076.92	48%	6	4,500.00	22%
Grand Totals:		27,000.00	27	1,000.00	13	2,076.92	48%	6	4,500.00	22%



Clients

On the following pages you will find some of the reports available in this module:

Client Monthly Sales Report

Student Clinical Report

Professional Clinical Report

Client Invoice

Client Monthly Sales Report

This report prints sales for one or more days, depending upon the date range requested by the operator; because of the date option, the output can act as a daily, weekly, monthly, quarterly, or even an annual report.

The output is sorted by taxable and non-taxed items, and the tax total collected is included in the final totals.

The AlaQuest School of Business
Client Sales Monthly Journal

Page: 1
05/18/09
11:59 AM

Sales From 05/01/09 Thru 05/31/09

<u>Date</u>	<u>Type</u>	<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Extension</u>	<u>Tax</u>	<u>Client ID</u>	<u>Invoice</u>
05/15/09	HC	HC	Haircut	1	10.00	10.00	.00	1	1016
05/15/09	HC	HC	Haircut	1	10.00	10.00	.00	1	1017
05/15/09	HC	HC	Haircut	1	15.00	15.00	.00	1	1018
05/15/09	HC	HC	Haircut	1	15.00	15.00	.00	1	1021
05/15/09	HC	HC	Haircut	1	15.00	15.00	.00	1	1024
05/15/09	HC	HC	Haircut	1	10.00	10.00	.00	9087139399	1014
05/15/09	HC	HC	Haircut	1	15.00	15.00	.00	9087139399	1020
05/15/09	MS	MS	Massage	1	15.00	15.00	.00	1	1016
05/15/09	MS	MS	Massage	1	25.00	25.00	.00	1	1018
05/15/09	MS	MS	Massage	1	25.00	25.00	.00	1	1021
05/15/09	MS	MS	Massage	1	25.00	25.00	.00	1	1025
05/15/09	MS	MS	Massage	1	15.00	15.00	.00	9087139399	1014
05/15/09	MS	MS	Massage	1	25.00	25.00	.00	9087139399	1020
05/16/09	HC	HC	Haircut	1	10.00	10.00	.00	1	1028
05/16/09	HC	HC	Haircut	1	10.00	10.00	.00	1	1029
05/16/09	HC	HC	Haircut	1	10.00	10.00	.00	1	1030
05/16/09	MS	MS	Massage	1	25.00	25.00	.00	1	1028
05/16/09	MS	MS	Massage	1	25.00	25.00	.00	1	1030
05/16/09	MU	MU	Make Up	1	5.00	5.00	.00	1	1028
05/16/09	MU	MU	Make Up	1	5.00	5.00	.00	1	1028
05/16/09	TN	TN	Hair Tinting	1	5.00	5.00	.00	1	1028
05/18/09	HC	HC	Haircut	1	10.00	10.00	.00	9087137777	1033
05/18/09	HC	HC	Haircut	1	10.00	10.00	.00	9087139399	1032
05/18/09	MC	MC	Manicure	1	7.50	7.50	.00	9087137777	1033
05/18/09	MS	MS	Massage	1	25.00	25.00	.00	9087137777	1033
05/18/09	MS	MS	Massage	1	25.00	25.00	.00	9087139399	1032
05/18/09	MU	MU	Make Up	1	5.00	5.00	.00	9087139399	1032
05/18/09	TN	TN	Hair Tinting	1	5.00	5.00	.00	9087139399	1032
Totals				28		402.50	.00		

Student Clinical Report

This report shows all practices related to the clinical portion of a student's program. The date, practicum, and hours are included. The information regarding the student's completed practices is generated by the Sales Entry program or it can be manually input using Practicum Entry.

The AlaQuest School of Business						
Student Clinical Report					Page: 1	
05/18/09			11:45 AM			
Student Name	Student ID	Major	Practicum	Rec	Hours	Description
Brandt, Richard D	12204	DNM				
	Date: 05/18/09		HAIRCUT	01	6.00	Haircut
	Date: 02/10/09		MAKEUP	01	6.00	Make Up
	Date: 05/18/09		MAKEUP	02	6.00	Make Up
	Date: 05/18/09		MASSAGE	01	6.00	Full Body Massa
	Date: 02/15/09		TINTING	01	6.00	Hair Tinting
	Date: 03/01/09		TINTING	02	6.00	Hair Tinting
	Date: 05/18/09		TINTING	03	6.00	
			Total Hours:		42.00	
Total Students:	1					

Professional Clinical Report

The output of this report offers the reader a complete history of the tasks completed by a professional clinician between the dates selected at the outset. The report can be run for a single professional, a range, or all professionals.

The AlaQuest School of Business					
Professional Clinical Report				Page: 1	
05/18/09	Report From: 05/01/09 thru 05/18/09			11:56 AM	
Professional Name	ID Number				
=====	=====				
Smith, Jennifer L	123456789	Practicum	Rec	Price	Cost
		-----	---	-----	-----
	Date: 05/16/09	HAIRCUT	01	10.00	10.00
	Date: 05/18/09	HAIRCUT	01	10.00	10.00
	Date: 05/18/09	MANICURE	01	7.50	7.50
	Date: 05/16/09	MASSAGE	01	25.00	15.00
	Date: 05/18/09	MASSAGE	01	25.00	15.00
		Totals:		77.50	57.50
Total Professionals:	1	Grand Totals:		77.50	57.50

Client Invoice

When an entry is made using the Sales Entry function, the system will print an invoice for the client. Invoices show the money charged for one or more practices. When an invoice is updated, a record is sent to the cash journal and the sales journal. An option is also provided to print one or more old invoices stored in the system, if required.

The AlaQuest School of Business					
AI-RTUSI1	Client Invoice			Page: 1	
05/18/09				02:55 PM	
Client: 9087137777 Sara Hefner			Invoice Number: 1033		
			Invoice Date : 05/18/09		
Item	Description	Price	Qty	Total	
01 MC	Manicure	7.50	1	7.50	
02 HC	Haircut	10.00	1	10.00	
03 MS	Massage	25.00	1	25.00	
Sub Total:				42.50	
Tax:				.00	
Order Total:				42.50	



A/R Reports

On the following pages you will find some of the reports available in this module:

Statements
Earnings Report
A/R Aged Trial Balance Report
Payment Plan Summary
1098-T Forms Report
90-10 Report
Positive Hours Earned Tuition Report
T2202A Canadian Tax Form

Statements

The Statements program includes many options to tailor the output for a particular need.

