

**UNIVERSITY CALENDAR – DRAFT**  
**Communication to JHU Users June (FY25) Periods 12 – 15**  
**Key JHU Closing Dates**

**FY2025 Closing Information and Cut-Off Dates**

JHU Period 12 opens on Monday, May 19<sup>th</sup> at 5 PM.

JHU Period 12 closes on Tuesday, July 8<sup>th</sup> at 5 PM

JHU Period 13 is a cleanup period that will open 2PM Tuesday, July 8<sup>th</sup> and closes Friday, July 18<sup>th</sup> at 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2025. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 18<sup>th</sup> for the Special Authorization Group and closes Friday, July 25<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 25<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 Monday, June 23<sup>rd</sup> or FY25.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Non-Sponsored Master Data requests for FY25 are due by Friday, 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.

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**Period 12 – OPEN May 19th at 5PM**

**June 12<sup>th</sup> – 5PM**

- **PURCH** – Approve Concur Expense Reports for May 2025 due (JPMorgan Travel Card Expenses)
- **PURCH** – Online Approval of Concur Expense JPMorgan FY26 June & FY2025 Exec/Corp Travel Card Reports
- **PURCH** – Last day for Departments to submit non-employee travel expense reimbursements (Approved trips & Documents)
- **AP** – Project PO Invoices due to AP

**June 16<sup>th</sup> – 5PM**

- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services
- **SM** – Open FY26 Period 1

**June 17<sup>th</sup> – 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** – Purchasing to Approve Non-Employee Reimbursement
- **PURCH** – Purchasing to Approve Online Concur Expense FY 25 Employee Reimbursement
- **SUPPLY CHAIN** – Last day to submit requisitions from JHU Supply Stores for FY25

**June 19<sup>th</sup> – Johns Hopkins University Closed for Juneteenth**

**June 20<sup>th</sup>**

- **AP** – Last day for Online Payment Requests (Approved documents in AP) due from Department

**June 23<sup>rd</sup> – 5PM**

- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY25
- **FRC** – Last day for Departments to submit Control Salary Corrections on E-forms for FY25
- **PR** – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

**June 24<sup>th</sup> & 25<sup>th</sup> – ALL DAY**

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

**June 25<sup>th</sup> – 5PM**

- **FSA** – Last day for May FY25 E210 approvals
- **PURCH** – All May 2025 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

**June 26<sup>th</sup> – 5PM**

- **ARSSC** – Last day for departments to submit June 2025 billing parked invoices
- **PURCH** – FY26 PCard orders resume
- **AP** – Last day for Online Approval of Check/Payment Requests

**June 27<sup>th</sup> – 5PM**

- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY25
- **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
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

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**June 30<sup>th</sup> – 5PM**

- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY25
- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for June 2025 PCard & CBTC (otherwise must be accrued)
- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program
- **SM** – Depreciation Run – Period 12

**July 3<sup>rd</sup> – 5PM**

- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12
- **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

**July 4<sup>th</sup> – Johns Hopkins University Closed for 4<sup>th</sup> of July**

**July 7<sup>th</sup> – 12PM**

- **GA** – SOM Departmental FY 2025 Accruals Due

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**Period 13 – OPEN July 8<sup>th</sup> at 2PM**

**July 8<sup>th</sup> – 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 7/15/2025 semi-monthly payroll

**July 8<sup>th</sup> – 5PM**

- **ARSSC** – Final LOC Billing runs at night – Period 12
- **FRC** – Last day for 7/15/2025 Semi-monthly payroll cost transfers (FY26)
- **GA** – JHHS FY25 Manual Accruals Due
- **SM** – JHU Period Close 12

**July 8<sup>th</sup> – 11:59PM**

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

**July 9<sup>th</sup> – 5PM**

- **FRC** – No E-Form Approvals (Semi Mo Pay Processing)

**July 9<sup>th</sup> & 10<sup>th</sup> – 5PM**

- **FQC** – Distribution of JHU Monthly reports – Period 12

**July 10<sup>th</sup> – 12PM**

- **GA** – JHU General Accounting distributes to Division's a report of invoices paid in July (7/1-7/9) for accrual entries

