



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 one of the reports available in this module:

Graduates Replaced 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						
Candidate Name	ID Number	Days Empl	Trn'd Field	Related Field	Non- Related	Grad 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%		



Student Records

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

Course Enrollment Report

Attendance Rate Report

Population Report

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.

AlaQuest School of Business Course Enrollment Report							Page: 1 03:45:00 PM		
AI-RSRER1									
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
					10:16 AM
Student Name	Total			Present	Absent Rate
	Absent – MakeUp = Total Absent				
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%

Population 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.

The AlaQuest School of Business		Page: 18
07/22/08	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

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				

Student Schedules

This program prints student schedules for the time period selected. Each schedule is printed on its own page.

You must enter a term code or a range of dates. Only academic records for the term you choose, or records that fall within the date range selected will be included.

You can optionally include a block of text at the foot of the schedule. An option is also available to print the related books at the bottom of the schedule (with or without price amounts).

AS3 provides over 11 different schedule formats from which to choose. Some are geared for credit hours, some clock hours, and others will include both clock and credit hours.



The AlaQuest School

Robert D Peterson
308 N. First Pl.
Anytown, NY 08092

Date Printed: 04/13/03

Class Code: N Status: Active

Major: Paralegal Studies

Term: Spring 2003 From 04/07/03 to 06/21/03

Periods	Mon	Tue	Wed	Thr	Fri	Sat
8:30 - 12:35 PM						LA 101
6:00 - 10:05 PM				ENG101		

Course	Sect	Course Description	Credits	Hours	Room	Instructor
ENG101	1	English I	4.00	60.00	B-4	D. Smalley
LA 101	2	Introduction to Law	4.00	60.00	B-9	M. Florez
Total Hours:			8.00	120.00		

Books:

ENG101 College English \$ 43.50
LAW101 Fundamentals of Law 59.00

Total charged to your account: \$102.50

Statement of Purpose

"I hereby register for the Spring Quarter, 2003. I understand that all tuition and fees must be paid or satisfactory arrangements made prior to the beginning of the quarter, and that I am thereafter enrolled for the quarter unless and until I officially withdraw."

SIGNATURE

DATE

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							
John Martin				Student ID : 203			
54 Boundary Street				Date Printed: 08/26/08			
Clinton, NJ 08833-5678				Start Date : 01/02/01			
				Graduated :			
				Withdrew :			
				Re-Entry :			
				---Attempted--- Credits			
				Credits Hours Grade Earned			
Program: Business Management							
Term: 011 Winter 2001 -----							
ACC101	Accounting I			3.00	60.00	B	3.00
ENGL01	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.

<p>The AlaQuest School of Business 28 Molasses Hill Road Lebanon, NJ 08833 (908) 713-9399</p> <p>John Martin 54 Boundary Street Clinton, NJ 08833-5678</p>		<p style="text-align: right;">Page Number: 1</p> <p>Student ID : 203 Date Printed: 08/26/08 Start Date : 01/02/01 Graduated : Withdrew : Re-Entry :</p>
--	--	---

	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.

Page Number: 1

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

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:

		Attempted		Quality	Earned
		Credits	Grade	Points	Credits
Program: Business Management					
Term: 011 Winter 2001 -----					
ACC101	Accounting I	3.00	B	9.00	3.00
ENGL01	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		38.25	15.00
Cum Totals: GPA		2.55		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:

Leads Analysis Report

Rep Analysis Report

Source Code Report

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		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 Rep Analysis Report					Page : 1 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.

08/05/08		The AlaQuest School of Business Source Code Report							Page: 1 02:05 PM	
Source Code	Description	Source Cost	Leads	Cost Per Lead	Enrolled	Cost Per Enrollment	Enroll Pct.	Starts	Cost Per Start	Start Pct.
Non-Media Sources										
B10503Q3	Country Radio	0.00	16	0.00	3	0.00	19%	1	0.00	6%
INTER03Q3	Internal Activities for Refera	0.00	158	0.00	93	0.00	59%	80	0.00	51%
MAIN03Q3	Network TV	0.00	57	0.00	24	0.00	42%	20	0.00	35%
O03Q3	Out Reach Activity	0.00	49	0.00	21	0.00	43%	19	0.00	39%
OTHER	Other specify media code pleas	0.00	17	0.00	4	0.00	24%	3	0.00	18%
U03Q3	Unknown	0.00	87	0.00	14	0.00	16%	13	0.00	15%
WB03Q3	WB TV	0.00	2	0.00	1	0.00	50%	1	0.00	50%
WEB03Q3	Web Internet	0.00	50	0.00	10	0.00	20%	9	0.00	18%
Non-media Totals:		0.00	436	0.00	170	0.00	39%	146	0.00	33%
Paid Media Sources										
K03Q3	Kiosk	2,175.00	132	16.48	18	120.83	14%	17	127.94	13%
BILL03Q3	Billboards and Bus	5,100.00	6	850.00	2	2,550.00	33%	2	2,550.00	33%
WEBN03Q3	Rock Radio	6,080.00	12	506.67	8	760.00	67%	5	1,216.00	42%
CABLE03Q3	Local TV	8,700.00	207	42.03	64	135.94	31%	53	164.15	26%
YP03Q3	Yellow Pages	10,430.00	45	231.78	14	745.00	31%	12	869.17	27%
WLWT03Q3	Network TV	13,590.00	9	1,510.00	6	2,265.00	67%	4	3,397.50	44%
FOX1903Q3	FOX 19	15,220.00	20	761.00	5	3,044.00	25%	5	3,044.00	25%
Media Totals:		61,295.00	431	142.22	117	523.89	27%	98	625.46	23%
Grand Totals:		61,295.00	867	786.10	287	7,377.06	33%	244	8,373.32	28%



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

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

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

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

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	41962584	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,JEE MEEN	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,TAMIL	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 A/R Aged Trial Balance Report

Page: 1
12:07 PM

02/15/01

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 A/R Aged Trial Balance Report

Page: 5
12:07 PM

02/15/01

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

Payment Plan Summary

This report looks at all existing payment plans.

