

FY24 Closing Information and Cut-Off Dates

Period 13 – OPEN July 8th at 2 PM

July 8th – 12PM

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

July 8th – 2PM

- **SM** – JHU Open Period 13
- **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
- **PR** - Last day for Time Entry submissions for 7/15 Semi-Monthly Payroll
- **SM** – Final PS closing – AUC & Settlement – Period 12 Close all GL accts, except 69*, 49*, and 29* for ALL Users except Spec. Auth. Users.
- **FRC** – Non-Payroll Cost Transfers - Depts to submit Non-Payroll Cost Transfers - Period 12

July 8th – 5PM

- **FRC** – Last day to submit 7/15 Semi-Monthly Payroll Cost Transfers for FY25
- **PURCH** – June Pcard & CBTC Allocations & Approvals in JPMorgan PaymentNet Period 13
- **SM** – JHU Period Close 12
- **ARSSC** – Final LOC Billing runs at night - Period 12

July 9th – 12:01 AM

- **ARR** – Run ARR (after Recharge and F&A) - Period 12

July 9th – 12PM

- **GA** – Department Accruals for SOM must be submitted by noon.
- **GA** – GA distributes to Divisions report of invoices paid in July (7/1-7/8) for accrual entries

July 9th & 10th – ALL DAY

- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

July 9th & 10th – 5PM

- **FQC** – Distribution of JHU Monthly reports - Period 12

July 11th – 5PM

- **FRC** - Depts to submit Non-Payroll Cost Transfers - Period 13

July 12th – 11AM

- **SM** – Close Period 13 for all GL accounts and users, except Special Authorization Users

July 12th – 12PM

- **GA** – Report of July invoices for accruals due back to JHU GA
- **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 12th – 2PM

- **CA** – Final June Cash posting - Period 13
- **FRC** – FRC processes Non-Payroll Cost transfers - Period 13

July 12th – 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
- **GA** – Non-SOM Division update requests for auto closeouts due to GA
- **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 15th – 5PM

- **SM** – Period 13 Close CO, FM and remaining GL's for prior month for Spec. Auth. Users.

July 16th & 17th – 5PM

- **FQC** – Distribution of JHU Monthly reports - Period 13

July 17th – 5PM

- **PR** – Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services

July 18th – 5PM

- **FSA** – Last day for June FY24 E210 approvals
- **SM** – Run Special Ledger Carryforward

July 19th – 10AM

- JHHS Close CO, FM, Assets and remaining GL's for JHHS Period 12

July 23rd – 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 25th & 26th – ALL DAY

- **FRC** – No E-form approvals (Semi-Monthly Payroll processing)

July 26th – 5PM

- **SM** – Open FY25 Period 2 – All GL accounts for all users, except materials, vendors, customers and assets