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<th>Fri 02/24/12</th>
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<td>16 HR and Payroll</td>
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<td>Payroll SSC process Semi Monthly payroll. No Eform approvals</td>
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Shared Services  User Cut offs
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<td>10 Manual FI postings</td>
<td>Capitalized interest Accruals</td>
<td>Capitalized interest Accruals</td>
<td>Non Managed inventory Parked Document management</td>
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<td>11 Manual FI postings</td>
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<td>Interfaces</td>
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<tr>
<td>12 Monthly Interfaces</td>
<td>Cash Deposits due by NOON</td>
<td>Cutoff 5 PM Cash Receipt uploads &amp; open item Deposit Transmittals to JHU Cash Acctg</td>
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<td>13 Cash Receipts</td>
<td>Cutoff 5pm for depts to prepare Billing Parked Invoices</td>
<td>ARSSC runs billing plan program.</td>
<td>ARSSC approves &amp; releases parked invoices</td>
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<td>14 Billings</td>
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<td>16 HR and Payroll</td>
<td>Cutoff 5pm for depts to submit Non Payroll Cost Transfers</td>
<td>Cutoff NOON Sponsored SSC Processes Non Payroll Cost Transfers</td>
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<td>18 Supply Chain / AP</td>
<td>Cutoff 5 PM Online approval for Travel Reimb &amp; Ck Request</td>
<td>Cutoff 5pm AP to post Online approval for Travel Reimb &amp; Ck Request; Good Receipts</td>
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F:/ARSSC/Closing CalendarFebruary_Closing_Calendar12.xls
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<th>Wed 03/07/12</th>
<th>Thu 03/08/12</th>
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**FY 12 -February 2012 (Period 8) Closing Calendar - Final**

**Mon 03/05/12**
- Work Day 3
  - Close all GL accts, except 69*, 49* and 29* for ALL Users except Spec. Auth. Users (5pm)

**Tue 03/06/12**
- Work Day 4
  - Run AP Discounts Lost Adj for prior month.

**Wed 03/07/12**
- Work Day 5
  - BCS and BW SL-3 daily updates

**Thu 03/08/12**
- Work Day 6
  - BCS and BW SL-3 daily updates

**Fri 03/09/12**
- Work Day 7
  - BCS and BW SL-3 daily updates

**3/29/2012**

**Tasks**
- Close all GL accts, except 69*, 49* and 29* for ALL Users except Spec. Auth. Users (5pm)
- Run AP Discounts Lost Adj for prior month.
- BCS and BW SL-3 daily updates
- BCS and BW SL-3 daily updates
- BCS and BW SL-3 daily updates
- BCS and BW SL-3 daily updates
- Distribution of Non-Sponsored and Sponsored Reports
- Capitalized interest Accruals
- Capitalized interest Accruals
- Non Managed inventory
- Non Managed inventory
- Non Managed inventory
- Interfaces
- Interfaces
- Interfaces
- Interfaces
- Interfaces Completed Noon
- Cutoff 5pm KB15N Spreadsheets due ARSSC Inter-Entity and Intra-Entity General Accting
- Execute KB15N Spreadsheets
- Execute KB15N Spreadsheets
- Final NOON Execute KB15N Spreadsheets
- Cutoff 5pm CO Assessments due ARSSC Inter Entity
- Execute Assessments & Distributions
- Execute Assessments & Distributions
- Final NOON Execute Assessments & Distributions
- Depreciation Run
- Cutoff 5pm for Cash Journals & Cash Posting
- Final LOC billings run at night
- Resource related billings Non-LOC start - Daily Loc Starts
- Cutoff 5pm JHU divisions submit Journals to General Acctg. All Sponsored Related entries due
- Journal Entries processed by General Accounting
- Journal Entries processed by General Accounting
- Final NOON JHU Journal Entries processed by General Accting.
- Payroll SSC process Semi Monthly payroll. No Eform approvals
- Cutoff 5pm for 03/15 Semi Monthly Payroll cost transfers
- Payroll SSC process Semi Monthly payroll. No Eform approvals
- Run ARR (after Recharge and F&A)
- ARR Error Correction available
- Shared Services
- User Cut offs
<table>
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<tr>
<th>Tasks</th>
<th>Mon 03/12/12</th>
<th>Tue 03/13/12</th>
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