

FY24 Closing Information and Cut-Off Dates

Period 12 – OPEN May 20th at 5PM

June 12th – 5PM

- **PURCH** – Approve Concur Expense Reports for May 2024 due (JPMorgan Corporate & Executive Travel Card Expenses)

June 13th – 5PM

- **PURCH** – Last day for Departments to submit non-employee travel expense reimbursements (Approved trips & Documents)
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for JPMorgan June 2024 Executive & Corporate Travel Card
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for JP Morgan FY24 Executive & Corporate Travel Card.
- **AP** – Project PO Invoices due to AP.

June 14th – 5PM

- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services

June 17th – 5PM

- **SM** – Open FY25 Period 1

June 18th – 5PM

- **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)
- **PURCH** – Recommended last possible day for PCard orders with vendors to be charged to FY24 (must be accrued if not fully approved by 6/28/24; FY25 PCard orders should not begin until 6/26/2024)
- **PURCH** – Last Day for Online Approval of Non-Employee Travel Reimbursements
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for Employee Reimbursements
- **SUPPLY CHAIN** – Last day to submit requisitions from JHU Supply Stores for FY24
- **FSA** – Last day for May FY24 E210 approvals

June 19th – Johns Hopkins University Closed for Juneteenth

June 21st – 2PM

- **PR** – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

June 21st – 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 FY24
- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY24

June 24th – 5PM

- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for May 2024 PCard & CBTC
- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for FY24 PCard & CBTC

June 24th & 25th – ALL DAY

- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

June 26th – 5PM

- **AP** – Last day for Online Approval of Check Requests

- **ARSSC** – Last day for departments to submit June 2024 billing parked invoices
- **PURCH** – FY25 PCard orders resume

June 27th – 5PM

- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY24

June 28th – 12PM

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

June 28th – 5PM

- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY24
- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for June 2024 PCard & CBTC (otherwise must be accrued)
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program
- **SM** – 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
- **SM** – Year-End PBC commitment process starts
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

June 28th – 6PM

- **SM** – PBC Carryforward - Year-End PBC commitment process starts

July 1st – 12:01am

- **FM** Encumbrances Carryforward - starts at midnight (12:01AM) of 7/1

July 3rd – 5 PM

- **IE** – Intercompany KB15N Spreadsheets due to Inter-Entity Shared Services
- **GA** – Intra-Entity JHU KB15N spreadsheets due to General Accounting (GA)
- **IE** – Intercompany Interfaces & Assessments due to IE Shared Services
- **GA** – Intra-Entity Interfaces & Assessments 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 - Period 12
- **SM** – Depreciation Run – Period 12

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