## How to: Run the Class/Course Fee Annual Report

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | | **Action** | |
| 1 | | From your my.boisestate.edu menu, select “Reporting Services” | |
| 2 | | Select “Login to MyInsights”  **NOTE**: To bypass the my.boisestate.edu, you may also navigate to: <https://biinside.boisestate.edu/reports>  You will be required to login | |
| 3 | | Select Main Student Data Reports , Student Financials | |
| 4 | | Select Course Fee Annual Report Expenses | |
| 5 | The only year now accessible is 2018, but you will select your Fund Department CostCenter (FDCCC) from the drop down. Then select “View Report” | |
| 6 | Notice that there is more than one page to your report, and you may need to scroll through the report to see all pages. | |
| 7 | You will also want to save the report to Excel to see it in it’s entirety: | |
| 8 | The report has three sections: 1) Revenue/expense information for the FY; 2) the summary, discussion, and certification form you will need to complete; 3) the enrollment information. | |
| 9 |  | |
| 10 |  | |
| 11 |  | |
| 12 | **End of Procedure.** | |