

UNIVERSITY CALENDAR – DRAFT
Communication to JHU Users June (FY22) Periods 12 – 15
Key JHU Closing Dates

FY2022 Closing Information and Cut-Off Dates

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.

Key JHU Closing Dates for June 2022

Period 12 – OPEN May 23rd at 5PM

June 13th – 5PM

- **PURCH** – Approve Concur Expense Reports for May 2022 due (JPMorgan Travel Card Expenses)

June 15th – 5PM

- **PURCH** – Last day for Departments to submit non-employee travel expense reimbursements (Approved trips & Documents)

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- **AP** – Project PO Invoices due to AP

June 17th – 5PM

- **PURCH** – Recommended last day for PCard orders with vendors to be charged to FY22 (FY23 PCard orders should not begin until 6/28/2022)
- **PURCH** – Recommended last day for Executive, Corporate & CTBC Travel Card payments/bookings to be charged to FY22 (FY23 Travel Card payments/bookings should not begin until 6/28/2022)
- **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 FY22
- **FSA** – Last day for May FY22 E210 approvals
- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services

June 20th – Johns Hopkins University Closed for Juneteenth

June 20th – 5 PM

- **SM** – Open FY23 Period 1

June 23rd – 2 PM

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

June 23rd – 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 FY22
- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY22

June 24th – 5PM

- **PURCH** – Last Day for Online Approval of Non-Employee Travel Reimbursements
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for Employee Reimbursements & JP Morgan June Executive & Corporate Travel Card

June 24th & 27th – ALL DAY

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

June 27th – 5PM

- **PURCH** – All May 2022 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

June 28th – 5PM

- **AP** – Last day for Online Approval of Check Requests
- **ARSSC** – Last day for departments to submit June 2022 billing parked invoices
- **PURCH** – FY23 PCard orders resume

June 29th – 5PM

- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY22

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June 30th – 12PM

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

June 30th – 5PM

- **PURCH** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY22
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program
- **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

July 1st – 5 PM

- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12
- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

July 4th – 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

July 8th – 2PM

- **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

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
- **SM** – JHU Period Close 12

July 11th & 12th – 5PM

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

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Period 13 – OPEN July 8th at 5PM

July 8th – 2PM

- **PR** - Last day for Time Entry submissions for 7/15 Semi-Monthly Payroll

July 8th – 5PM

- **SM** – JHU Open Period 13

July 8th – 5PM

- **PURCH** – June Pcard & CBTC Allocations & Approvals in JPMorgan PaymentNet Period 13
- **FRC** – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY23

July 11th & 12th – ALL DAY

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

July 11th – 12PM

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

July 11th – 5PM

- **GA** – JHU General Accounting distributes to Divisions report of invoices paid in July (7/1-7/8) for accrual entries

July 14th – 12PM

- **GA** – Report of July invoices for accruals due back to JHU GA

July 14th – 2PM

- **FRC** – Last day to submit Non-Payroll Cost Transfers – Period 13

July 14th – 5PM

- **GA** – UA Gift Tax to Run 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** – 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 15th – 2PM

- **CA** – Final June Cash posting – Period 13
- **FRC** – FRC processes Non Payroll Cost transfers – Period 13
- **SM** – Close Period 13 for all GL accounts and users, except Special Authorization Users

July 15th – 5PM

- **CA** – Last day for cash receipt uploads & open item deposit transmittals – Period 13

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- **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 – 8th
- **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

July 18th – 5PM

- **SM** – Open FY23 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets

July 18th & 19th – 5PM

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

July 19th – 5PM

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

July 20th – 5PM

- **FSA** – Last day for June FY22 E210 approvals
- **SM** – Run Special Ledger Carryforward

July 22nd – 2PM

- **PR** – Last day to submit Time Entry 7/31 Semi-Monthly Payroll Last day for ISR forms for 7/310 Semi-Monthly Payroll to HR Shared Services

July 22nd – 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)

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Central JHU Finance Offices Only

Period 14 (Non-Sponsored)

July 15th – 5PM

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

July 28th – 5PM

- **SM** – Final Close of FY22 Assets

July 29th – 5PM

- **SM** – JHU Close Period 14

August 1st – 5PM

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

Period 15 (Non-Sponsored)

July 29th – 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 Funds