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 23th 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.

**Key JHU Closing Dates for June 2020**

**Period 12**

June 15th – 5PM

- **AP** – Last day for Departments to submit non-employee / employee travel expense reimbursement. (Approved trips & Documents in AP)
- **AP** – Project PO Invoices due to AP
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY20) Periods 12 – 15
Key JHU Closing Dates

June 16th – 5PM
- FSA – Last day for E210 approvals for May 2020

June 18th – 5 PM
- PR - Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services

June 19th – 5 PM
- PURCH – Last Day for PCard orders with vendors to be charged to FY20 (FY21 PCard orders should not begin until 6/26/2020)
- PURCH – Last Day for SAP shopping carts that require action by Procurement Services (orders over $3,000, if quotes are required, or if a contract needs to be signed)
- SUPPLY CHAIN – Last day to submit requisitions from JHU Supply Stores for FY20

June 23rd – 2 PM
- PR – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

June 23rd – 5PM
- AP – Last day for Online Payment Requests (Approved documents in AP) due from Department
- FRC – Last day for Departments to submit Control Salary Corrections on E-forms for FY20
- FRC – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY20

June 24th & 25th – ALL DAY
- FRC – No E-form approvals (Semi-Monthly Payroll processing)

June 25th – 5PM
- PURCH – FY20 May’s JP Morgan Executive Card (Concur Expense Waves 9-12), all PCard & all CBTC Allocations & Approvals in PaymentNet
- FRC – E-forms approver role de-activated due to year-end Payroll processing. An email will be sent out informing you when the E-form approval role is re-activated

June 26th – 5PM
- PURCH – FY21 PCard orders resume
- AP – Last day for Online Approval of Travel Reimbursements & Check Requests
- ARSSC – Last day for departments to submit June billing parked invoices

June 29th – 5PM
- SM – Non-Sponsored Master Data requests due to EBS by 5PM for creation in FY20
- PURCH – FY20 JP Morgan Executive Card (Concur Expense Waves 1-9) & Corporate Travel Card (Concur Expense Waves 1-9) expense reports with final approvals by managers and cost object approvers in Concur Expense

June 30th – 12PM
- CA – Cash bank deposits & remote check deposits due to Cash Accounting
June 30th – 3PM
- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY20

June 30th – 5PM
- **AP** – Last day for Accounts Payable to post employee / non-employee Travel & Online Payment Requests
- **AP** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program

July 1st – 5 PM
- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

July 3rd – Johns Hopkins University Closed for 4th of July

July 6th – 5PM
- **IE** – Intercompany KB15N Spreadsheets due to Inter-Entity Shared Services
- **GA** – Intra-Entity JHU KB15N spreadsheets due to General Accounting (GA)
- **IE** – Intercompany CO Allocations (Interfaces & Assessments) other than KB15Ns due to IE Shared Services
- **GA** – Intra-Entity CO Allocations (Interfaces & Assessments) other than KB15Ns due to General Accounting
- **IE** – Intercompany journals due to Inter-Entity Shared Services
- **GA** – Intra-Entity JHU Journal entries, uploads & parked documents due to GA
- **CA** – Last day for cash receipt uploads & open item deposit transmittals – P12
- **SM** – Run Depreciation – Period 12

July 7th – 2PM
- **CA** – Final Cash Journal & Cash Postings Processed
- **FRC** – Last day to submit Non-Payroll Cost Transfers – Period 12

July 7th – 5PM
- **SM** – JHU Open Period 13

**Period 13 – OPEN July 7th at 5PM**

July 8th – 12PM
- **IE** – Final Intercompany KB15N & Journals Processed – Period 12
- **GA** – Final JHU Journal Entries Processed – Period 12

July 8th – 2PM
- **PR** - Last day to submit Time Entry 7/15 Semi-Monthly Payroll
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY20) Periods 12 – 15
Key JHU Closing Dates

