

## **FY24 Closing Information and Cut-Off Dates**

JHU Period 13 is a cleanup period that will open 2PM Monday, July 8<sup>th</sup> and closes Friday, July 12<sup>th</sup> at 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY24. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 12<sup>th</sup> for the Special Authorization Group and closes Friday, July 26<sup>th</sup> 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 Friday, July 26<sup>th</sup> 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 Friday, June 21<sup>st</sup> for FY24.
- Sponsored activity is not allowed after Period 13. JHHS transactions must be completed in Period 12.
- Non-Sponsored Master Data requests for FY24 are due by Thursday, June 27<sup>th</sup>.
- 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.

### 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**

**Period 13 – OPEN July 8th at 2 PM**

July 8th – 12PM

- **GA** – Department Accruals for SOM must be submitted by noon.

July 8th – 2PM

- **SM** – JHU Open Period 13
- **IE** – Intercompany KB15N & Journals Processed - Period 12
- **GA** – Final JHU Journal Entries Processed - Period 12
- **CA** – Final Cash Journal & Cash Postings Processed
- **FRC** – Last day to submit Non-Payroll Cost Transfers - Period 12
- **SM** – JHU Interfaces Completed - Period 12
- **PR** - Last day for Time Entry submissions for 7/15 Semi-Monthly Payroll
- **SM** – Final PS closing – AUC & Settlement – Period 12 Close all GL accts, except 69\*, 49\*, and 29\* for ALL Users except Spec. Auth. Users.
- **FRC** – Non-Payroll Cost Transfers - Depts to submit Non-Payroll Cost Transfers - Period 12

July 8th – 5PM

- **FRC** – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY25
- **PURCH** – June Pcard & CBTC Allocations & Approvals in JPMorgan PaymentNet Period 13
- **SM** – JHU Period Close 12
- **ARSSC** – Final LOC Billing runs at night - Period 12

July 9th – 12:01 AM

- **ARR** – Run ARR (after Recharge and F&A) - Period 12

July 9th – 12PM

- **GA** – Department Accruals for SOM must be submitted by noon.
- **GA** – GA distributes to Divisions report of invoices paid in July (7/1-7/8) for accrual entries

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 11th – 5PM

- **FRC** - Depts to submit Non-Payroll Cost Transfers - Period 13

July 12th – 11AM

- **SM** – Close Period 13 for all GL accounts and users, except Special Authorization Users

July 12th – 12PM

- **GA** – Report of July invoices for accruals due back to JHU GA
- **GA** – Last day for divisions to submit Intra-Entity JHU KB15N's for Period 13 due to JHU GA. (No JHHS/JHU Intercompany transactions allowed in Period 13)
- **GA** – Departmental Accruals due from SOM only must be submitted by noon – Period 13
- **GA** – Last day for divisions to submit Period 13 Journal Entries & uploads to JHU GA. Final sponsored related entries due – Period 13
- **SM** – JHU Interfaces Completed - Period 13

July 12th – 2PM

- **CA** – Final June Cash posting - Period 13
- **FRC** – FRC processes Non-Payroll Cost transfers - Period 13

July 12th – 5PM

- **CA** – Last day for cash receipt uploads & open item deposit transmittals - Period 13
- **IE** – Special Close for Health System/University Non-Sponsored Final Approved Inter-Entity Transactions
- **GA** – Final Intra-Entity JHU KB15N spreadsheets - Period 13
- **GA** – Final Intra-Entity JHU Journals processed by GA - Period 13
- **GA** – GA to process approved Divisional Accrual entries for invoices paid July 1<sup>st</sup> – 8<sup>th</sup>
- **GA** – Non-SOM Division update requests for auto closeouts due to GA
- **SPSS** – Sponsored transactions will **NOT** be processed after Period 13 closes
- **SM** – Final PS closing – AUC & Settlement - Period 13
- **SM** – Depreciation Run - Period 13
- **GA** – Run 4<sup>th</sup> Quarter Endowments
- **ARR** – Run ARR (after Recharge and F&A) - Period 13
- **GA** – UA Gift Tax to Run Period 13
- **SM** – JHU Close Period 13

July 15th – 5PM

- **SM** – Period 13 Close CO, FM and remaining GL's for prior month for Spec. Auth. Users.

July 16th & 17th – 5PM

- **FQC** – Distribution of JHU Monthly reports - Period 13

July 17th – 5PM

- **PR** – Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services

July 18th – 5PM

- **FSA** – Last day for June FY24 E210 approvals
- **SM** – Run Special Ledger Carryforward

July 19th – 10AM

- JHHS Close CO, FM, Assets and remaining GL's for JHHS Period 12

July 23rd – 2PM

- **PR** – Last day to submit Time Entry 7/31 Semi-Monthly Payroll Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services

July 24th – 5PM

- **FRC** – Last day to submit 7/31 Semi-Monthly Payroll Cost Transfers

July 25th & 26th – ALL DAY

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

July 26<sup>th</sup> – 5PM

- **SM** – Open FY25 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets

## Central JHU Finance Offices Only

### Period 14 (Non-Sponsored)

July 12<sup>th</sup> – 5PM

- **SM** – JHU Open Period 14
- **GA** – Final Intra-Entity JHU Journals Processed by GA - Period 14

July 26<sup>th</sup> – 5PM

- **SM** – JHU Close Period 14

July 29<sup>th</sup> – 5PM

- **SM** – Final Close of FY24 Assets
- **GA** – Automated closeouts posted to SAP

July 31<sup>st</sup> – 5PM

- **FQC** – Distribution of Monthly Reports Period 14

### Period 15 (Non-Sponsored)

July 30<sup>th</sup> – 5PM

- **SM** – JHU Open Period 15

August 5<sup>th</sup> – 12 PM

- **GA** - Distribute rollforward sheets to non-SOM divisions

August 5<sup>th</sup> – 5 PM

- **SM** – JHU Close Period 15

August 8<sup>th</sup> – 5 PM

- **SM** – Fund Balance Carryforward JHU Non-General Funds

August 9<sup>th</sup> – 5 PM

- **GA** – SOM Divisions complete and return rollforward sheets to GA

August 12<sup>th</sup> – 5 PM

- **GA** - GA to process rollforward entries

August 16<sup>th</sup> – 5 PM

- **SM** – Fund Balance Carryforward JHU General Fund.

August 30<sup>th</sup> – 5 PM

- **GA** - Divisions complete and return Deficit Reduction Plans to GA
- **GA** - GA to review and finalize Deficit Reduction Plans

September 20<sup>th</sup> – 5 PM

- **GA** - GA to cure deficits for which Deficit Reduction Plans were rejected