Overview
The Billing and Due Calendar is associated with tuition calculation and is used to determine the percentage of fees due to be paid by a particular time. Because a due date calendar is required for the setup of fees, at least one must defined for the university. More than one may be defined to meet the requirements of the university’s business processes. Since there is only one business unit/setid for the university, there is no need for more than one calendar at this time.
Also, a calendar needs to be created for each term before you can create course fees for that specific term.
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
Set up the Billing and Due Calendar

Navigate to
Set Up SACR
> Product Related
> Student Financials
> Tuition and Fees
> Billing and Due Calendars

1. Enter HW001 for the SetID.
2. Click the Search button.

Note: There is only one standard billing and due calendar setup for this campus for matriculated students only.

3. Click the Copy Billing and Due Calendar button to rollover an existing term set up to the new term setup.
4. Enter
   - **From Term**: 2084 (Old Term Code)
   - **To Term**: 2091 (New Term Code)

5. Click the **OK** button.

6. Once the page is refreshed, click the **Save** button.

7. Determine the numbers to input into the new calendar.

8. Locate the Reg Calendar for Sum08 – Spr09 spreadsheet designed by PEM at S:\acc\STUDENT FINANCIAL SERVICES\PS Business Process Documents.

**Note**

- The **Pivot Date** is the **Term Start Date**.
- **Due dates** are based on payment deadlines determined by PEM and Student Financials.
- The Billing and Due calendar uses these dates.
Example setup for Winter 09 term
Pivot Date = term start date – 01/05/09 (= day “0”) determined by the calendar set up by Enrollment Services.

The Billing and Due Calendars page

First row: Based on 1st Payment Deadline

Note: The From Day is always 9999.

Note: The To Day number equals the number of days between the first payment deadline (12/31/08) and the pivot date (01/05/09). Use the Reg Calendar to figure the number of days. Locate the pivot/term start date. This is day 0. The previous day is day -1. Count backwards until you get to the first payment deadline. For the winter 09 term, it should be -5 days.

Note: The Days field should reflect the number in the “To Day” field (-5).

Second row: Based on 2nd Payment Deadline

Note: The From Day is the day after the first payment deadline (01/01/09) which would be day number -4.
Note: The To Day number equals the number of days between the pivot/term start date (01/05/09) and the second payment deadline (01/16/09). Use the Reg Calendar to figure the number of days. Locate the pivot/term start date. This is day 0. The day after is day 1. Count forwards until you get to the second payment deadline. For the winter 09 term, it should be 11 days.

Note: The Days field should reflect the number in the “To Day” field (11).

Third row: Based on All Days After the 2nd Payment Deadline

Note: The From Day is the day after the second payment deadline (01/17/09) which would be day number 12.

Note: The To Day number is always 9999. This number represents any day after the second payment deadline.

Note: The Days field should always reflect 0.
• **From Day** and **To Day**: These are the first and last day to assess fees based on the due dates.

• **Due %** should always equal “100.00.” Define the percentage of the fees that are due for the assessment period.

• **Due Date Calc** should always be “Days from the Pivot Date.” This function calculates the due date based on the pivot date.

• **Days**: The number of days from the pivot date that the fees are due. Enter a negative number to indicate days before the date; enter a positive number to indicate days after the date.

• **Billing Date Calc** should always be “No Date Calculated.” This function selects to disable the calculation of a billing date.

**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).