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

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
- **ARSSSC** – Last day for departments to submit June billing parked invoices
Key JHU Closing Dates

June 29\textsuperscript{th} – 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 30\textsuperscript{th} – 12PM

- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting

June 30\textsuperscript{th} – 3PM

- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY20

June 30\textsuperscript{th} – 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 1\textsuperscript{st} – 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 3\textsuperscript{rd} – Johns Hopkins University Closed for 4\textsuperscript{th} of July

July 6\textsuperscript{th} – 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 7\textsuperscript{th} – 2PM

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

July 7\textsuperscript{th} – 5PM

- **SM** – JHU Open Period 13