You can select a cutoff date eliminating any transactions that occurred after that date. In this case, only transactions dated prior to the cutoff date will appear on the statement. If no date is input, all will be printed.

When you include a term code, all transactions for prior terms will be summed and a single BALANCE FORWARD line will print first. Then, transactions for the term you requested and any transactions for future terms will print.

When printing statements, you can choose to include an optional notice, which will print at the foot of the page. You can also link a block of text related to a single student to appear on that student's account card.

Unpaid financial aid disbursements will include those expected to be disbursed through the cutoff date entered, or if a date is not input, then all unapplied financial aid disbursements will be included.

If a student has a payment plan with the school, the balance due on the payment plan is printed in the heading.

Statements can be printed to agencies if that is required for one or more selected students.

Page: 1
08/25/08



S T U D E N T S T A T E M E N T

John L Martin
54 Boundary Street
Clinton, NJ 08833-5678

Student : 203
Start Date: 01/02/01
Status:A Major: BUSMG
Telephone: 9087138877
Sponsor :

Current Balance: 4430.00 Unapplied Tuition: .00 Payment Plan Balance
Net Balance : 580.00 Unpaid Fin/Aid : 3850.00 600.00

AY	Fund	Award No.	Disb No.	Term	Disb Date	Unapplied
2005	PELL	01	02	012	04/01/01	1350.00
2005	STAF	01	01	011	02/01/01	2500.00

----- Account History as of 08/25/08 -----
Term Date Type Tran No. Amount Balance Comment
BALANCE-FORWARD .00

011	01/02/01	Lab	B00440	105.00	105.00	Lab Fees
011	01/02/01	Pell	F00554	1350.00-	1245.00-	Pell 1st Disb
011	01/02/01	RegFee	B00441	75.00	1170.00-	Registration Fee
011	01/02/01	Tuition	B00439	6000.00	4830.00	Tuition
011	01/15/01	Payment	C00454	400.00-	4430.00	Student Payment

Earnings Report

This report sums the transactions related to tuition billing. Transaction types flagged as TUITION=Y are added together to determine how much of a student's charges should be earned over the months of the program in which the student is enrolled.

The report will show what was earned in previous months, the earned amount for the current month, and the deferred tuition to be earned in the future.

The number of months of earning will be those between a student's start date and his expected grad date. If no expected grade date is found for the student, the number of months will be retrieved from the Major File. A full month of earned tuition will occur if the student is enrolled for any portion of that month.

If you neglect to run and update the Earnings Report during a given month, running it the next month will result in earnings for both months being included.

7/28/2008 4:55 PM		The AlaQuest School of Business Earnings Report							Page: 1	
Major	Expected Grad	Name	Student ID	Mon	STA CDE	Previous Earned	Earnings This Month	Total Earned	Uneamed	Tuition
MAOM1 0	3/30/2010	HUANG,CHUN-JEN	563791158	46	C	0.00	4,815.72	4,815.72	3,704.28	8,520.00
MAOM1 0	3/30/2010	SHAMI,FETHI Y	616039175	51	C	0.00	1,093.99	1,093.99	706.01	1,800.00
MAOM1 0	3/30/2010	WU,HUNG-CHIAO	41962564	52	C	0.00	643.87	643.87	436.13	1,080.00
MAOM1 0	6/30/2010	MARZBANI,NOSHIRWAN	990875	52	C	0.00	10,047.80	10,047.80	8,612.20	18,660.00
MAOM1 0	6/30/2010	OH,JEEMEEN	608222290	52	C	0.00	8,820.00	8,820.00	7,560.00	16,380.00
MAOM1 0	6/30/2010	PAINTER,KARIN E	552831433	52	C	0.00	1,227.80	1,227.80	1,052.20	2,280.00
MAOM1 0	6/30/2010	SEIFI,MELINEH	990873	52	C	0.00	8,012.20	8,012.20	6,867.80	14,880.00
MAOM1 0	6/30/2010	SHAGHZOIAN,FENIK	626483878	52	C	0.00	9,030.00	9,030.00	7,740.00	16,770.00
MAOM1 1	2/30/10	BARLOW,NICHOLAS J	990887	52	C	0.00	6,980.82	6,980.82	9,519.18	16,500.00
MAOM1 1	2/30/10	GOJKOVICH,JACQUELINE	571792634	52	C	0.00	3,249.18	3,249.18	4,430.82	7,680.00
MAOM1 1	2/30/10	MINOTA,SAORI	543492463	52	C	0.00	3,883.88	3,883.88	5,296.12	9,180.00
MAOM1 1	2/30/10	PADRAD,SUSAN	126909892	37	C	0.00	934.08	934.08	3,385.92	4,320.00
MAOM1 1	2/30/10	RUTH,CHRISTOPHER H	440845413	55	C	0.00	1,063.75	1,063.75	1,276.25	2,340.00
MAOM1 1	2/30/10	TAYLOR,VANESSA S	211481379	52	C	0.00	3,630.00	3,630.00	4,950.00	8,580.00
MAOM1 1	2/30/10	TOROSYAN,TATEVIK T	623241949	37	C	0.00	985.92	985.92	3,574.08	4,560.00
MAOM1 0	1/2/2011	LEVOY,DANIELLE B	558918777	49	C	0.00	4,001.59	4,001.59	6,318.41	10,320.00
MAOM1 0	1/2/2011	SUGANO-ISA,MIKA	990912	49	N	0.00	0.00	0.00	0.00	0.00
MAOM1 1	2/30/11	CHOU,CHIH-LING	990948	52	C	0.00	1,269.20	1,269.20	5,330.80	6,600.00
MAOM1 1	2/30/11	FORD,TAMI L	990974	52	C	0.00	415.40	415.40	1,744.60	2,160.00
MAOM1 1	2/30/11	MARRS,LEONA K	990973	48	C	0.00	0.00	0.00	0.00	0.00
MAOM1 1	2/30/11	NIKONOVA,IRINA O	990966	52	C	0.00	992.30	992.30	4,167.70	5,160.00
MAOM1 1	2/30/11	SHASHUA,JUDITH	990958	49	C	0.00	650.64	650.64	3,334.36	3,985.00
MAOM1 1	2/30/11	TRAN,HIEP D	990977	51	C	0.00	823.50	823.50	3,376.50	4,200.00
MAOM1 1	2/30/11	WIGGINS,RYAN A	990947	52	C	0.00	415.40	415.40	1,744.60	2,160.00
MAOM1 1	2/30/11	ZUMAETA,ESTRELLA	990975	52	C	0.00	484.60	484.60	2,035.40	2,520.00
**** Subtotals for Students O School						23.00	23,821,933.34	821,933.34	2,582.44	23,824,515.78
**** Grand Totals for All Students						23.00	23,821,933.34	821,933.34	2,582.44	23,824,515.78
Number of Records:			3464							