July 8th – 5PM
- **FRC** – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY21
- **SM** – JHU Period Close 12
- **SM** – Final PS closing – AUC & Settlement – Period 12
- **ARR** – Run ARR (after Recharge and F&A) – Period 12
- **ARSSC** - Final LOC Billing runs at night – Period 12

July 9th & 10th – ALL DAY
- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

July 9th & 10th – 5PM
- **FQC** - Distribution of JHU Monthly reports – Period 12

July 10th – 5PM
- **PURCH** - FY20 June’s JP Morgan Executive Card (Concur Expense Waves 10-12), all PCard, & all CBTC Allocations & Approvals in PaymentNet

July 13th – 5PM
- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 13
- **GA** – JHU General Accounting distributes to Divisions report of invoices paid in July (7/1-7/10) for accrual entries

July 15th – 12PM
- **GA** - Last day for divisions to submit Intra-Entity JHU KB15N’s for Period 13 to JHU GA. (No JHHS/JHU Intercompany transactions allowed in Period 13)
- **GA** - Last day for divisions to submit Period 13 Journal Entries & uploads to JHU General Accounting. Final sponsored related entries due – Period 13

July 16th – 12PM
- **GA** – Report of July invoices for accruals due back to JHU General Accounting

July 16th – 5PM
- **PR** – Last day for E210 approvals for June FY20
- **CA** – Last day for cash receipt uploads & open item deposit transmittals – Period 13
- **FRC** – Last day to submit Non-Payroll Cost Transfers – Period 13
- **GA** - UA Gift Tax to Run Day Before Period 13 Close

July 17th – 2PM
- **CA** – Final June Cash posting – Period 13
- **FRC** – Last day to process Non-Payroll Cost Transfers – Period 13
- **SM** – Close Period 13 for all GL accounts and users, except Special Authorization Users

July 17th – 5PM
- **GA** – Execute Final Intra-Entity JHU KB15N spreadsheets – Period 13
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY20) Periods 12 – 15
Key JHU Closing Dates

- **GA** – Final Intra-Entity JHU Journals processed by GA – Period 13
- **GA** – GA to process approved Divisional Accrual entries for invoices paid July 1st – 10th
- **SM** – JHU Close Period 13
- **SPSS** – Sponsored transactions will **NOT** be processed after Period 13 closes
- **SM** – Final PS closing – AUC & Settlement – Period 13
- **SM** – Run Depreciation – Period 13
- **GA** – Run 4th Quarter Endowments
- **SM** – JHU Open Period 14
- **ARR** – Run ARR (after Recharge and F&A) – Period 13

**July 20th – 5PM**
- **FQC** – Distribution of JHU Monthly reports – Period 13
- **SM** – Run Special Ledger Carryforward

**July 21st – 5PM**
- **FQC** - Distribution of JHU Monthly reports – Period 13
- **PR** – Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services

**July 23rd – 5PM**
- **GA** – Final Intra-Entity JHU Journal Processed by GA – Period 14

**July 24th – 2PM**
- **PR** – Last day to submit Time Entry 7/31 Semi-Monthly Payroll

**July 24th – 5PM**
- **FRC** – Last day to submit 7/31 Semi-Monthly Payroll Cost Transfers – FY21

**July 27th & 28th – ALL DAY**
- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

*Central JHU Finance Offices Only*

**Period 14 (Non-Sponsored)**

**July 17th – 5PM**
- **SM** – JHU Open Period 14

**July 28th – 5PM**
- **SM** – Final Close of FY20 Assets

**July 30th – 5PM**
- **SM** – JHU Close Period 14
**UNIVERSITY CALENDAR - FINAL**
Communication to JHU Users June (FY20) Periods 12 – 15
Key JHU Closing Dates

**Period 15 (Non-Sponsored)**

July 30\(^{th}\) – 5PM
- **SM** – JHU Open Period 15

August 5\(^{th}\) – 5 PM
- **SM** – JHU Close Period 15

August 7\(^{th}\) – 5 PM
- **SM** – Fund Balance Carryforward JHU Non-General Funds

August 17\(^{th}\) – 5 PM
- **SM** – Fund Balance Carryforward JHU General Fund