FY2013 Closing Information and Cut-Off Dates

Period 12 closes on Monday, July 8 at 5 PM and will be a “somewhat routine” monthly close for June 2013.

Period 13 is a cleanup period that will open Monday evening 5 PM, July 8 and close Friday, July 19. This 2-week period will give departments and divisions additional time to review their information, reports and make corrections in FY2013. This will be the final period for processing Sponsored activity.

Period 14 will open Friday evening, July 19 and close Monday, July 29. Divisions will be closing their general and designated accounts during this period. **Sponsored activity will NOT be allowed during this period.**

Period 15 will open Monday evening, July 29 and close Friday, August 2 for the Central Finance Office only.

**Important notes:**

CO reports in BW will update 3 times daily throughout the closing period. Departmental users do not have to wait until the end of Period to get information.

Control Salary accounts need to be reviewed and corrected on e-forms by June 21, 2013.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

**Key JHU Closing Dates for June 2013**

**Period 12**

June 4th – 5 PM
- Last day for departments to submit ISR 06/14 Semi Monthly Payroll

June 7th – 2 PM
- Last day for departments to submit Time Entry 06/14 Semi Monthly Payroll

June 7th – 5 PM
- Last day for 06/14 Semi Monthly Payroll Cost Transfers

June 10th & 11th
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of May Non-Sponsored and Sponsored Reports

June 14th – 5 PM
- Last Day for P-Card orders with vendors to be charged to FY13 (PCard orders should not resume until 6/27/13; Posting in FY13 for back orders is not guaranteed)
- Last Day for SAP shopping carts that require action by Supply Chain Shared Services (orders over $2,500, if quotes are required, or if a contract needs to be signed)
Period 12 cont.

June 14th – 5 PM
- Last Day for guaranteed posting of approved Online Employee/non-Employee Travel/Expense reimbursements in AP Work Queue for FY2013. (Any documents received in Accounts Payable Shared Services after 5 PM June 14th will process in the order received. Posting is NOT guaranteed for FY13.)

June 18th – 5 PM
- Last day for ISR forms for 6/28 Semi Monthly Payroll to HR Shared Services

June 20th – 5 PM
- Last day for E210 approvals for May 2013 (FY13)

June 21st – 2 PM
- Last day to submit Time Entry 6/28 Semi Monthly Payroll

June 21st – 5 PM
- Last day for 06/28 Semi Monthly Payroll Cost Transfers FY13
- Control Salary accounts corrections on e-forms due
- Last day for departments to submit approved Non Sponsored Master Data Requests to EBS
- Last day to submit requisitions from JHU Supply Stores for FY13
- Online Payments and Non-Employee Reimbursements approved and in the AP Work Queue for FY13. (Any documents received in Accounts Payable Shared Services after 5 PM June 21 will process in the order received. Posting is NOT guaranteed for FY13.)

June 24th
- No e-form approvals (Semi-monthly payroll processing)

June 25th – 5 PM
- No e-form approvals (Semi-monthly payroll processing)
- Last day for JHU departments to submit May’s JP Morgan P-Card allocations and approvals.

June 26th
- Last day for ISR forms for 7/2 weekly payroll to HR Shared Services

June 27th – Noon
- Last day for June’s Cash Bank Deposits to JHU Garland Hall Cash Accounting office

June 27th – 5 PM
- Last day for departments to submit June billing parked documents

June 28th – 4 PM
- Last day for June’s remote check deposits to JHU Keswick Cash Accounting Office

June 28th – 5 PM
- Last day for ISR forms for 7/15 semi-monthly payroll to HR Shared Services
- Last day for Accounts Payable to process online approval of travel reimbursements and check requests
- Last day for departments and Central Finance Office to process goods receipts
- Accounts Payable starts working in FY2014

July 1st – 5 PM
- Last day for departments to submit cash receipt uploads and open item deposit transmittal receipts to Cash Accounting
- ARSSSC Billing approves & releases parked invoices
**Period 12 cont.**

July 2nd – 5 PM
- Last day to submit KB15N spreadsheet uploads to Inter-Entity SSC, Intra-Entity JHU General Accounting
- Last day to submit CO Allocations (Interfaces & Assessments) other than KB15N’s
- Last day for JHU divisions to submit journal entries, uploads, and parked documents to General Accounting.