A/R Aged Trial Balance Report

The Aged Trial Balance Report is used to print student balances aged by days.

Credit transactions are aged with the oldest outstanding debits.

If you choose to print details, the individual student transactions will be included; otherwise, only one summary total line per student will be printed.

Campus: 100		The AlaQuest School of Business					Page: 1		
02/15/01		A/R Aged Trial Balance Report					12:07 PM		

TranNo	Term	RefNo	Current	Over 30	Over 60	Over 90	Over 120	Total	
Aaron, Albert A			.00	4680.00	.00	.00	.00	4680.00	
Student ID: 204			Status: G	Class:	Last Credit: 01/02/01		Net Balance:	.00	
01/02/01	TU B00464	011	.00	6000.00	.00	.00	.00	6000.00	
01/02/01	LB B00465	011	.00	105.00	.00	.00	.00	105.00	
01/02/01	RF B00466	011	.00	75.00	.00	.00	.00	75.00	
01/02/01	PL F00558	011	.00	1500.00-	.00	.00	.00	1500.00-	

TranNo	Term	RefNo	Current	Over 30	Over 60	Over 90	Over 120	Total	
Eights, Elmo E			.00	.00	.00	.00	6193.51	6193.51	
Student ID: 888888888			Status: A	Class: D	Last Credit: 10/28/00		Net Balance:	.00	
06/01/00	PK F00544	001	.00	.00	.00	.00	975.00-	975.00-	
07/15/00	TU F00548	001	.00	.00	.00	.00	6500.00	6500.00	
09/01/00	LB F00549	001	.00	.00	.00	.00	150.00	150.00	
09/01/00	SP F00550	001	.00	.00	.00	.00	600.00	600.00	
10/01/00	BK F00547	001	.00	.00	.00	.00	50.00	50.00	
10/27/00	BK C00453	001	.00	.00	.00	.00	50.00-	50.00-	
10/28/00	SP F00546	001	.00	.00	.00	.00	81.49-	81.49-	

TranNo	Term	RefNo	Current	Over 30	Over 60	Over 90	Over 120	Total	
Heinz, Theresea T			.00	6180.00	.00	.00	.00	6180.00	
Student ID: 575757575			Status: A	Class:	Last Credit:		Net Balance:	.00	
01/02/01	TU B00467	011	.00	6000.00	.00	.00	.00	6000.00	
01/02/01	LB B00468	011	.00	105.00	.00	.00	.00	105.00	
01/02/01	RF B00469	011	.00	75.00	.00	.00	.00	75.00	

Campus: 300		The AlaQuest International School of Software					Page: 5		
02/15/01		A/R Aged Trial Balance Report					12:07 PM		
Grand Total for all Schools:									
Current Total:			5902.25-						
Over 30 :			32227.75						
Over 60 :			.00						
Over 90 :			.00						
Over 120 :			15658.51						
Total :			41984.01						
Net Balance :			.00						
From Date: ALL		Through: 02/15/01		Term: ALL		Status: ALL		Class: ALL	

1098-T Forms Report

This program will print 1098 forms for requested students during a selected period of time.

Transactions in the A/R Transaction File will be searched for the Taxpayer Identification Number. Multiple forms will print for the same student if there is more than one taxpayer.

When new transactions occur, the default taxpayer is the individual found in the Personal Records File. If no 1098 SSN is found in this file, the system will take the student SSN as the default.

Every A/R transaction record has a data field where the 1098-SSN is stored.

If a student's enrollment status is less than half-time, the box on the form will not be checked (Half-Time Student). The enrollment status for the time frame is determined by looking at the Enrollment Status File and the courses in which the student was enrolled during the year of the 1098's.

The print-out is formatted to fit on IRS Form 1098-T and prints on laser forms.

8383 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		1 Payments received for qualified tuition and related expenses \$ 10,251.35		OMB No. 1545-1574 2008 Form 1098-T	Tuition Statement
FILER'S name, street address, city, state, ZIP code, and telephone number ALAQEST SCHOOL OF BUSINESS 123 ANY STREET ANYTOWN, NY 99999 ESCI: 988-123-1234		2 Amounts billed for qualified tuition and related expenses \$			
FILER'S federal identification no. 1H-22-333300-0000	STUDENT'S social security number 000-00-0000	3 Check if you have changed your reporting method for 2008 <input type="checkbox"/>		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
STUDENT'S name JACK DOE		4 Adjustments made for a prior year \$ 245.91	5 Scholarships or grants \$ 5,820.00		
Street address (including apt. no.) 100 MAIN ST.		6 Adjustments to scholarships or grants for a prior year \$	7 Check this box if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2009 <input checked="" type="checkbox"/>		
City, state, and ZIP code ANYTOWN, NY 11111		8 Check if at least half-time student <input checked="" type="checkbox"/>	9 Check if a graduate student <input type="checkbox"/>		
Service Provider/Acct. No. (see instr.) 000000000	10 Ins. contract reimb./refund \$				

Form **1098-T**

Cat. No. 25087J

Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page **D** **Do Not Cut or Separate Forms on This Page**

90-10 Report

This report will calculate the 90-10 ratio for transactions falling within the date range selected.

You can print details by student, summary by transaction type, or a single line report, which will print only the ratio.

