Key JHU Closing Dates for June 2023

**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 – 12PM**
  - **GA** – Department Accruals for SOM must be submitted by noon.

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

- **July 10th & 11th – ALL DAY**
  - **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

- **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)