**July 11<sup>th</sup> – 12PM**

- **GA** – Departmental Accruals due from SOM only must be submitted by noon – **Period 13**

**July 16<sup>th</sup> – 12PM**

**July 11<sup>th</sup> – 2PM**

- **GA** – Report of July invoices for accruals due back to JHU GA
- **GA** – Final Intra-Entity JHU KB15N spreadsheets – Period 13
- **GA** – Final Intra-Entity JHU Journals processed by GA – Period 13

**July 17<sup>th</sup> – 5PM**

- **FRC** – Last day to submit Non-Payroll Cost Transfers – Period 13
- **GA** – UA Gift Tax to Run Period 13

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**July 18<sup>th</sup> – 10AM**

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

**July 18<sup>th</sup> – 2PM**

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

**July 18<sup>th</sup> – 5PM**

- **CA** – Last day for cash receipt uploads & open item deposit transmittals – Period 13
- **PR** – Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services
- **FSA** – Last day for June FY25 E210 approvals
- **GA** – Last day for divisions to submit Period 13 Journal Entries & uploads 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** – GA to process approved Divisional Accrual entries for invoices paid July 1<sup>st</sup> – 9<sup>th</sup>
- **GA** – Run 4<sup>th</sup> Quarter Endowments
- **SM** – Final PS closing – AUC & Settlement – Period 13
- **SM** – Depreciation Run – Period 13
- **SM** – Run ARR (after Recharge and F&A) – Period 13
- **SM** – Close Period 13 for all GL accounts and users, except Special Authorization Users
- **IE** – Special Close for Health System/University Non-Sponsored Final Approved Inter-Entity Transactions
- **SPSS** – Sponsored transactions will **NOT** be processed after Period 13 closes
- **GA** – Final sponsored related entries due – Period 13
- **SM** – Run Special Ledger Carryforward
- **SM** – JHU Close Period 13
- **SM** – JHU Open Period 14

**July 21<sup>st</sup> & 22<sup>nd</sup> – 5PM**

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

**July 24<sup>th</sup> – 2PM**

- **PR** – Last day for Time Entry submissions for 7/31/2025 semi-monthly payroll

**July 24<sup>th</sup> – 5PM**

- **FRC** – Last day for 7/31/2025 Semi-monthly payroll cost transfers
- **SM** – Open FY26 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets

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**July 25<sup>th</sup> & 26<sup>th</sup> – ALL DAY**

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

**July 25<sup>th</sup> – 5PM**

- **SM** - Final Close of FY25 Assets
- **SM** - JHU Close Period 14

**July 28<sup>th</sup> – 5PM**

- **GA** – GA Automated closeouts posted to SAP

**July 30<sup>th</sup> – 5PM**

- **SM** – Fund Balance Carryforward JHU All funds Round 1 – Non-General Funds
- **SM** – JHHS - Fund Balance Carryforward JHHS All Funds
- **FQC** – Distribution of Monthly Reports Period 14

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**Central JHU Finance Offices Only**

**Period 14 (Non-Sponsored)**

July 18<sup>th</sup> – 5PM

- **SM** – JHU Open Period 14
- **GA** – Final Intra-Entity JHU Journals Processed by GA – Period 13

July 25<sup>th</sup> – 5PM

- **SM** – Final Close of FY25 Assets
- **SM** – JHU Close Period 14

July 30<sup>th</sup> – 5PM

- **SM** – Fund Balance Carryforward JHU All funds Round 1 – Non-General Funds
- **SM** – JHHS - Fund Balance Carryforward JHHS All Funds
- **FQC** – Distribution of Monthly Reports Period 14

**Period 15 (Non-Sponsored)**

July 25<sup>th</sup> – 5PM

- **SM** – JHU Open Period 15

August 6<sup>th</sup> – 5 PM

- **SM** – JHU Close Period 15

August 12<sup>th</sup> – 5 PM

- **SM** – Fund Balance Carryforward JHU All funds Round 2 - General Funds

August 29<sup>th</sup> – 5 PM

- **GA** – Divisions complete and return Deficit Reduction Plans to GA

September 12<sup>th</sup> – 5 PM

- **GA** – GA to review and finalize Deficit Reduction Plans

September 19<sup>th</sup> – 5 PM

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