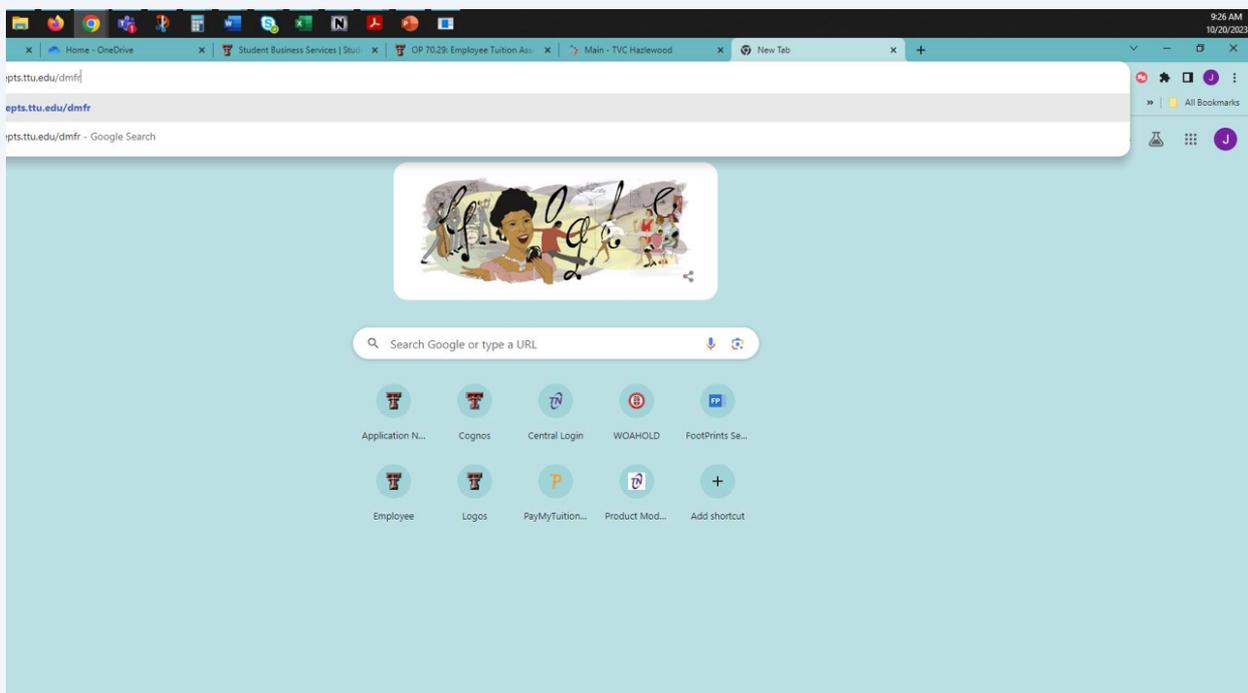


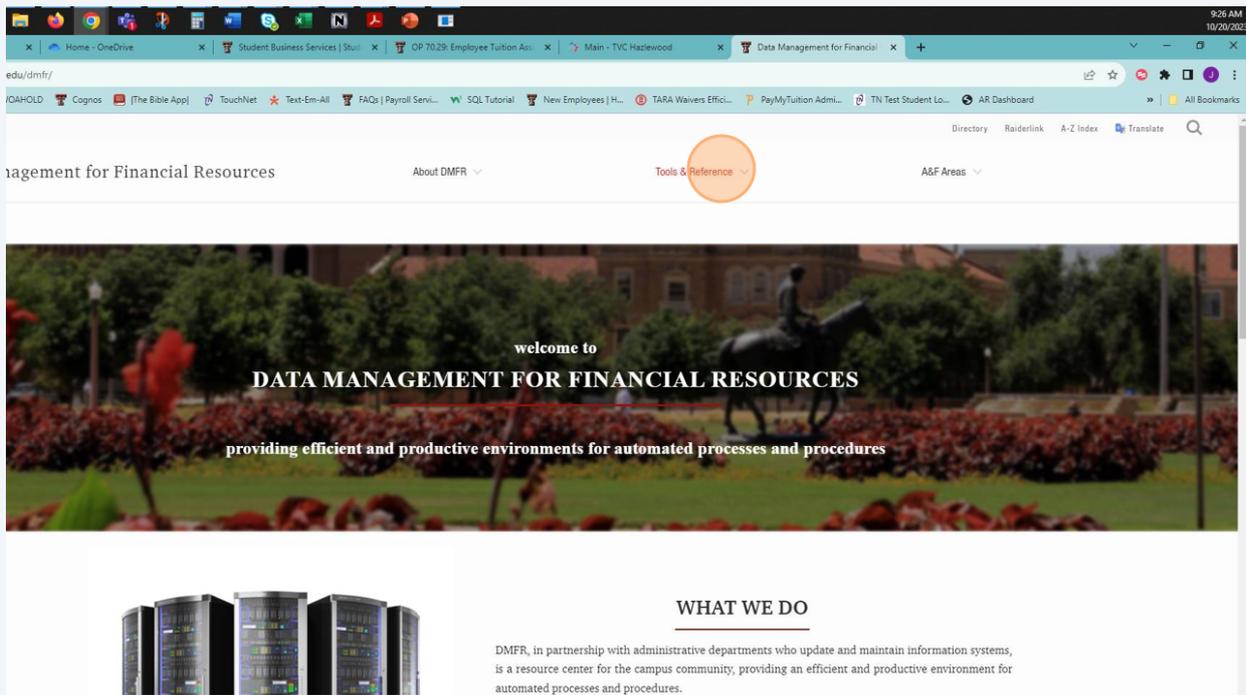
How To Run Cognos Fee Report

