

FINANCIAL SERVICES 2023/24 FISCAL SCHEDULE

As of 4/16/24

**Dates subject to change*

DATE	TRANSACTION TYPE	DESCRIPTION/INSTRUCTIONS	FORMS	DEPT	CONTACT	EXT	EMAIL
Monday, April 22, 2024	Student Payroll Expenditure Corrections	PT-11 forms. PT-11s are used to correct student pay.	PT-11 forms	Payroll Office, KNDL 220, zip 010	Alison Christensen	5476	alchristensen@csuchico.edu
Monday, April 29, 2024	Changes to chartfields, Operating Revenue, Expenses, Travel, or Equipment Expenditures	Prior month correction requests, for transactions from <u>July 2023</u> through <u>February 2024</u> may be transmitted via e-mail to Financial Accounting & Reporting (FAR).		Financial Accounting & Reporting, KNDL 210, zip 240		N/A	far@csuchico.edu
Wednesday, May 1, 2024 5:00 P.M.		New Year Requisition Entry in CSU Buy , please make sure to note 24/25 FY , in the internal comments of your requisition.			Procurement & Contract Services, KNDL 206, zip 244		5134
Friday, May 17, 2024	Payroll Expenditure Corrections	<i>Staff Action, Academic Appointment and Academic Change</i> forms. Forms used to correct overtime, shift differential, and special consultant payroll expenditures. All other payroll expenditure corrections must be submitted by corrected <i>Staff Action</i> or <i>Academic Action</i> forms. Many payroll expenditure transfers must be processed through the State Controller's Office.	Staff Action, Academic Appointment and Academic Change forms, PT-11 forms	Payroll Office, KNDL 220, zip 010	Alison Christensen	5476	alchristensen@csuchico.edu
Tuesday, May 21, 2024	Invoices	Please ensure all invoices for services/goods received through April 2024 have been directed to AP for processing. Any expenditure documents received after this day should be submitted to Accounts Payable promptly.		Accounts Payable, KNDL 208, zip 243		6426	accountspayable@csuchico.edu
Wednesday, May 22, 2024	IFT Deadline	Request for reimbursement from other CSU campuses or the Chancellor's office via an Interagency Financial Transaction (IFT).		Financial Accounting & Reporting, KNDL 210, zip 240	Katy Rollo	N/A	far@csuchico.edu
Wednesday, May 22, 2024	Faculty Lump Sums	Paid from the current fiscal year and retirement separations of employees with a retirement date of July 1, 2022 or earlier.	Staff Action, Academic Appointment and Academic Change forms	Payroll Office, KNDL 220, zip 010	Alison Christensen	5476	alchristensen@csuchico.edu
Thursday, May 30, 2024	Changes to chartfields, Operating Revenue, Expenses, Travel, or Equipment Expenditures	Prior month correction requests, for transactions from <u>March 2024</u> through <u>April 2024</u> may be transmitted via e-mail to Financial Accounting & Reporting (FAR). Correction requests for activity prior to March will be considered for processing based on factors (i.e. materiality).		Financial Accounting & Reporting, KNDL 210, zip 240		N/A	far@csuchico.edu
Monday, June 3, 2024	June Pay Docks	Docks occurring after this date must be called into the Payroll Office first, and then supported with written documentation.	Absence Reports	Payroll Office, KNDL 220, zip 010	Alison Christensen	5476	alchristensen@csuchico.edu
Monday, June 3, 2024 12:00 noon	Chargebacks (Service Centers Only)	MAY SERVICES <u>Service Centers</u> should submit the CAF forms and electronic billing files from Printing services, Office Copier services, Mailroom services, Telephone services and Bus Reservations throughout the month of May for the timely completion of data entry.		Financial Accounting & Reporting, KNDL 210, zip 240	Melissa Taylor Tiffany Ballard	5133	far@csuchico.edu
Summer Hours Begin							
Tuesday, June 17, 2024 10:00 am	Obligations	Departments who have open CY POs (or other activities) for goods or services will be contacted for more information regarding specific POs or transactions.		Accounts Payable, KNDL 208, zip 243		6426	accountspayable@csuchico.edu

