FY2021 Closing Information and Cut-Off Dates

JHU Period 12 opens on Monday, May 24th at 5 PM.

JHU Period 12 closes on Thursday, July 8th at 5 PM.

JHU Period 13 is a cleanup period that will open 5PM Wednesday, July 7th and close Friday, July 16th 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2021. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 16th for the Special Authorization Group and close Wednesday, July 28th 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 Wednesday, July 28th and close Wednesday, August 4th at 5PM 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 Wednesday, June 23rd for FY21.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Non-Sponsored Master Data requests for FY21 are due by Tuesday, June 29th

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.

Key JHU Closing Dates for June 2021

**Period 12 – OPEN May 24th at 5PM**

- **June 11th – 5PM**
  - PURCH – Concur Expense Reports for May 2021 due (JPMorgan Travel Card Expenses)

- **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
Key JHU Closing Dates

June 17th – 5PM
- **PURCH** – Last Day for PCard orders with vendors to be charged to FY21 (FY22 PCard orders should not begin until 6/28/2021)
- **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 FY21

June 18th – 5PM
- **FSA** – Last day for June FY21 E210 approvals

June 21st – 5 PM
- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services
- **SM** – Open FY22 Period 1

June 23rd – 2 PM
- **PR** – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

June 23rd – 5 PM
- **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 FY21
- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY21

June 24th & 25th – ALL DAY
- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

June 25th – 5 PM
- **PURCH** – All May 2021 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

June 28th – 5PM
- **AP** – Last day for Online Approval of Non-Employee Travel Reimbursements & Check Requests
- **ARSSC** – Last day for departments to submit June 2021 billing parked invoices
- **PURCH** – FY22 PCard orders resume
- **PURCH** – Concur expense reports for June 2021 due (JPMorgan Executive & Corporate Travel Card)
- **PURCH** – Last day for Online Approval of Concur Expense Reports for Employee Reimbursements & JPMorgan Executive & Corporate Travel Card

June 29th – 5PM
- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY21
- **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 30th – 12PM
- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY21) Periods 12 – 15
Key JHU Closing Dates

June 30th – 5PM
• PURCH – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY21
• AP – Last day for Accounts Payable to post employee / non-employee Travel & Online Payment Requests
• ARSSC – Final approval for June parked invoices
• ARSSC – Billing approves & releases parked invoices and runs billing plan program

July 1st – 5 PM
• CA – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12

July 2nd – 5 PM
• PR – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

July 5th – Johns Hopkins University Closed for 4th of July

July 6th – 5PM
• 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

Period 13 – OPEN July 7th at 5PM

July 7th – 5PM
• SM – JHU Open Period 13

July 8th – 2PM
• IE – Intercompany KB15N & Journals Processed – Period 12
• IE - Final Assessments & Distributions - Period 12
• GA – Final JHU Journal Entries Processed – Period 12
• CA – Final Cash Journal & Cash Postings Processed
• PR - Last day for Time Entry submissions for 7/15 Semi-Monthly Payroll
• FRC – Last day to submit Non-Payroll Cost Transfers – Period 12
• SM – JHU Interfaces Completed – Period 12
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY21) Periods 12 – 15
Key JHU Closing Dates

July 8th – 5PM
- SM – Final PS closing – AUC & Settlement – Period 12
- ARR – Run ARR (after Recharge and F&A) – Period 12
- ARSSC – Final LOC Billing runs at night – Period 12
- FRC – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY22
- SM – JHU Period Close 12

July 9th – 5PM
- PURCH – All June 2021 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet – Period 13

July 9th & 12th – ALL DAY
- FRC – No E-form approvals (Semi-Monthly Payroll processing)

July 9th & 12th – 5PM
- FQC – Distribution of JHU Monthly reports – Period 12

July 12th – 5PM
- GA – JHU General Accounting distributes to Divisions report of invoices paid in July (7/1-7/10) for accrual entries

July 13th – 5PM
- CA – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 13

July 15th – 12PM
- 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 – Last day for divisions to submit Period 13 Journal Entries & uploads to JHU GA. Final sponsored related entries due – Period 13
- GA – Report of July invoices for accruals due back to JHU GA

July 15th – 2PM
- FRC – Last day to submit Non-Payroll Cost Transfers – Period 13

July 16th – 12PM
- SM – JHU Interfaces Completed – Period 13

July 16th – 2PM
- CA – Final June Cash posting – Period 13
- SM – Close Period 13 for all GL accounts and users, except Special Authorization Users
- FRC – Last day to process Non-Payroll Cost Transfers – Period 13
UNIVERSITY CALENDAR - FINAL
Communication to JHU Users June (FY21) Periods 12 – 15
Key JHU Closing Dates

**July 16th – 5PM**
- CA – Last day for cash receipt uploads & open item deposit transmittals – Period 13
- GA – UA Gift Tax to Run Day Before Period 13 Close
- 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 1st – 10th
- 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 4th Quarter Endowments
- ARR – Run ARR (after Recharge and F&A) – Period 13
- SM – JHU Close Period 13
- SM – JHU Open Period 14

**July 19th – 5PM**
- SM – Open FY22 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets

**July 19th & 20th – 5PM**
- FQC – Distribution of JHU Monthly reports – Period 13

**July 20th – 5PM**
- FSA – Last day for July FY22 E210 approvals
- SM – Run Special Ledger Carryforward
- PR – Last day for ISR forms for 7/30 Semi-Monthly Payroll to HR Shared Services

**July 23rd – 2PM**
- PR – Last day for Time Entry submissions for 7/30 Semi-Monthly Payroll

**July 23rd – 5PM**
- FRC – Last day to submit 7/30 Semi-Monthly Payroll Cost Transfers

**July 26th & 27th – ALL DAY**
- FRC – No E-form approvals (Semi-Monthly Payroll processing)

**July 26th – 5PM**
- GA – Final Intra-Entity JHU Journal Processed by GA – Period 14
Central JHU Finance Offices Only

**Period 14 (Non-Sponsored)**

July 16th – 5PM
- **SM** – JHU Open Period 14

July 28th – 5PM
- **SM** – Final Close of FY21 Assets

July 28th – 5PM
- **SM** – JHU Close Period 14

**Period 15 (Non-Sponsored)**

July 28th – 5PM
- **SM** – JHU Open Period 15

August 4th – 5 PM
- **SM** – JHU Close Period 15

August 9th – 5 PM
- **SM** – Fund Balance Carryforward JHU Non-General Funds

August 17th – 5 PM
- **SM** – Fund Balance Carryforward JHU General Fund