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.

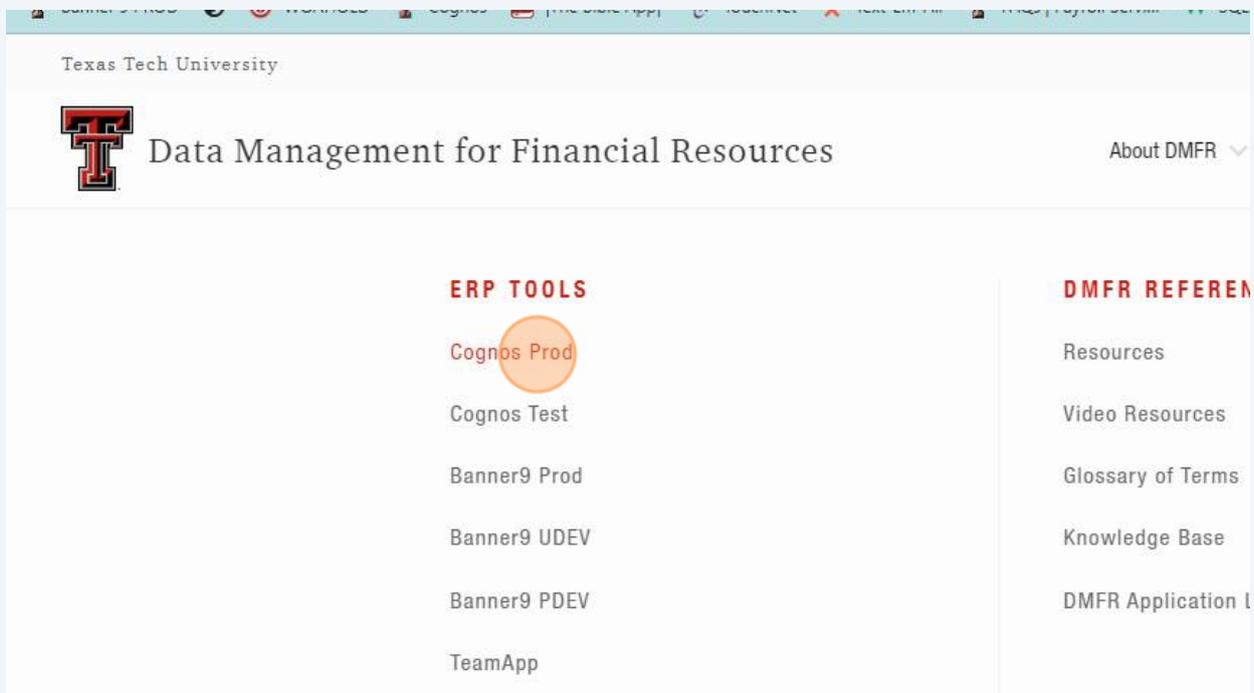
1 Type "www.depts.ttu.edu/dmfr enter"