July 3rd – 5 PM
- Last day for Cash Journals & Final Cash Posting

July 4th – **Johns Hopkins University Closed for 4th of July**

July 5th
- Final LOC Billing runs at night Period 12.
- Last day to submit Non-Payroll Cost Transfers for Period 12

July 8th – NOON
- Last day for Inter-Entity SSC and Intra-Entity to process KB15N, interfaces and other CO allocations for Period 12.
- Period 12 Interfaces processed
- Last day for General Accounting to process journal entries, uploads, and parked documents to Period 12.
- Last day for FRC to process Non-Payroll Cost Transfers

July 8th – 2 PM
- Last day to submit Semi Monthly Time Entry for 7/15 FY14

July 8th – 5 PM
- Last day for 07/15 Semi Monthly Payroll Cost Transfers
- Period 12 Closed for JHU - Open Period 13
- Final PS closing – AUC & Settlement Period 12
- Run Depreciation Period 12

**Period 13**

July 8th – 5PM
- Period 13 Open JHU Only

July 9th
- No e-form approvals (Semi-monthly payroll processing)
- Distribution of Sponsored and Non-Sponsored reports for JHU Period 12

July 10th
- No e-form approvals (Semi-monthly payroll processing)

July 12th
- Last day for JHU departments to complete June’s JP Morgan P-Card allocations and approvals
- Divisions receive report of invoices paid in July (7/1-7/11) for accrual entries.

July 16th – 5 PM
- Last day for divisions to submit KB15N spreadsheet uploads for period 13 to JHU General Accounting for INTRA-ENTITY. (No JHHS/JHU inter-entity transactions allowed in period 13)
Period 13 cont.
- Last day for divisions to submit Period 13 Journal Entries and uploads to JHU General Accounting

July 17th – 5 PM
- Last day for divisions to submit period 13 Cash Receipt uploads and open item Deposit Transmittals for FY13 to Cash Accounting
- Accrual report due back to General Accounting from Divisions

July 18th – 5 PM
- Last day for E210 approvals for June FY13
- Last day for division to submit Non Payroll Cost Transfers for Period 13
- Last day for departments to submit ISR 07/31 Semi Monthly Payroll

July 19th – NOON
- Last day for Intra-Entity to process KB15N, JHU interfaces and other CO allocations for Period 13.
- Last day for Cash Accounting to post Period 13 Cash Receipt uploads and open item Deposit Transmittals for FY13.
- Last day for General Accounting to post accruals
- Last day for FRC to process Non-Payroll Cost Transfers

July 19th – 5 PM
- General Accounting to process accrual entries for invoices paid in July.
- Final Project System (PS) closing and Asset Under Construction (AUC) Settlement Period 13
- Run Depreciation Period 13
- Run 4th Quarter Endowment
- Run Special Ledger Carry forward
- Close Period 13 for JHU departments and divisions
- No Sponsored transactions will be processed after Period 13 closes

July 20th
- Run ARR (after Recharge and F & A) 9 pm

Central Finance Offices Only

Period 14

July 19th -5 PM
- Open Period 14 JHU

July 29th – 5 PM
- Final Close of FY13 Assets
- Close Period 14 for JHU
- Open Period 15 for JHU

Period 15

July 30th – 5 PM
- Distribution of Sponsored and Non-Sponsored reports for JHU Period 14

August 2nd – 5 PM
- Close and finalize Period 15 for JHU

August 7th – 5 PM
- Fund balance carry forward JHU non general funds

August 23rd – 5 PM
- Fund balance carry forward JHU general funds
**July 2013**

July 24th – 2 PM
- Last day for departments to submit Time Entry 07/31 Semi Monthly Payroll

July 24th – 5 PM
- Last day for 07/31 Semi Monthly Payroll Cost Transfers

July 25th & 26th
- No e-form approvals (Semi-monthly payroll processing)