FY2023 Closing Information and Cut-Off Dates

JHU Period 12 opens on Monday, May 22nd at 5 PM.

JHU Period 12 closes on Monday, July 10th at 5 PM.

JHU Period 13 is a cleanup period that will open 2PM Monday, July 10th and close Friday, July 14th at 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2023. This will be the final period for processing Sponsored activity.

JHU Period 14 will open 5pm Friday, July 14th for the Special Authorization Group and close Friday, 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 Friday, July 28th and close Friday, 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 Friday, June 23rd for FY23.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Non-Sponsored Master Data requests for FY23 are due by Thursday, 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 2023

**Period 12 – OPEN May 22nd at 5PM**

- **June 13th – 5PM**
  - **PURCH** – Approve Concur Expense Reports for May 2023 due (JPMorgan Travel Card Expenses)

- **June 15th – 5PM**
  - **PURCH** – Last day for Departments to submit non-employee travel expense reimbursements (Approved trips & Documents)
UNIVERSITY CALENDAR – FINAL
Communication to JHU Users June (FY23) Periods 12 – 15
Key JHU Closing Dates

- **PURCH** – Approve Concur Expense Reports for FY 2023 due (JPMorgan Executive & Corporate Travel Card Expenses)
- **PURCH** – Approve Concur Expense Reports for June 2023 due (JPMorgan Executive & Corporate Travel Card Expenses)
- **AP** – Project PO Invoices due to AP

**June 16th – 5PM**
- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services

**June 19th – Johns Hopkins University Closed for Juneteenth**
- **SM** – Open FY24 Period 1

**June 20th – 5PM**
- **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 FY23
- **FSA** – Last day for May FY23 E210 approvals

**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 FY23
- **FRC** – Last day to submit 6/30 Semi-Monthly Payroll Cost Transfers for FY23
- **PURCH** – Approve All Concur Expense Reports May 2023 PCard & CBTC Reports
- **PURCH** – Last Day for Online Approval of Non-Employee Travel Reimbursements
- **PURCH** – Last Day for Online Approval Concur Expense FY2023 Employee Cash Out of Pocket Reimbursements

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

**June 27th – 5PM**
- **PURCH** – FY24 PCard orders with vendors resume/begin [NEW]

**June 28th – 5PM**
- **AP** – Last day for Online Approval of Check Requests
- **ARSSC** – Last day for departments to submit June 2023 billing parked invoices

**June 29th – 5PM**
- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY23
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for JP Morgan FY2023 PCard & Central Bill Travel Card (CBTC)
- **PURCH** – Last Day for Online Approval of Concur Expense Reports for JP Morgan June 2023 PCard & Central Bill Travel Card (CBTC)
Communication to JHU Users June (FY23) Periods 12 – 15
Key JHU Closing Dates

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 FY23
- 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
- PR – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services

July 3rd – 5 PM
- CA – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12

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 10th – 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 10th – 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
Period 13 – OPEN July 10th at 2PM

July 7th – 2PM
- PR - Last day for Time Entry submissions for 7/15 Semi-Monthly Payroll

July 7th – 5PM
- FRC – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY24

July 10th – 2PM
- SM – JHU Open Period 13

July 10th & 11th – 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 13th – 5PM
- FRC – Last day to submit Non-Payroll Cost Transfers – Period 13
- GA – Report of July invoices for accruals due back to JHU GA

July 14th – 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 14th – 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 14th – 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
• GA – UA Gift Tax to Run Period 13
• SM – JHU Close Period 13

July 17th – 5PM
• FQC – Distribution of JHU Monthly reports – Period 13

July 18th – 5PM
• SM – Open FY23 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets

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 FY23 E210 approvals
• SM – Run Special Ledger Carryforward

July 24th – 2PM
• PR – Last day to submit Time Entry 7/31 Semi-Monthly Payroll Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services

July 24th – 5PM
• FRC – Last day to submit 7/31 Semi-Monthly Payroll Cost Transfers

July 26th & 27th – ALL DAY
• FRC – No E-form approvals (Semi-Monthly Payroll processing)
Central JHU Finance Offices Only

Period 14 (Non-Sponsored)

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

July 27th – 5PM
- GA – Final Intra-Entity JHU Journals Processed by GA – Period 14

July 28th – 5PM
- SM – Final Close of FY23 Assets

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

August 1st – 5PM
- FQC – Distribution of Monthly Reports 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 Funds