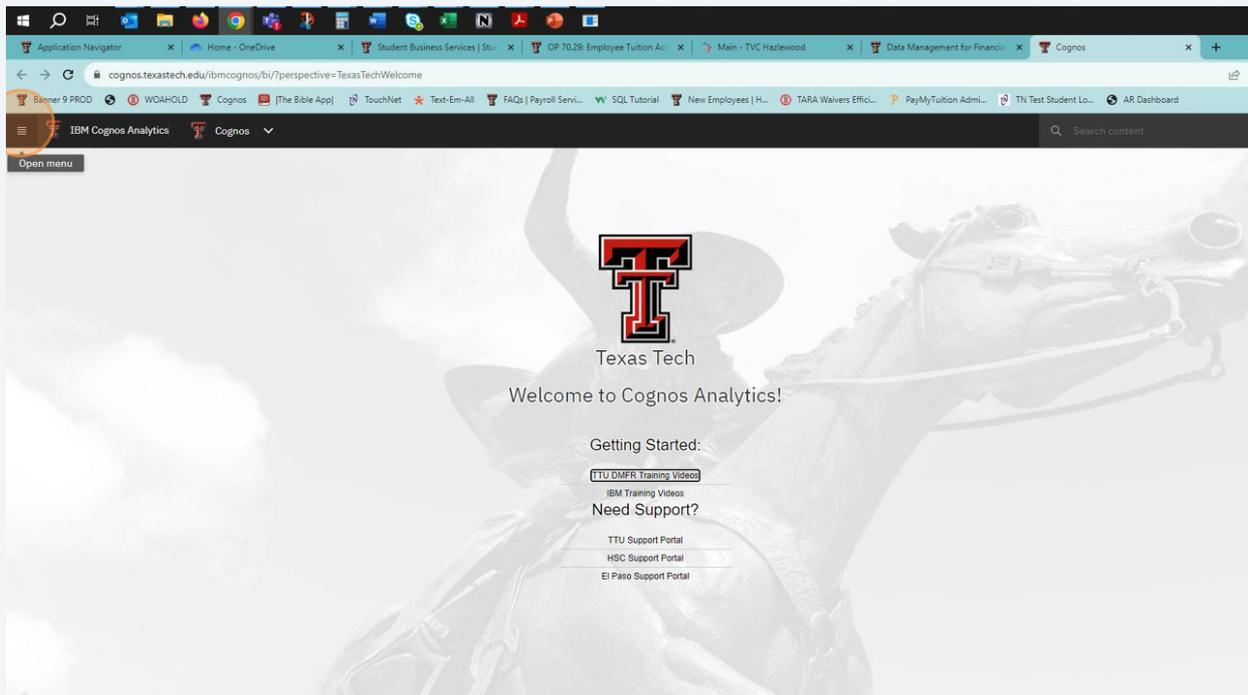
2 Click "Tools & Resources"



