

UNIVERSITY CALENDAR – FINAL
Communication to JHU Users June (FY26) Periods 12 – 15
Key JHU Closing Dates

FY2026 Closing Information and Cut-Off Dates

JHU Period 12 opened on Monday, May 18th at 5 PM.

JHU Period 12 closes on Wednesday, July 8th at 5 PM

JHU Period 13 is a cleanup period that will open 2PM Wednesday, July 8th and closes Friday, July 17th at 5PM. This period will give JHU departments and divisions additional time to review their information, reports and make corrections in FY2026. This will be the final period for processing Sponsored activity.

JHU Period 14 will open at 5pm Friday, July 17th for the Special Authorization Group and closes Tuesday, July 28th 5PM. Divisions will be closing their general and designated accounts during this period. **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 Tuesday, June 23rd FY26.

Sponsored activity is not allowed after period 13.

JHHS transactions must be completed in period 12.

Non-Sponsored Master Data requests for FY26 are due by Wednesday, June 24th by 5PM

Final special Non-Sponsored Intercompany KB15N Transfers for settlements between JHHS Affiliates and JHU can be made for a few days after period 12 close but entries must be approved by the JHHS Controller's Office.

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Period 12 – Opened May 18th at 5PM

June 11th – 5PM

- **AP** – Project PO Invoices due to AP

June 12th – 5PM

- **PURCH** – Approve Concur Expense Reports for May 2026 due (JPMorgan Corporate & Executive Travel Card Expenses)
- **PURCH** – Online Approval of Concur Expense JPMorgan FY26June & FY2026 Exec/Corp Travel Card Reports
- **PURCH** – Purchasing to Approve Non-Employee Reimbursement (Approved trips & Documents)

June 15th – 5PM

- **SM** – Open FY27 Period 1

June 17th – 5PM

- **PR** – Last day for ISR forms for 6/30 Semi-Monthly Payroll to HR Shared Services
- **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)
- **PURCH** – Purchasing to Approve Online Concur Expense FY26 Employee Reimbursement
- **SUPPLY CHAIN** – Last day to submit requisitions from JHU Supply Stores for FY26

June 18th – 5PM

- **AP** – Project PO Invoice Approval Due
- **AP** – Last day for Online Payment Requests (Approved documents in AP) due from Department

June 19th – Johns Hopkins University Closed for Juneteenth

June 23rd – 2PM

- **PR** – Last day to submit Time Entry 6/30 Semi-Monthly Payroll

June 23rd – 5PM

- **FRC** – Last day for 6/30/2026 Semi-monthly payroll cost transfers and submit control salary account corrections

June 24th & 25th – ALL DAY

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

June 24th – 5PM

- **SM** – Non-Sponsored Master Data requests due to EBS for creation in FY26

June 25th – 5PM

- **FSA** – Last day for May FY26 E210 approvals
- **PURCH** – All May 2026 PCard, CBTC Allocations & Approvals in JPMorgan PaymentNet

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June 26th – 5PM

- **ARSSC** – Last day for departments to submit June 2026 billing parked invoices
- **PURCH** – FY27 PCard orders resume
- **AP** – Last day for Online Approval of Check/Payment Requests

June 29th – 5PM

- **PR** – Last day for ISR forms for 7/15 Semi-Monthly Payroll to HR Shared Services
- **PURCH** – Last Day for Online Approval of Concur Expense statement Reports for June 2026 PCard & CBTC (otherwise must be accrued)

June 30th – 12PM

- **CA** – Cash bank deposits & remote check deposits due to Cash Accounting

June 30th – 5PM

- **FQC** – Last day for departments and Central Finance Office to process Goods Receipts for expense to post in FY26
- **ARSSC** – Final approval for June parked invoices
- **ARSSC** – Billing approves & releases parked invoices and runs billing plan program
- **SM** – 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
- **GA** – GA Non-SOM Division auto closeouts due to GA

July 2nd – 1PM

- **IE** – Run Internal Orders Settlement - Period 12

July 2nd – 5PM

- **IE** – Intercompany KB15N Spreadsheets due to Inter-Entity Shared Services
- **IE** – Intercompany Interfaces & Assessments due to IE Shared Services
- **IE** – Intercompany journals due to Inter-Entity Shared Services
- **IE** – Intercompany KB15N Spreadsheets & Journals Processed Period 12
- **IE** – Final Assessments & Distributions - Period 12
- **GA** – Intra-Entity JHU KB15N spreadsheets due to General Accounting (GA)
- **GA** – Intra-Entity Interfaces & Assessments due to General Accounting
- **GA** – Intra-Entity JHU Journal entries, uploads & parked documents due to GA
- **SM** – Depreciation Run – Period 12

July 3rd – Johns Hopkins University Closed for 4th of July

July 6th – 5PM

- **CA** – Last day for departments to submit cash receipt uploads & open item deposit transmittal receipts to Cash Accounting – Period 12

July 7th – 12PM

- **GA** – SOM Departmental FY 2026 Accruals Due

July 9th & 10th – 5PM

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

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Period 13 – OPEN July 8th at 2PM

July 8th – 1PM

- **GA**– JHHS FY26 Manual Accruals Due

July 8th – 2PM

- **SM** – JHU Open Period 13
- **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 7/15/2026 semi-monthly payroll