The AlaQuest School of Business			Page: 1
90-10 Report Summary by Income Detail			02:19 PM
Report for 01/01/03 to 12/31/03			
			RATIO
08/12/08			
Campus: 100			
Transaction Type	Description	Amount	

Total for CC	CREDIT CARD STUDENT PAYMENT:	10,236.91CR	
Total for CP	CAP GRANT:	103,664.00CR	
Total for EE	ED EXP CK #:	494,706.65	
Total for HP	HIGH SCHOOL SCHOLARSHIP PAYMNT	22,648.42CR	
Total for IG	INST GRANT PAYMENT:	600.00CR	
Total for IS	INSTITUTIONAL SCHOLARSHIP:	10,235.00CR	
Total for KG	KEES GRANT:	40,203.00CR	
Total for LP	PLUS LOAN DISBURSEMENT:	72,100.10CR	
Total for OT	THIRD PARTY BILLING:	7,184.23CR	
Total for PD	PELL DISBURSEMENT:	11,500.00CR	
Total for PL	PRIVATE LOANS:	3,165.00CR	
Total for PP	PELL SPRING 02/03:	570,124.00CR	
Total for PR	PELL REFUND:	5,116.00	
Total for SL	SUB STAFFORD #:	827,331.43CR	
Total for SP	STUDENT PAYMENT:	202,019.26CR	
Total for SR	SUB LOAN REFUND:	12,077.56	
Total for UP	UNSUB STAFFORD #:	1,054,505.43CR	
Total for UR	UNSUB LOAN REFUND:	42,604.39	
Total for VA	VETERANS REHABILITATION:	6,533.00CR	
Total for VO	VOCATIONAL REHAB:	13,912.43CR	
Total Title IV Funds for the Period - School 100:		1,981,056.36	
Total Revenue for the Period - School 100 :		2,401,457.61	82.00%
Total Title IV Funds for All Campuses :		1,981,056.36	
Total Revenue for All Campuses :		2,401,457.61	82.00

Positive Hours Earned Tuition Report

The Earned Tuition Report sums the transactions related to tuition billing. The output will show what was earned in previous months, the earned amount for the current month, and the deferred tuition to be earned in future months. There are now two options available:

Positive Hours Method: The new update and report will earn tuition by positive hours attended. As a student is marked present over time, these hours will be picked up by the earnings report and earned at the time the report is run. This report is in the 7.27 release of AS3.

Calendar Months: Earnings based upon time in school (calendar months). The number of months of earning will be those between a student's start date and his expected grad date. If no expected grad date is found for the student, the number of months will be retrieved from the Major File. Each program you define in the Major File can use either option for earning tuition.

		1-May 2:00PM	The AlaQuest School of Business Earned Tuition Report								Page: 1		
In	Out	Major	Expected Grad Date	Name	Student ID	Months/ Hours	STA CDE	Previous Earned	Earnings This Month	Total Earned	Unearned	Tuition	
I		BUSMG		Martin,John L	203	12	A	500	500	1,000.00	5,000.00	6,000.00	
I		BUSMG	3/31/2009	Smith,Darwin D	123123123	3	E	2,000.00	2,000.00	4,000.00	2,000.00	6,000.00	
I		BUSMG	6/30/2009	Eights,Elmo E	888888888	18	A	0	5,055.54	5,055.54	1,444.46	6,500.00	
I		BUSMG	6/1/2009	Zenter,Zachary Z	202	54	E	111.11	111.11	222.22	5,777.78	6,000.00	
****		Subtotals for Students School 1:							<u>2,611.11</u>	<u>7,666.65</u>	<u>10,277.76</u>	<u>14,222.24</u>	<u>24,500.00</u>
****		Grand Totals for All Schools:							<u>2,611.11</u>	<u>7,666.65</u>	<u>10,277.76</u>	<u>14,222.24</u>	<u>24,500.00</u>
Number of records = 4		I=In School, O=Out of School											

T2202A Canadian Tax Form

The program will print T2202A Tax forms for requested students during a selected period of time. Transactions in the A/R Transaction File will be searched for the Taxpayer Identification Number. If a student's enrollment status is part-time, the boxes labeled part-time will be populated rather than the full-time boxes.

The printout is formatted to fit on Canada Revenue Agency Form T2202A and prints three copies for each student on laser forms.

TUTORIAL, EDUCATION, AND TEXTBOOK AMOUNTS CERTIFICATE
CERTIFICAT POUR FRAIS DE SCOLARITE, MONTANT RELATIF AUX ETUDES
ET MONTANT POUR MANUELS

T2202A (89)
 For student
 Pour l'étudiant **1**

• Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by the Minister of Human Resources and Social Development (HRSD).
 • Taxes fees paid in respect of the calendar year in any one institution have to be more than \$100. Fees paid to a post-secondary institution have to be for courses taken at the post-secondary level. Fees paid to an institution certified by HRSD have to be for courses taken to get or improve skills in an occupation, and the student has to be 10 years of age or older before the end of the year.
 • Do not enter the cost of textbooks on this form. Students calculate the education and textbook amounts based on the number of months indicated in Box B or C below.

• Délivrez ce certificat à un étudiant qui était inscrit, au cours de l'année civile, à un programme de formation admissible ou à un programme de formation admissible dans un établissement postsecondaire, comme un collège ou une université, ou dans un établissement reconnu par le ministre des Ressources humaines et du Développement social (RHDS).
 • Les frais de scolarité payés à un établissement postsecondaire doivent être des cours au niveau postsecondaire. Les frais payés à un établissement reconnu par RHDS doivent être des cours suivis en vue d'acquies ou d'améliorer des compétences professionnelles, et l'étudiant doit avoir 10 ans ou plus avant la fin de l'année.
 • N'inscrivez pas le coût des manuels sur ce formulaire. L'étudiant calcule les montants relatifs aux études et aux manuels d'après le nombre de mois indiqué dans les cases B ou C ci-dessous.