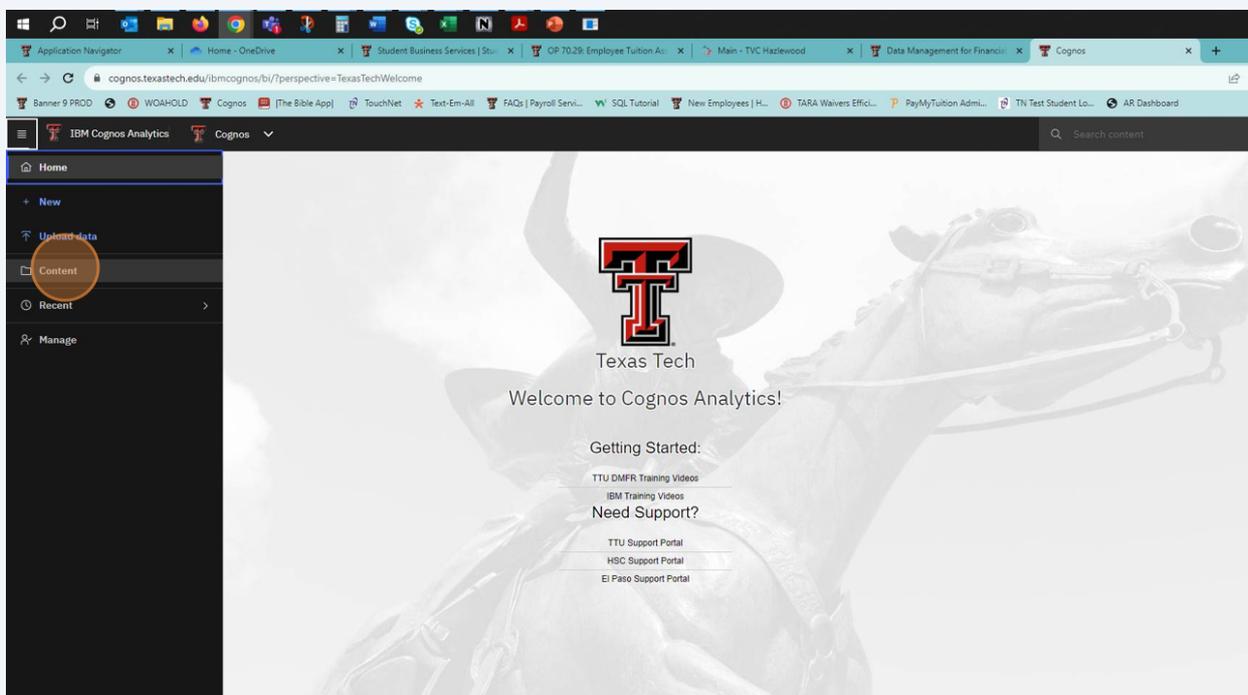
3 Click "Cognos Prod"



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

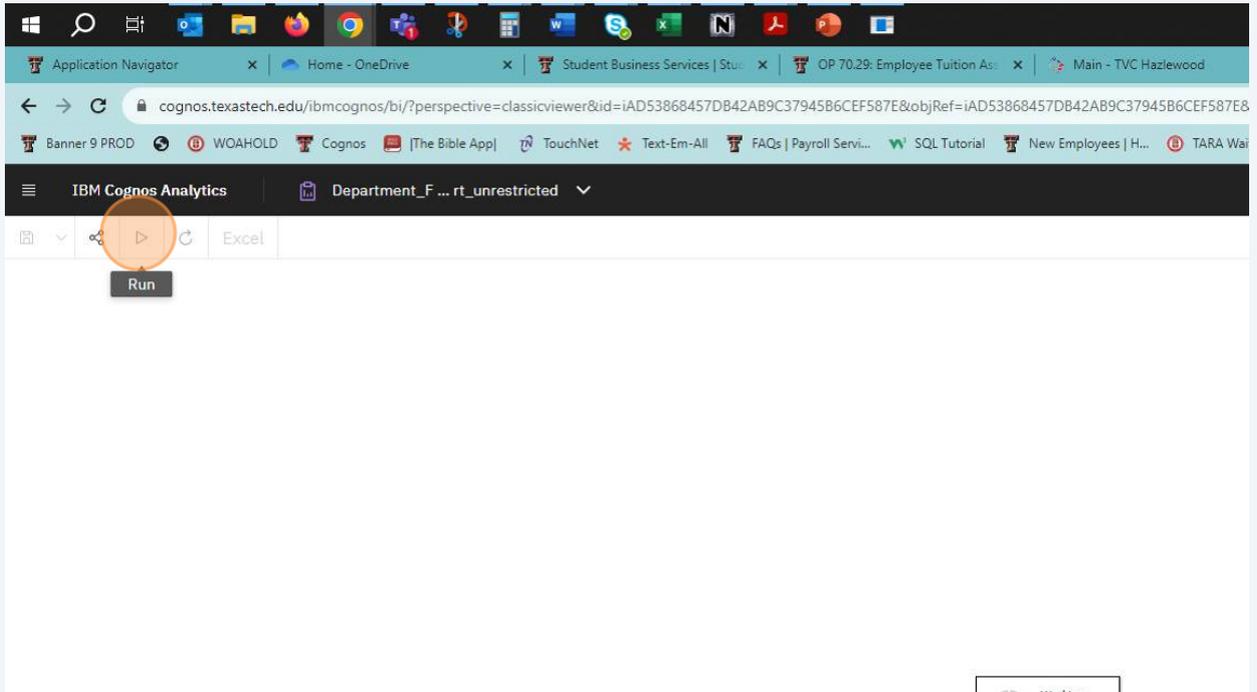
7 Click "Department_Fee_Report_unrestricted"

[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

8

Click "Run"



9

1. Select Term
2. Select College(s)
3. Select Specific Department
4. Select Campus(es)

The screenshot shows the 'Department Fee Report' interface. It features several dropdown menus and a 'Finish' button. Annotations with yellow arrows and red text provide instructions:

- 1 Select the term(s)**: Points to the 'ACADEMIC PERIOD' dropdown menu, where '202457 - Spring 2024 TTU' is selected and highlighted with a red box.
- 2 Select the college(s)**: Points to the 'COLLEGE (Optional)' dropdown menu, which is open and shows a list of colleges. A red box highlights the 'Click to display Departments for the Colleges selected' button.
- 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**: Points to the 'DEPARTMENT (Optional)' dropdown menu.
- 4 Select the campus(es), if applicable**: Points to the 'CAMPUS (optional)' dropdown menu, which is open and shows a list of campuses.
- 5 Click "Finish" to generate your report**: Points to the 'Finish' button, which is circled in red.

10 Click "Finish" to run report

nal)

[Select all](#) [Deselect all](#)

CAMPUS (optional)
If a campus is not specified, all relevant Campuses will be displayed on the report.

TFK - Fredericksburg
THC - Hill College
THL - Highland Lakes
TIX - International
TJN - Junction
TJT - Junction Inte
TLB - Lubbock TTU
TMD - DO NOT USE
TOD - DO NOT USE
TOT - Out of State
TPD - TTU Lubbock

Cancel Finish

11 Wait while report runs

Department Fee Report

Department fee report lists courses with fee data and provides various data on those courses and sections.

IC PERIOD

- * 202377 - Summer 2023 TTU
- 202378 - Summer 2023 Dental - El Paso
- 202378 - Summer 2023 Law
- 202427 - Fall 2023 TTU
- 202428 - Fall 2023 Dental - El Paso
- 202428 - Fall 2023 Law
- 202457 - Spring 2024 TTU
- 202458 - Spring 2023 Law
- 202458 - Spring 2024 Dental - El Paso
- 202458 - Spring 2024 Law
- 202477 - Summer 2024 TTU

[Select all](#) [Deselect all](#)

MENT (Optional)

COLLEGE (Optional) [Click to display Departments for the Colleges selected](#)

CAMPUS (optional)
If a campus is not specified, all relevant Campuses will be displayed on the report.

AG - Coll of Ag Sci and Natl
AR - College of Architecture
AS - Coll of Arts and Science
BA - Rawls Coll of Business
DM - School of Dental Medic
ED - College of Education
EN - College of Engineering
GR - Graduate School
HR - Honors College
HS - College of Human Scier
LW - School of Law

[Select](#)

Your report is running.
Instead of waiting, you can select a delivery method to run the report in the background.
[Select a delivery method.](#)

Cancel

Cancel Finish

12 Click "Recent Downloads"

