FY2022 Closing Information and Cut-Off Dates

**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
UNIVERSITY CALENDAR – DRAFT
Communication to JHU Users June (FY22) Period 13
Key JHU Closing Dates

July 15th – 5PM
- CA – Last day for cash receipt uploads & open item deposit transmittals – Period 13
- 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)