Name of program or course - Nom du programme ou du cours Business Management				Student number - Numéro étudiant 91111111			
Name and address of student - Nom et adresse de l'étudiant John Doe 1 Main Street AnyTown NJ 08833							
From - De		To - À		A Dollars (with cents, part time and full time amounts) - Dollars (avec centimes, montants à temps partiel et à temps plein)	B Part-time Temps partiel	C Full-time Temps plein	
Y - A	M	Y - A	M				
2001	01	2001	03	1200.00		2	
2001	04	2001	06	998.00		2	
2001	07	2001	09	1567.00		2	
2001	10	2001	12	1542.00		2	
Total Total				5307.00		8	

The Alaquest School of Business 28 Molasses Hill Road Lebanon NJ 08833

Information for students: See the back of copy 1. If you want to transfer all or part of your tuition, education, and textbook amounts, complete the back of copy 1.
 Renseignements pour les étudiants : Voir le verso de la copie 1. Si vous désirez transférer une partie ou la totalité de vos frais de scolarité, de vos manuels relatifs aux études et aux manuels, remplissez le verso de la copie 1.

TUTORIAL, EDUCATION, AND TEXTBOOK AMOUNTS CERTIFICATE
CERTIFICAT POUR FRAIS DE SCOLARITE, MONTANT RELATIF AUX ETUDES
ET MONTANT POUR MANUELS

T2202A (89)
 For designated individual
 Pour la personne désignée **2**

• Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by the Minister of Human Resources and Social Development (HRSD).
 • Taxes fees paid in respect of the calendar year in any one institution have to be more than \$100. Fees paid to a post-secondary institution have to be for courses taken at the post-secondary level. Fees paid to an institution certified by HRSD have to be for courses taken to get or improve skills in an occupation, and the student has to be 10 years of age or older before the end of the year.
 • Do not enter the cost of textbooks on this form. Students calculate the education and textbook amounts based on the number of months indicated in Box B or C below.

• Délivrez ce certificat à un étudiant qui était inscrit, au cours de l'année civile, à un programme de formation admissible ou à un programme de formation admissible dans un établissement postsecondaire, comme un collège ou une université, ou dans un établissement reconnu par le ministre des Ressources humaines et du Développement social (RHDS).
 • Les frais de scolarité payés à un établissement postsecondaire doivent être des cours au niveau postsecondaire. Les frais payés à un établissement reconnu par RHDS doivent être des cours suivis en vue d'acquies ou d'améliorer des compétences professionnelles, et l'étudiant doit avoir 10 ans ou plus avant la fin de l'année.
 • N'inscrivez pas le coût des manuels sur ce formulaire. L'étudiant calcule les montants relatifs aux études et aux manuels d'après le nombre de mois indiqué dans les cases B ou C ci-dessous.

Name of program or course - Nom du programme ou du cours Business Management				Student number - Numéro étudiant 91111111			
Name and address of student - Nom et adresse de l'étudiant John Doe 1 Main Street AnyTown NJ 08833							
From - De		To - À		A Dollars (with cents, part time and full time amounts) - Dollars (avec centimes, montants à temps partiel et à temps plein)	B Part-time Temps partiel	C Full-time Temps plein	
Y - A	M	Y - A	M				
2001	01	2001	03	1200.00		2	
2001	04	2001	06	998.00		2	
2001	07	2001	09	1567.00		2	
2001	10	2001	12	1542.00		2	
Total Total				5307.00		8	

The Alaquest School of Business 28 Molasses Hill Road Lebanon NJ 08833

Information for students: See the back of copy 1. If you want to transfer all or part of your tuition, education, and textbook amounts, complete the back of copy 2.
 Renseignements pour les étudiants : Voir le verso de la copie 1. Si vous désirez transférer une partie ou la totalité de vos frais de scolarité, de vos manuels relatifs aux études et aux manuels, remplissez le verso de la copie 2.

TUTORIAL, EDUCATION, AND TEXTBOOK AMOUNTS CERTIFICATE
CERTIFICAT POUR FRAIS DE SCOLARITE, MONTANT RELATIF AUX ETUDES
ET MONTANT POUR MANUELS

T2202A (89)
 For institutional institution
 Pour l'établissement d'enseignement **3**

• Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by the Minister of Human Resources and Social Development (HRSD).
 • Taxes fees paid in respect of the calendar year in any one institution have to be more than \$100. Fees paid to a post-secondary institution have to be for courses taken at the post-secondary level. Fees paid to an institution certified by HRSD have to be for courses taken to get or improve skills in an occupation, and the student has to be 10 years of age or older before the end of the year.
 • Do not enter the cost of textbooks on this form. Students calculate the education and textbook amounts based on the number of months indicated in Box B or C below.

• Délivrez ce certificat à un étudiant qui était inscrit, au cours de l'année civile, à un programme de formation admissible ou à un programme de formation admissible dans un établissement postsecondaire, comme un collège ou une université, ou dans un établissement reconnu par le ministre des Ressources humaines et du Développement social (RHDS).
 • Les frais de scolarité payés à un établissement postsecondaire doivent être des cours au niveau postsecondaire. Les frais payés à un établissement reconnu par RHDS doivent être des cours suivis en vue d'acquies ou d'améliorer des compétences professionnelles, et l'étudiant doit avoir 10 ans ou plus avant la fin de l'année.
 • N'inscrivez pas le coût des manuels sur ce formulaire. L'étudiant calcule les montants relatifs aux études et aux manuels d'après le nombre de mois indiqué dans les cases B ou C ci-dessous.

Name of program or course - Nom du programme ou du cours Business Management				Student number - Numéro étudiant 91111111			
Name and address of student - Nom et adresse de l'étudiant John Doe 1 Main Street AnyTown NJ 08833							
From - De		To - À		A Dollars (with cents, part time and full time amounts) - Dollars (avec centimes, montants à temps partiel et à temps plein)	B Part-time Temps partiel	C Full-time Temps plein	
Y - A	M	Y - A	M				
2001	01	2001	03	1200.00		2	
2001	04	2001	06	998.00		2	
2001	07	2001	09	1567.00		2	
2001	10	2001	12	1542.00		2	
Total Total				5307.00		8	

The Alaquest School of Business 28 Molasses Hill Road Lebanon NJ 08833

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Financial Aid

On the following pages you will find some of the reports available in this module:

Statements
Payments Report
Unpaid Awards Report
Eligible Aid Applicants Report
Title-IV Report

Statements

The Statements program includes many options to tailor the output for a particular need.

You can select a cutoff date eliminating any transactions that occurred after that date. In this case, only transactions dated prior to the cutoff date will appear on the statement. If no date is input, all will be printed.

When you include a term code, all transactions for prior terms will be summed and a single BALANCE FORWARD line will print first. Then, transactions for the term you requested and any transactions for future terms will print.

When printing statements, you can choose to include an optional notice, which will print at the foot of the page. You can also link a block of text related to a single student to appear on that student's account card.

Unpaid financial aid disbursements will include those expected to be disbursed through the cutoff date entered, or if a date is not input, then all unapplied financial aid disbursements will be included.

If a student has a payment plan with the school, the balance due on the payment plan is printed in the heading.

Statements can be printed to agencies if that is required for one or more selected students.

Page: 1
08/25/08



S T U D E N T S T A T E M E N T

John L Martin
54 Boundary Street
Clinton, NJ 08833-5678

Student : 203
Start Date: 01/02/01
Status:A Major: BUSMG
Telephone: 9087138877
Sponsor :

Current Balance: 4430.00 Unapplied Tuition: .00 Payment Plan Balance
Net Balance : 580.00 Unpaid Fin/Aid : 3850.00 600.00

AY	Fund	Award No.	Disb No.	Term	Disb Date	Unapplied
2005	PELL	01	02	012	04/01/01	1350.00
2005	STAF	01	01	011	02/01/01	2500.00

----- Account History as of 08/25/08 -----

Term	Date	Type	Tran No.	Amount	Balance	Comment
------	------	------	----------	--------	---------	---------

BALANCE-FORWARD .00

011	01/02/01	Lab	B00440	105.00	105.00	Lab Fees
011	01/02/01	Pell	F00554	1350.00-	1245.00-	Pell 1st Disb
011	01/02/01	RegFee	B00441	75.00	1170.00-	Registration Fee
011	01/02/01	Tuition	B00439	6000.00	4830.00	Tuition
011	01/15/01	Payment	C00454	400.00-	4430.00	Student Payment

Payments Report

The Payments Report displays information taken from the student disbursement records.

Information can be reported on one student, a range of students, or all students. You can choose one or all award years.

You have the option to select a date range within which only payment records with a payment date falling within the range will print; however, if a payment date does not yet exist, then the expected disbursement date will be used for the comparison.

The Payments Report can be used for cash flow analysis, transfer of funds from the Department of Education, or payment tracking information.

The AlaQuest School of Business							Page: 1	
Payments Report							03:46 PM	
08/04/08		From: 07/01/03		Thru: 06/30/04				
Student Name and ID								
Abubakr, Jamillah L	ABUB4908	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	01	675.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	02	675.00	.00	
Total for this student	Net Paid :		1350.00			1350.00	.00	
Adams, Julie L	272689465	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	01	350.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	02	700.00	.00	
Total for this student	Net Paid :		1050.00			1050.00	.00	
Aldrich, Amy P	039546870	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	567.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	566.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	566.00	.00	
Total for this student	Net Paid :		1699.00			1699.00	.00	
Allen, Marian J	313900091	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	134.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	133.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	133.00	.00	
Total for this student	Net Paid :		400.00			400.00	.00	
Ashcraft, Andrea L	403291394	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	1350.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	1350.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	1350.00	.00	
Total for this student	Net Paid :		4050.00			4050.00	.00	
Austin, Frank	AUST1962	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	1350.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	1350.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	1350.00	.00	
Total for this student	Net Paid :		4050.00			4050.00	.00	
Ayers, Holly K	401415699	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	567.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	566.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	567.00	.00	
Total for this student	Net Paid :		1700.00			1700.00	.00	
Baker, Katie A	406082118	AY	Fund	Awd	Disb	Paid	Refunded	
Paid 07/14/03 Refunded	03Q3	04	PELL	01	01	900.00	.00	
Paid 10/15/03 Refunded	03Q4	04	PELL	01	02	900.00	.00	
Paid 01/05/04 Refunded	04Q1	04	PELL	01	03	900.00	.00	
Total for this student	Net Paid :		2700.00			2700.00	.00	
Total Students Printed:	325	Net Paid:	702641			702641	.00	

Unpaid Awards Report

The Unpaid Awards Report displays unpaid disbursement records.

Once an award has been paid to the account, it will not appear on this report.

You can print the unapplied funds for a selected award year, a range of dates within the year, and for one or all funds.

The report will allow multiple award years if you do not make an entry in the Award Year field.

The AlaQuest School of Business										
Unpaid Awards Report										
08/05/08							Page: 1			
							01:43 PM			
Student Name and ID	Expected Disb Date	Status Code	From Date:	07/01/2003	Thru Date:	06/30/2004	Fund	AY	Awd Disb Amount	
Bell,Keith H	07/14/03	C	Term	03Q3	PELL	04	01	01	700.00	
								Total for this student:	700.00	
Delaney,Robin L	08/06/03	C	Term	03Q3	SUB	04	01	01	1131.02	
								Total for this student:	1,131.02	
Elstun,Timothy C	01/22/04	C	Term	04Q1	PELL	04	01	03	675.00	
								Total for this student:	675.00	
Fletcher,Candace L	08/18/03	C	Term	03Q3	SUB	04	01	01	848.75	
								Total for this student:	848.75	
McKenney,Katie	01/02/04	C	Term	01Q4	UNSB	04	01	02	1293.01	
								Total for this student:	1,293.01	
Mitchell,LaKenya M	07/14/03	C	Term	03Q3	PELL	04	01	01	1350.00	
	07/14/03			03Q3	SUB	04	01	01	1131.99	
	10/10/03			03Q4	SUB	04	10	03	848.75	
	07/14/03			03Q3	UNSB	04	01	01	1293.98	
								Total for this student:	4,624.72	
Rehkamp,Chad M	01/02/04	C	Term	04Q1	UNSB	04	02	02	161.02	
								Total for this student:	161.02	
Total Students Printed:	27						Grand Total:	28,924.64		
* Subtotals by Fund *										
PELL	14557.00									
SUB	9195.60									
UNSB	5172.04									

Eligible Aid Applicants Report

The FISAP Report of Eligible Aid Applicants tabulates data from the Student Award Year File and the Student Database to create a report which will provide information for Section F of the FISAP reporting.

