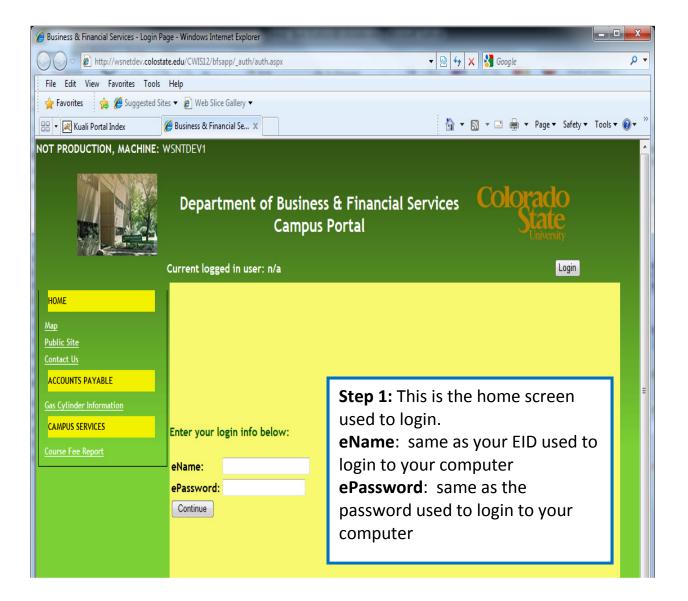
Special Course Fee Report

The Business and Financial Services Campus Portal will assist the fiscal officer with a COURSE subfund (25) account to search for a listing of students by semester who are taking a class in which there is a special course fee. The below provides step-by-step instructions for a fiscal officer when accessing the special course fee report.

> Website used to access the report: <u>http://bfsapp.colostate.edu</u>



Special Course Fee Report

Department of Business & Financial Services Colorado Campus Portal		ial Services Colorado State
HOME <u>Map</u> <u>Public Site</u>	Current logged in user: bgustiso <u>Campus Services - Course Fee Report</u> If you do not see any Account Numbers available in	Step 2: Once you login you will see this screen. Select the desired Account Number and Term Code from the corresponding drop down lists.
Contact Us ACCOUNTS PAYABLE Gas Cylinder Information CAMPUS SERVICES Course Fee Report	and the second	Export to Excel A format warning may pop up when opening the
Step 3: Click: Get Report (must get report before clicking on "Export to Excel") Click Yes to open the file.		
	No data available. Please select Account Number and Term C	ode.

Special Course Fee Report

