SPECIAL COURSE FEE REPORTS

As of 9/17/15

This report consists of the Financial Report, the List of Classes Report and the Master List.
The first two reports are cobbled together to create the Special Course Fee Report. You have one report
for each DeptID. The content includes financial page, discuss and certify page, and list of classes page.
The third report (Master List) acts as a cover page and should match the Course Fee Reports.

To Run The Financial Report
1. Log into PeopleSoft Financial Information
2. Click on Reporting Tools
3. Click on Define Report Books
4. Click on Search
5. If you do not already have a run control set up you may have to work with Sue Riley to create on at the
   College Level
6. Enter of the end of the fiscal year period you want to run reports for such as June 30, 2014
7. Check the RA&SFEE 1 box (Some colleges may have another report RA&SFEE2 to check)
8. Click run
9. The reports will be created in fsdata (\waterspout)(Q:) NVS under your name
10. Save the reports in your drive

To run the List of Classes
1. Go To My Boise State
2. Click on Reporting Services
3. Click on MyInsights and Log In
4. On the left hand side of the page, Click Main Student Data and Course Reports
5. Click on Student Financials
6. Click on Class Course Fee
7. Set your parameters on the right side of the page
8. Select from the drop down boxes, the correct term, and department id
9. You can only select one term at a time but you can select multiple departments for each term
10. Click Apply at the bottom of the page
11. A report will appear
12. Click on Actions and Select Export and then select Excel
13. Once your excel spreadsheet is created, insert as a tab in the appropriate special course fee report

Hint. I run all my departments at once by each term, Summer, Fall and Spring, then I combine
each spreadsheet and sort by department id, then cut and paste as a tab into the special course
fee report

Put the 2 together to create the Special Course Fee Reports
1. Copy the fee data information into a tab in your fee report. Sum the fee data amount. Create a
   link on the main special course fee report from the Revenues line to the fees total amount.
2. Send out the reports to the Chair and/or Administrative Assistants
3. Certify and discuss tab must be completed and signed by the Chair. The signed certify page
   must be returned to the College.
Please note: The revenues amount is not going to tie to the ending balance in the local account as of June 30th. Revenues are fees collected for summer, fall, and spring of the last fiscal year. Fees for those semesters could have been collected in the prior fiscal year. The report for course data fees has been programmed to collect fees for all the relevant terms in a fiscal year not all the revenue collected in a fiscal year.

Additional Resources:
Sue Riley, sriley@, 426-2359

To run the Master List
1. Go To url address entitled "Additional Fees by College, Department and Course"
2. Click on the bar with the right pointer
3. Click on the bar again
4. Under Parameters select the term(s) Sum-XX, Fall-XX, Spring-XX
5. Select a College. Foundational Studies - select All Colleges.
6. Click on Apply button on lower right of the screen
7. A report will appear
8. Click on Actions and Select Export and then select Excel
9. Verify that this report matches the above.
10. Submit as the cover page with other reports.

Additional Resources:
Karen Hansen, karenmhansen@, 426-1036