An option to check for positive attendance during the period is provided. If you utilize this option, the student must be present at least once during the date range for which you run the report to be included. If you do not choose this option, any student with a record in the Student Award Year File under Data Entry of Financial Aid will be included in the report regardless of attendance. In either case, the student must have a record in the Financial Aid Student Award Year File.

AI-RFAEA1 07/06/10	The AlaQuest School of Business Eligible Aid Applicants Report FISAP			Page: 1 02:36 PM
	W/O 1st Prof Degree	With 1st Prof Degree	Independent Graduate Professional	
DEPENDENTS		
Students w/ Automatic Zero EFC 9		
Taxable and Untaxed Income		
\$0 - \$2,999 7		
\$3,000 - \$5,999 17		
\$6,000 - \$8,999 22		
\$9,000 - \$11,999 14		
\$12,000 - \$14,999 15		
\$15,000 - \$17,999 8		
\$18,000 - \$23,999 9		
\$24,000 - \$29,999 11		
\$30,000 - \$35,999 14		
\$36,000 - \$41,999 7		
\$42,000 - \$47,999 25		
\$48,000 - \$53,999 15		
\$54,000 - \$59,999 31		
\$60,000 and over 121		
TOTAL 345		
INDEPENDENTS	
Students w/ Automatic Zero EFC 12	
Taxable and Untaxed Income	
\$0 - \$999 10	
\$1,000 - \$1,999 13	
\$2,000 - \$2,999 32	
\$3,000 - \$3,999 27	
\$4,000 - \$4,999 14	
\$5,000 - \$5,999 8	
\$6,000 - \$7,999 11	
\$8,000 - \$9,999 10	
\$10,000 - \$11,999 7	
\$12,000 - \$13,999 22	
\$14,000 - \$15,999 25	
\$16,000 - \$17,999 20	
\$18,000 - \$19,999 12	
\$20,000 and over 89	
TOTAL 312	

Title-IV Report

AI-RSRTF1
07/06/10

The AlaQuest School of Business
Title-IV Report
07/01/09 to 06/30/10

Page : 1
03:07 PM

Total Students Enrolled	:	126
Total Enrolls Including Withdrawals, Graduates	:	149
Percentage of enrollment receiving Title IV FA	:	36.36 %
Percentage of enrollment receiving Title IV Pell	:	27.27 %
Percentage of enrollment receiving Title IV Loans	:	27.27 %
Percentage of enrollment receiving non-Title IV government sponsored Financial Assistance	:	.00 %



Document Tracking

On the following page you will find one of the reports available in this module:

Outstanding Documents Report

Outstanding Documents Report

This report is used to find documents for students, which are outstanding.

An outstanding document is one that has a Requested Date and no Returned Date, and when adding the Expected Days to the Requested Date, the calculated date has been passed. For example, if a document was requested on 6/1/08 and has an Expected Days of 30, the document is outstanding on 7/1/08 if the document does not contain a returned date.

You have an option to print only Outstanding documents, only Returned documents, or you can print All documents.

The AlaQuest School of Business		Outstanding Documents Report		Page: 1
08/13/08				03:28 PM

Student:	Brandt, Richard D	12204	Status: E Class: E	
			Exp.Start Term: 2348	
CONTRAC	Student Contract		Requested: 10/01/04	Expected: 10/02/04
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 10/01/04	Expected: 10/31/04
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Elwell, David R	6027	Status: E Class: E	
			Exp.Start Term: 2348	
CONTRAC	Student Contract		Requested: 10/01/04	Expected: 10/02/04
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 10/01/04	Expected: 10/31/04
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Heinz, Theresea T	575757575	Status: A Class: D	
			Exp.Start Term: 011	
CONTRAC	Student Contract		Requested: 05/17/05	Expected: 05/18/05
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 05/17/05	Expected: 06/16/05
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Martin, John L	203	Status: A Class: D	
			Exp.Start Term: 011	
CONTRAC	Student Contract		Requested: 04/07/05	Expected: 04/08/05
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 04/07/05	Expected: 05/07/05
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Sevens, Sally S	777777777	Status: E Class: D	
			Exp.Start Term: 011	
CONTRAC	Student Contract		Requested: 11/24/04	Expected: 11/25/04
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 11/24/04	Expected: 12/24/04
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Spence, Nolan J	12323	Status: E Class: E	
			Exp.Start Term: 2348	
CONTRAC	Student Contract		Requested: 10/01/04	Expected: 10/02/04
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 10/01/04	Expected: 10/31/04
	Term: 00000000	Returned:	Classification:	Contact: JOE

Student:	Spencer, Judy A	7871	Status: E Class: E	
			Exp.Start Term: 2348	
CONTRAC	Student Contract		Requested: 10/01/04	Expected: 10/02/04
	Term: 00000000	Returned:	Classification:	Contact:
HEALTH	Health Certificate		Requested: 10/01/04	Expected: 10/31/04
	Term: 00000000	Returned:	Classification:	Contact: JOE

Number of documents printed:				22



Book Sales

On the following pages you will find some of the reports available in this module:

Book File Listing
Book Reorder Report

Book File Listing

This program prints the Book File in Book Code order. The report includes the cost of the book, the mark-up, and the selling price. In addition, the report will print the quantity on hand and quantity on order for each book listed.

