FY2020 Closing Information and Cut-Off Dates

JHU Period 12 closes on Wednesday, July 8th at 5 PM.

JHU Period 13 is a cleanup period that will open 5PM Tuesday, July 7th and close Friday, July 17th 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2020. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 17th for the Special Authorization Group and close Thursday, July 30th 5PM. Divisions will be closing their general and designated accounts during this period. **Sponsored activity will NOT be allowed during this period.**

JHU Period 15 will open 5PM Thursday, July 30th and close Wednesday, August 5th at 5PM for the Central Finance Office only. **Sponsored activity will NOT be allowed during this period.**

**Important notes:**

CO and FM reports in Analysis will update on a standard schedule, however users have the option to run CO reports in real time by selecting to do so when executing their reports.

Control Salary accounts need to be reviewed and corrected on E-forms by Tuesday June 23rd for FY20.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Master Data requests for FY20 are due by Monday, June 29th

Final special Non-Sponsored Intercompany KB15N Transfers for settlements between JHHS Affiliates and JHU can be made for a few days after period 12 closes but entries must be approved by the JHHS Controller’s Office.