

# 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:

<http://bfsapp.colostate.edu>

Business & Financial Services - Login Page - Windows Internet Explorer

http://wsnetdev.colostate.edu/CWIS12/bfsapp/\_auth/auth.aspx

File Edit View Favorites Tools Help

NOT PRODUCTION, MACHINE: WSNTDEV1

Department of Business & Financial Services  
Campus Portal

Colorado State University

Current logged in user: n/a Login

HOME

Map

Public Site

Contact Us

ACCOUNTS PAYABLE

Gas Cylinder Information

CAMPUS SERVICES

Course Fee Report

Enter your login info below:

eName:

ePassword:

Continue

**Step 1:** This is the home screen used to login.  
**eName:** same as your EID used to login to your computer  
**ePassword:** same as the password used to login to your computer

# Special Course Fee Report

Department of Business & Financial Services  
Campus Portal

Colorado State University

Current logged in user: bgustiso

**Campus Services - Course Fee Report**

If you do not see any Account Numbers available in

Select Account Number: -- Select Account Number --

Select Term Code: -- Select Term --

Get Report

Export to Excel

\*Report may take a minute to generate

A format warning may pop up when opening the report.  
Click Yes to open the file.

No data available. Please select Account Number and Term Code.

**Step 2:** Once you login you will see this screen. Select the desired Account Number and Term Code from the corresponding drop down lists.

**Step 3:** Click: Get Report (must get report before clicking on "Export to Excel")

# Special Course Fee Report

Business and Financial Services - Windows Internet Explorer

http://wsnetdev.colostate.edu/CWIS12/bfsapp/cs/CourseFee.aspx

File Edit View Favorites Tools Help

Business and Financial Services

## Campus Services - Course Fee Report

If you do not see any Account Numbers available in the drop down, contact your fiscal officer.

Select Account Number: 2549100 Wilderness Management Nr460

Select Term Code: 201190 Fall Semester 2011

Get Report

\*Report may take a minute to generate

**Export to Excel**

A format warning may pop up when opening the report. Click Yes to open the file.

**Step 4:** Your report will look similar to the below. If you would like to export it to excel, click Export to Excel.

CSU_ID	NAME	TERM_CODE	DETAIL_CODE	DETAIL_CODE_DESC	CREDIT_ACCOUNT	CREDIT_OBJECT_CODE	CREDIT_SUB_ACCOUNT	CREDIT_SUB_OBJECT	AMOUNT
822868607	Chenoweth, Cary D.	201190	KR16	NR 460 Course Fee	2549100	4364			23
823872834	Zawacki, William M.	201190	KR16	NR 460 Course Fee	2549100	4364			23
825252604	Groth, Adam S.	201190	KR16	NR 460 Course Fee	2549100	4364			23
825758991	Volz, Daniel G.	201190	KR16	NR 460 Course Fee	2549100	4364			23
827176680	Dale, Tyler C.	201190	KR16	NR 460 Course Fee	2549100	4364			23
827275331	Stone, Brianna L.	201190	KR16	NR 460 Course Fee	2549100	4364			23
828028069	Cholewa, Aaron J.	201190	KR16	NR 460 Course Fee	2549100	4364			23
828115023	Weaver, Jake P.	201190	KR16	NR 460 Course Fee	2549100	4364			23

Trusted sites | Protected Mode: Off

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