Summary totals are provided by student for each of the following categories:

PAYMENTS MADE OVERDUE PAYMENTS ANTICIPATED REVENUE

PAYMENTS NOT MADE TOTAL PAYMENTS

Anticipated revenue is the total of the payments due for the period of time requested.

You can choose to set a student's Delinquent Flag to 'D' if they have missed one or more payments. You can see a student's delinquent flag on the Student Information Screen under AR / Data Entry / Student Information.

		The AlaQuest School of Business				Page: 1			
10/01/01		Payment Plan Summary				01:44 PM			
		From: 01/01/00 Thru: 03/31/00							
Student Name	StudentID	Last Pay	Overdue	Payments	Paid	Unpaid	Anticipated	Term Code	Payment Amount
Eights,Elmo E	888888888	10/28/00	977.79	1059.28	81.49	977.79	162.98	001	81.49
Elwell,David R	6027		8100.00	8100.00	.00	8100.00	.00	001	900.00
Heinz,Theresea	575757575		5000.00	5000.00	.00	5000.00	.00	001	555.56
Martin,John L	203	01/15/01	600.00	1000.00	400.00	600.00	.00	011	333.33
Saleba,Alan A	321321321		9000.00	9000.00	.00	9000.00	.00	001	1000.00
Smith,Darwin D	123123123		5450.00	5450.00	.00	5450.00	.00	001	605.56
Spence,Nolan J	12323		6500.00	6500.00	.00	6500.00	.00	001	722.22
Sutton,Linda J	12203		10000.00	10000.00	.00	10000.00	.00	001	1111.11
Testeverdi,Tom	999999999	06/01/00	46.39	1046.39	1000.00	46.39	.00	001	104.65
Grand Totals:			45674.18	47155.67	1481.49	45674.18	162.98		

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	
FILER'S name, street address, city, state, ZIP code, and telephone number ALAQUEST SCHOOL OF BUSINESS 123 ANY STREET ANYTOWN, NY 99999 ESC: 988-123-1234		1 Payments received for qualified tuition and related expenses \$ 10,251.35		OMB No. 1545-1574 2008 Form 1098-T	
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"/>	
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 \$	

Tuition Statement

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.**

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
08/12/08	Report for 01/01/03 to 12/31/03		
			RATIO
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



Financial Aid

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

Statements

Payment Reports

Unpaid Awards 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

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

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							
Payments Report							
08/04/08	From: 07/01/03	Thru: 06/30/04	Page: 1 03:46 PM				
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

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									
Page: 1									
08/05/08 01:43 PM									
Student Name and ID	Expected Disb Date	Status Code	From Date:	07/01/2003	Thru Date:	06/30/2004			
Bell,Keith H	07/14/03	C	Term	Fund AY Awd Disb	Amount				
			03Q3	PELL 04 01 01	700.00				
Total for this student:					700.00				
Delaney,Robin L	08/06/03	C	Term	Fund AY Awd Disb	Amount				
			03Q3	SUB 04 01 01	1131.02				
Total for this student:					1,131.02				
Elstun,Timothy C	01/22/04	C	Term	Fund AY Awd Disb	Amount				
			04Q1	PELL 04 01 03	675.00				
Total for this student:					675.00				
Fletcher,Candace L	08/18/03	C	Term	Fund AY Awd Disb	Amount				
			03Q3	SUB 04 01 01	848.75				
Total for this student:					848.75				
McKenney,Katie	01/02/04	C	Term	Fund AY Awd Disb	Amount				
			01Q4	UNSB 04 01 02	1293.01				
Total for this student:					1,293.01				
Mitchell,LaKenya M	07/14/03	C	Term	Fund AY Awd Disb	Amount				
	07/14/03		03Q3	PELL 04 01 01	1350.00				
	10/10/03		03Q3	SUB 04 01 01	1131.99				
	07/14/03		03Q4	SUB 04 10 03	848.75				
			03Q3	UNSB 04 01 01	1293.98				
Total for this student:					4,624.72				
Rehkamp,Chad M	01/02/04	C	Term	Fund AY Awd Disb	Amount				
			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								



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



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						Page: 1	
Book File Listing						02:35 PM	
08/12/08						On	On
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				Page: 1		
Reorder Report				02:45 PM		
08/12/08						
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

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.

09/09/08 The AlaQuest School of Business
Overdue Books Report
Due Date: 09/09/08 Page: 1
11:02 AM

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

Total Printed: 6



Housing

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

Available Rooms Report

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

A = All rooms

		The AlaQuest School of Business					
		Available Rooms Report			Page: 1		
09/09/08		For Term: 011			11:07 AM		
Location: AI AlaQuest Hotel							
					G S B		
Room	Bedroom	Occupancy-Scheduled=Available			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)							