Overview
In order to print a specific term on a billing invoice, the term must be setup on the SF Term Default page. Our business practice only facilitates that one SF term default is set up at a time. The delivered functionality is designed to setup more than one term only under the premise that the latest term is the default. We do corporate billing for different terms all year long, so multiple default terms will not work for our business practices.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Change the SF Term Default

Navigate to Set Up SACR > Product Related > Student Financials > Charges and Payments > SF Term Default

The SF Term Default page displays.

1. Enter Business Unit: HW001

2. Check the Correct History box

3. Click Search

The Term Default page displays.

4. Enter the Effective Date for the SF Term you are identifying

Note: This information can be found on the university webpage under the Class Schedule each term. The effective date is the same as the first day of classes. Each term, the webs address changes based on the term and year.
The CSUEB Schedule – Fall 2008 website displays.

Example: Fall term Class Schedule (http://www.csueastbay.edu/schedule/Fall_2008/Academic_Calendar/Fall_Quarter_2008.html)

The Term Default page displays.

5. Select Status: **Active**

*Note: An ‘Inactive’ status will prevent the correct term from printing on the bill.*

6. Enter the Default Academic Term

*Note: The Term is coded by year and season. The 1st three numbers reflect the year, and the last number reflects the season. (Example the Fall 2008 term code is 2084. 208 reflects the year 2008. 4 reflects the fall season code.)*

7. Enter the Term Begin Date

*Note: The Term Begin Date should always be the 1st day of classes for the term. It should also match the Effective Date.*
8. Enter the **Term Ending Date**

*Note: The *Term Ending Date* should always be the last day of finals for the term. The last day of finals is usually the Sunday of finals week.*

9. Enter the **Academic Year**

*Note: The *Academic Year* begins every Fall term and ends in the Summer term. So each Fall, the academic year should change. This field is owned by Campus Community but used by all active modules in PS. The year should always follow the terms after the fall term. For example, for Fall 2008 term, the Academic year should be 2009.*

10. Leave the **Antic Aid Term From** field blank

*(We do not use this field for our business practices)*

11. Leave the **Antic Aid Term To** field blank

*(We do not use this field for our business practices)*

12. Click **Save**

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**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk).