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)
- 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]
UNIVERSITY CALENDAR – FINAL
Communication to JHU Users June (FY23) Periods 12
Key JHU Closing Dates

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)

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
UNIVERSITY CALENDAR – FINAL
Communication to JHU Users June (FY23) Periods 12
Key JHU Closing Dates

- **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