How To Run Cognos Fee Report

This guide provides step-by-step instructions on how to run a fee report using Cognos. By following these steps, users can easily access and generate a report that includes specific information such as term, college, department, and campus. This guide is essential for anyone looking to verify course fees added accurately in Banner using Cognos.

1. Type "www.depts.ttu.edu/dmfr enter"
2. Click "Tools & Resources"

3. Click "Cognos Prod"
4  Click Open Menu (stacked vertical bars)

5  Click "Content"
6. Click "Student (Unrestricted)"

- Samples
- Samples_Prompt_API
- Student
- Student (Unrestricted)
- Templates
- Templates01
- The Weather Company, an IBM Business

7. Click "Department_Fee_Report_unrestricted"

Team content / Student (Unrestricted)

- Name
- Student (Unrestricted) Packages
- Department_Fee_Report_unrestricted
  Formerly known as the ADIA Fee Report - Change requested by Shelley Johnson 11.9.2012. Formerly known as the
Click "Run"
1. Select Term

2. Select College(s)

3. Select Specific Department

4. Select Campus(es)

5. Click "Finish" to generate your report

3. If you need a specific department, click the box to get a selection list, otherwise you will get reports for all departments in that college

4. Select the campus(es), if applicable
10 Click "Finish" to run report

11 Wait while report runs
12 Click "Recent Downloads"