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DATE	TRANSACTION TYPE	DESCRIPTION/INSTRUCTIONS	FORMS	DEPT	CONTACT	EXT	EMAIL
Monday, June 17, 2024	Changes to chartfields, Operating Revenue, Expenses, Travel, or Equipment Expenditures	<p>Prior month correction requests, for transactions for <u>May 2024</u>, may be transmitted via e-mail to Financial Accounting & Reporting (FAR).</p> <p>Correction requests for activity prior to May will be considered for processing based on factors (i.e. materiality).</p>		Financial Accounting & Reporting, KNDL 210, zip 240		N/A	far@csuchico.edu
Thursday, June 20, 2024 12:00 noon	Accounts Receivable - Invoices	Requests to process invoices for actual cost of services provided during the 2023/24 Fiscal Year for any funding from off-campus, including Associated Students and Chico State Enterprises.		Financial Accounting & Reporting, KNDL 210, zip 240	Tiffany Ballard	N/A	far@csuchico.edu
Thursday, June 20, 2024 12:00 noon	Accounts Receivable - Not Yet Invoiced	<p>Requests to process accruals for the estimated amount of funding from off-campus, including Associated Students and Chico State Enterprises.</p> <p>* Important Note: Each department is responsible for notifying Financial Accounting & Reporting of all late transactions and pending payments for documentation and posting of income accruals. Late transactions and pending payments through <u>June 27th</u> should be reported to Tiffany Ballard via e-mail. Information provided in the e-mail should include funding source to be billed, description of services provided or expense incurred, and vendor name.</p>		Financial Accounting & Reporting, KNDL 210, zip 240	Tiffany Ballard	N/A	far@csuchico.edu
Monday, June 24, 2024 12:00 noon	Obligations	Spreadsheets due from departments who were contacted for more information regarding specific POs or transactions as part of the obligations process.		Accounts Payable, KNDL 208, zip 243	Natalie Noziska	6426	accountspayable@csuchico.edu
Monday, June 24, 2024	Changes to chartfields, Operating Revenue, Expenses, Travel, or Equipment Expenditures	<p>Current month correction requests, for transactions for <u>June 2024</u>, may be transmitted via e-mail to Financial Accounting & Reporting (FAR).</p> <p>Correction requests for activity prior to June will be considered for processing based on factors (i.e. materiality).</p> <p>Please contact FAR as soon as possible. Depending on the date and type of correction, FAR will determine if the correction can be posted in current fiscal year.</p>		Financial Accounting & Reporting, KNDL 210, zip 240		N/A	far@csuchico.edu
Tuesday, June 25, 2024 10:00 am	Procurement Credit Card (US Bank VISA)	You will receive a notification from Accounts Payable that the reconciliation cycle is open. **QUICK TURNAROUND NEEDED**		Accounts Payable, KNDL 208, zip 243	Janita Pierce	6426	japierce@csuchico.edu
Wednesday, June 26, 2024 12:00 noon	Chargebacks (Service Centers Only)	<p>JUNE SERVICES State and Auxiliary CAFs</p> <p>* Service Centers should submit CAFs throughout the month of June for the timely completion of data entry.</p> <p>* Electronic billing files for printing services, office copier services, mailroom services, telephone services, ITSS computer inventory, and bus reservations.</p>		Financial Accounting & Reporting, KNDL 210, zip 240	Melissa Taylor Tiffany Ballard	5133	far@csuchico.edu
Thursday, June 27, 2024 10:00 am	Procurement Credit Card (US Bank VISA)	If reconciliation is not completed, default chartfield on file for cardholder will be used. AP will be unable to process corrections to this posting.		Accounts Payable, KNDL 208, zip 243	Janita Pierce	6426	japierce@csuchico.edu