The AlaQuest School of Business Book File Listing						Page: 1 02:35 PM	
						On	On
08/12/08	Book ID	Description	Cost	Mark Up	Price	Hand	Order
	BC101A	A Guide to Network Support & ISBN: 0-619-03551-X	30.00	30.000	39.00	4	6
	BS101A	The Future of Business ISBN: 0-324-11351-X	50.00	30.000	65.00	17	16
	BS111A	New Persp PowerPoint 2002 ISBN: 0-619-04401-2	16.00	30.000	20.80	97	65
	BS111B	Excel 2002 ISBN: 0-619-02092-X	25.00	30.000	50.00	53	65
	BS115A	Essentials of Business Communi ISBN: 0-324-01362-0	40.00	30.000	68.00	17	20
	BS120A	E COMMERCE NEW PERSPECTIVE ISBN: 0619019298	25.00	30.000	35.00	5	28
	BS120B	E COMMERCE 4TH EDITION ISBN: 0619159553	30.00	30.000	53.00	5	28
	BS130A	Essentials of Marketing ISBN: 0-324-11390-0	45.00	30.000	85.00	4	8
	BS140A	Financial Accounting ISBN: 0-324-06670-8	70.00	30.000	98.00	7	
	BS141A	MANAGEMENT ACCOUNTING ISBN: 0-324-06759-3	62.00	30.000	100.00		
	BS160A	Moral Issues in Busines ISBN: 0-534-53654-9	34.00	30.000	66.00	5	9
	BS170A	LAW OF BUSINESS ISBN: 0-324-0-053-X	52.00	30.000	79.00		
	BS170B	LAW OF BUSINESS WKBK ISBN: 0-324-06054-8	24.00	30.000	33.00		
	CT101A	Upgrading & Repairing PCs ISBN: 0-789-72745-5	25.00	30.000	55.00		
	CT105A	Enhanced Network+ Guide to Net ISBN: 0-619-212373	39.00	30.000	62.00		
	CT117A	A guide to Help Desk Concepts ISBN: 0619159464	29.00	30.000	39.00	3	
	CT117B	PC Techs Troubleshooting Hand ISBN: 0-07-212945-X	9.00	30.000	16.00		
	CT119A	A+ Guide to Managing & ISBN: 0-619-186178	40.00	30.000	63.00	4	
	CT120A	Visual Basic 6 How to Program ISBN: 0-13-4569555	26.00	30.000	53.00	7	
	CT121A	i Net + Guide 2nd Ed ISBN: 0-619-12068-1	38.00	30.000	62.00	5	5
Number of books printed:			20				

Book Reorder Report

This report prints items in the Book File when the quantity on hand plus the quantity on order for that item has reached, or has fallen below, the reorder point. Items will not print if the reorder point is set to zero in the Book File.

The AlaQuest School of Business						
Reorder Report						
08/12/08				Page: 1 02:45 PM		
Book ID	Description	ISBN	Cost	On Hand	On Order	Reorder Point
BS130A	Essentials of Marketing	0-324-11390-0	45.00	4	8	20
BS140A	Financial Accounting	0-324-06670-8	70.00	7	0	20
BS141A	MANAGEMENT ACCOUNTING	0-324-06759-3	62.00	0	0	1
BS170A	LAW OF BUSINESS	0-324-0-053-X	52.00	0	0	1
BS170B	LAW OF BUSINESS WKBK	0-324-06054-8	24.00	0	0	1
CT101A	Upgrading & Repairing PCs	0-789-72745-5	25.00	0	0	1
CT105A	Enhanced Network+ Guide to Net	0-619-212373	39.00	0	0	1
CT117B	PC Techs Troubleshooting Hand	0-07-212945-X	9.00	0	0	1
CT119A	A+ Guide to Managing &	0-619-186178	40.00	4	0	5
Number of books printed:		9				



Default Management

On the following page you will find one of the reports available in this module:

Initial Separation Letter

Initial Separation Letter

When a student leaves school, graduation or withdrawal, and has outstanding loans, the Default Management module will print the Initial Separation Letter at a time you specify. This 'reminder' letter informs the student about the importance of repaying student loans and when the first payment will be due. There are several letters included within the Default Management software to help you in your efforts to keep students ahead of the curve when it comes to them meeting their financial obligations.



The AlaQuest School of Business

August 14, 2008

Tommy T. Smith
Box 999
99 Pewter Lane
Anytown, NY 01123

Dear Mr. Smith:

I am writing to remind you that the first payment on your Student Loan(s) will be due in three (3) months. By this time, you should have already received a Repayment Schedule from your lender/student loan service representative reminding you that this payment will be coming due. If not, you should hear from them soon.

In your Exit Interview, we discussed the importance of budgeting so that when your loan comes due, you will be able to make this first payment. It is very important that you start off on the right foot by making that first payment.

If at the time your payment comes due, you are unable to make that first payment, contact your lender/student loan service representative or myself right away. There are options available to help you but you must let us know.

Protect yourself! Protect your credit! Make your student loan payments on time each month. And remember, always let your student loan service representative know your current address and phone number at all times.

Sincerely,

John Doe

John Doe
Loan Representative Manager



Library

On the following page you will find one of the reports available in this module:

Overdue Books Report

Overdue Books Report

This report shows which items are currently on loan and has a return date, which has passed. The student's name, ID number, and due date for the book are included.

The AlaQuest School of Business				
09/09/08	Overdue Books Report			Page: 1
	Due Date: 09/09/08			11:02 AM
Borrower Name	Student ID	Due Date	IDBN Number	Copy
Brandt, Richard D Title: Anatomy and Physiology	12204	09/04/08	7298374982374987	01 Loc: 01
Elwell, David R Title: English for the Foreign Student	6027	09/04/08	9879287498349834	01 Loc: 01
Martin, John L Title: Networking for Dummies	203	08/22/08	9780764504983	01 Loc: 1
Saleba, Alan A Title: Math for Real Dummies	321321321	09/04/08	9283794283749872	01 Loc: 01
Sutton, Linda J Title: The Day The World Began	12203	08/11/08	1234567890123456	02 Loc: LIB
Teststudent, Tommy T Title: The Day The World Began	999999999	11/12/00	1234567890123456	01 Loc: LIB
Total Printed:		6		



Housing

On the following page you will find one of the reports available in this module:

Available Rooms Report

Available Rooms Report

This report prints records from the Housing Room File based upon a selected term code and other parameters chosen.

For occupancy, you can specify:

E = Empty rooms

P = Partially scheduled rooms

B = Both, empty and partially scheduled rooms

F = Full rooms

A = All rooms

Other selection criteria include gender, smoking, and bedtime.

The AlaQuest School of Business					Page: 1		
Available Rooms Report					11:07 AM		
09/09/08					For Term: 011		
Location: AI AlaQuest Hotel							
Room	Bedroom	Occupancy	Scheduled	=Available	G	S	B
					N	M	D
AI-1001	A	4	0	4	N	I	2
AI-1002	A	4	0	4	M	Y	3
AI-1005	A	2	2	0	M	Y	3
AI-2000	A	2	0	2	N	I	2
Location							
Totals:		12	2	10	-----		
Totals:		12	2	10			
Term: 011		Gender: A	Bedtime: A	Smoking: A	(A=ALL)		