

**FINANCIAL SYSTEMS ADMINISTRATION | QUICK REFERENCE GUIDE****Support****Collector / ID Billing Entries**

When reviewing your general ledger entries, if you have questions regarding document types starting with ID or EB (ID001, EB67, etc.) you will need to contact the billing unit. Billing unit contacts by Document type are listed on the FMS website:

<https://fms.iu.edu/operations/id-billing-contacts/>

**Payroll Accruals**

If you are looking for more information regarding payroll accrual calculations, review the full explanation on the FMS website:

<https://fms.iu.edu/operations/understanding-bi-weekly-payroll-accruals/>

**Calculating Accrued Vacation and Sick**

Instructions for manually calculating the accrued vacation and sick liability for an employee are included as part of the Payroll Standard Operating Procedure 12.0: Termination Processing Procedures for Staff Employees available on the FMS website:

<https://fms.iu.edu/payroll/standard-operating-procedures/payroll-sops/psop-120/>

**Organization Reversion Process**

Needing a more detailed description of the organizational reversion process? Check out the complete explanation on the FMS website:

<https://fms.iu.edu/operations/year-end-reversion-and-carryforward/>

**2016 Year-End Closing Schedule**

Pre-Closing	
<b>Monday, June 6</b>	Generation of the pre-close reports
<b>Thursday, June 30</b>	Last day for billing and encumbrance transactions
First Closing	
<b>Monday, July 4</b>	Indiana University recognizes Independence Day
<b>Tuesday, July 5</b>	Cut-off for Fiscal 2016 AP invoices that were received on or before July 5 and dated on or before June 30
<b>Wednesday, July 6</b>	First closing at 5:00 PM. Entries submitted to FMS for posting due in by noon.  CAMS Processing of GEC's for Fiscal 2016 AP invoices
<b>Thursday, July 7</b>	Publish the First Closing Standard Reports and Campus/Central Administration reports  Run June Depreciation (batch process sets create date for assets created from July 1 through July 7 to June 30, 2016) – Run beginning of batch



Second Closing	
<b>Wednesday, July 13</b>	Second closing at 5:00 p.m. (excluding Auxiliaries)  Last day for 68 Clearing Account Entries
<b>Thursday, July 14</b>	Campuses/Central Administration generate the closing reports
<b>Monday, July 18</b>	All auxiliary vouchers must be entered and approved

Final Closing	
<b>Wednesday, Thursday &amp; Friday July 20-22</b>	Campus Closing Meetings – Allow at least a half day after the auxiliary entries are complete for ASET review
<b>Monday, July 25</b>	Final closing at 5:00 PM. Entries submitted to FMS for posting due in by noon.  CAMS final snapshots
<b>Tuesday, July 26</b>	Publish the final closing standard reports and Campus / Central Administration reports
<b>Wednesday, July 27</b>	Run July depreciation – Run beginning of batch