FY2022 Closing Information and Cut-Off Dates

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)
- **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

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

**July 8**th – 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 11**th & 12**th** – 5PM
- **FQC** – Distribution of JHU Monthly reports – Period 12