FY2022 Closing Information and Important Notes

JHU Period 12 opens on Monday, May 23rd at 5 PM.

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

JHU Period 13 is a cleanup period that will open 5PM Friday, July 8th and close Friday, July 15th at 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2022. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 15th for the Special Authorization Group and close Friday, July 29th 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 29th and close Thursday, 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 Thursday, June 23rd for FY22.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Non-Sponsored Master Data requests for FY22 are due by Wednesday, 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.