July 8th – 5PM

- **ARSSC** – Final LOC Billing runs at night – Period 12
- **FRC**– Last day for 7/15/2026 Semi-monthly payroll cost transfers (FY26)
- **JHH** - Special Close for Health System/University Sponsored Final Approved Inter-Entity Transactions
- **SM** – Run ARR (after Recharge and F&A) – Period 12
- **SM** – JHU Period Close 12

July 9th – 5PM

- **FRC**– No E-Form Approvals (Semi Mo Pay Processing)

July 10th – 1PM

- **IE** – Period 12 Special Close for Health System/University Non-Sponsored Final Approved Inter-Entity Transactions
- **JHH** - JHHS FY26 Manual Accruals Due

July 10th – 5PM

- **FRC** – No E-Form Approvals (Semi Mo Pay Processing)
- **JHH** - Health System last day to accept journal entries
- **IE** – Period 12 Special Close for Health System/University Non-Sponsored Final Approved Inter-Entity Transactions

July 13th – 12PM

- **GA** – JHU General Accounting distributes to Division's a report of invoices paid in July (7/1-7/12) for accrual entries

July 15th – 12PM

- **GA** – Departmental Accruals due from SOM only must be submitted by noon – **Period 13**

July 16th – 12PM

- **GA** – Report of July invoices for accruals due back to JHU GA
- **GA** – Last day for divisions to submit Period 13 Journal Entries & uploads to JHU GA
- **GA** – Last Day to submit INTRA-Entity JHU Journals due to GA - Period 13 ONLY - All final Sponsored related entries due
- **GA** – Last day for divisions to submit Intra-Entity JHU KB15N's for Period 13 due to JHU GA.

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(No JHHS/JHU Intercompany transactions allowed in Period 13)

July 16th – 5PM

- **FRC** – Last day to submit Non-Payroll Cost Transfers – Period 13
- **GA** – Last day to process approved Divisional Accrual entries for invoices paid July 1st - 12th

July 17th – 2PM

- **CA** – Final June Cash posting – Period 13 Cash Receipts Uploads & Open Item Deposit Transmittal receipts due from Dept to Cash Accounting
- **FRC** – FRC processes Non-Payroll Cost transfers – Period 13
- **SM** – JHU Interfaces Completed – Period 13

July 17th – 5PM

- **GA** – UA Gift Tax to Run Period 13
- **GA** – Final Intra-Entity JHU KB15N spreadsheets – Period 13
- **GA** – Final Intra-Entity JHU Journals processed by GA – Period 13
- **PR** – Last day for ISR forms for 7/31 Semi-Monthly Payroll to HR Shared Services
- **FSA** – Last day for June FY26 E210 approvals
- **GA** – Run 4th Quarter Endowments
- **IE** – Settle Internal Orders - Period 13
- **SM** – Depreciation Run – Period 13
- **SM** – Final PS closing – AUC & Settlement – Period 13
- **SM** – Run ARR (after Recharge and F&A) – Period 13
- **SM** – JHHS Close CO, FM, Assets, and remaining GL's for JHHS Period 12
- **SM** – JHU Close Period 13
- **SM** – JHU Open Period 14
- **SPSS** – Sponsored transactions will **NOT** be processed after Period 13 closes

July 20th – 11AM

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

July 20th & 21st – 5PM

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

July 20th – 5PM

- **SM** – Run Special Ledger Carryforward

July 24th – 2PM

- **PR** – Last day for Time Entry submissions for 7/31/2026 semi-monthly payroll

July 24th – 5PM

- **FRC** – Last day for 7/31/2026 Semi-monthly payroll cost transfers
- **SM** – Open Period 2 FY27

July 27th & 28th – ALL DAY

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

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July 28th – 5PM

- **SM** - Final Close of FY26 Assets
- **SM** - JHU Close Period 14

July 29th – 12PM

- **GA** – GA Automated closeouts posted to SAP

July 29th – 5PM

- **FQC** – Distribution of Non-Sponsored Monthly Reports - Period 14

August 3rd – 5PM

- **PR** – ISR for 8/15/2026 semi– monthly payroll carryforward

Central JHU Finance Offices Only

Period 14 (Non– Sponsored)

July 17th – 5PM

- **SM** – JHU Open Period 14
- **SM** – JHU Close Period 13
- **GA** – Final Day to post INTRA-Entity JHU KB15N Spreadsheets - Period 13
- **GA** – Final Intra– Entity JHU Journals Processed by GA – Period 13

July 28th – 5PM

- **SM** – Final Close of FY26 Assets
- **SM** – JHU Close Period 14

July 29th – 5PM

- **GA** - GA Automated closeouts posted to SAP
- **FQC** – Distribution of Monthly Reports Period 14

July 31st – 5PM

- **SM** – Fund Balance Carryforward JHU All funds **Round 1** – Non– General Funds
- **SM** – Fund Balance Carryforward JHHS All Funds

Period 15 (Non–Sponsored)

July 28th – 5PM

- **SM** – JHU Open Period 15 as requested for Special Authorization Group only

TBD – 5 PM

- **SM** – JHU Close Period 15

August 14th – 5 PM

- **SM** – Fund Balance Carryforward JHU All funds **Round 2 – General Funds**

August 28th – 5 PM

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- **GA** – Divisions complete and return Deficit Reduction Plans to GA

September 11th – 5 PM

- **GA** – GA to review and finalize Deficit Reduction Plans

September 18th – 5 PM

- **GA** – GA to cure deficits for which Deficit Reduction Plans that were rejected