## Overview

Before running the initial Tuition Calc for each quarter, term fees need to be updated. This is a very simple process that takes just a few minutes to run.
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
Copy Term Fees

Navigate to Set Up SACR > Product Related > Student Financials > Copy Term Fees

The Copy Term Fees page displays.

1. Review the From Term and To Term field and complete appropriately

The From Session and To Session needs to show Regular Academic Session in order for this to work properly.

2. When fields are complete, Click Run

The Process List page displays.

Once the process is successful, check out the individual term fees to make sure they are correct.

If there are fee increases, (such as which occurs each Summer and Fall) this is the
time to make the changes.

Navigate to Set Up SACR > Product Related > Student Financials > Term Fees

3. Select the **Undergrad SUF fee**
4. Select the **Term Sub Fees** tab
5. Enter the units and flat amount

*Note: There should be two rows. You may need to View All.*

This is also where you will change units like we did for Summer 2007, where part time fees were 0.00 to 8.0 units and full time fees were 8.01 to 999.99.

**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).