Annual Student Fee Report Campus Submission Instructions

General Instructions

When to File:
By August 31, 2011

Fee Report Submission Process:
A step by step Annual Fee Report Submission process is provided by the University Fee Database User Guide (User Guide).

There are two sections of the report that need to be completed:

1. **Campus Contact and Campus New Fee Information**
   - After logging on to Fee Application, select ***Fee Menu***; select ***Fee Agency*** and update name, e-mail address, and phone number. Save any changes that were made.
   - Enter all new fees established in FY 2010/11 for all fee categories (Pages 10 – 12 of the User Guide).
     - From ***Fee Menu*** select ***Create New Fee Descriptions***.
       - All existing fees will appear on this screen and the system will not allow any duplicate entry.
       - Campuses may use the search feature, or simply scroll down to check for the fee if campus is unsure if a specific fee is already in the system.
       - Fee descriptions are sorted alphabetically and by category.
     - Make sure to enter the new fee description on the appropriate fee category (based on the tabs on the top left of the screen).
     - After all new fee descriptions are added and saved, click the ***Sent e–mail*** button indicating that the above stated processes are completed.
     - Once e-mail is received, campuses' new fees will be moved into the database.
     - Campuses' access to the ***Create New Fee Description*** will be disabled
   - Campuses will be given access to the ***Fee Data Entry/Search*** and will receive and e-mail to begin the fee data entry step.

2. **Campus Fee Report Data Entry** (Page 13 – 14 of the User Guide)
   - From ***Fee Menu*** choose ***Fee Data Entry/Search***. This will automatically load prior year's submitted data, as well as any new fees the campus has entered.
   - Only populate the blank fields in each fee category.

Note: each category has its own tab at the top left of the screen. Always be sure to choose the appropriate category for data entry.

Data Entry Criteria for Fee Categories:

- **All Fee Categories -** The rates that were entered last year automatically fill in the Previous Year columns. Campuses will not be able to change any previous year rates. New fees will not have any numbers in the Previous Year columns.
- **Category I -** Category I fees are not entered by the campus because the rates are the same at all campuses; those are not included in this process.
- **Category II –** Enter Current Year Amount, Previous Year Revenue and Balance and any comments about the fee or balance.
    - Enter the Academic Year Rate – total of Fall and Spring, or Fall, Winter and Spring. Summer rates are separate entries.
- **Category III –** Update Minimum and Maximum amounts for each fee. If there is no range for a particular fee, enter the same number in the min and max columns. Prior Year Revenue and Balances are required. Please include comments if necessary.
    - Enter the rate charged per course – there is no academic year rate for course fees.
    - If the fees for multiple courses are included in one line, be sure that either the fee description or comments reflect this. Please copy previous year comments into the Update Comments field if necessary to reflect the number of course fees included in one line.
- **Category IV –** Update the Current Year minimum and maximum amounts – if there is no range, use the same number in both columns. Prior Year Revenue is required, however balances are not.
- **Category V –** Update Current Year minimum and maximum amounts and comments as necessary.

Campus Generated Reports

From any of the Fee Category tabs in the Fee Data Entry/Search page campuses can run two different reports.

1) The All Fees report – this is campus specific report. Campuses can run this report for all fee categories at once or for one category at a time. Campuses can also run this report for 2010 (prior year).

2) The Mandatory Fee report will run only Category II fees, and will include all campuses; however the 2011 report will not be final until all campuses have finalized their entries.

Note: Choose the xls. version or pdf. version before processing the report.

Contact Information:

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Reference Guide and Links:

All links are also available on the CSU Budget office website:
http://www.calstate.edu/budget/reporting-instructions/

University Fee Database User Guide
http://www.calstate.edu/es/intranet/applications/fob/fees/documents/Fee_Report_User_Document.pdf

Application Logon Screen
http://www.calstate.edu/es/intranet/applications/fob/fees/

Student Fee Report Training Video
http://www.calstate.edu/budget/reporting-instructions/fee-reports/