Key Closing dates to JHU Users June 2012 (FY12) **REGULAR CLOSE** –
(For Year End Closings, See Fiscal Year End Newsletter)

**Key JHU Closing Dates:**

June 5th – 5 PM  
**PR** - Last day for ISR 6/15 Semi Monthly Payroll

June 8th – 2 PM  
**PR** - Last day for Time Entry 6/15 Semi Monthly Payroll

June 8th – 5 PM  
**FRC** - Last day for 6/15 Semi Monthly Payroll Cost Transfers

June 11th & 12th  
**FRC** - No E-form approvals (Semi-monthly payroll processing)
**FSA** - Distribution of May Non-Sponsored and Sponsored Reports

June 15th – 5 PM  
**SC** - Last Day for P-Card orders with vendors to be charged to FY12 (PCard orders should not resume until 6/26/12; Posting in FY12 for back order(s) is not guaranteed).
**SC** - Last Day for SAP shopping carts that require action by Supply Chain Shared Services (orders over $2,500, if quotes are required, or if a contract needs to be signed)

June 18th – 2 PM  
**PR** - Last day to submit final weekly Time Entry for FY12 to HR Shared Services

June 19th – 2 PM  
**PR** - Last day for ISR 6/29 Semi Monthly Payroll  
**APSS** - Last day for departments On-line approvals for Travel Reimbursements to AP

June 20th  
**FSA** - Last day for E210 approvals for May 2012 (FY12)

June 22nd – 2 PM  
**PR** - Last day for Time Entry 6/29 Semi Monthly Payroll

June 22nd – 5 PM  
**PR** - Last day for 6/29 Semi Monthly Payroll Cost Transfers  
**APSS** - Last day for departments On-line approvals for Check Request to AP  
**APSS** - Last day to submit requisitions from JHU Supply stores for FY12

June 25th – 5 PM  
**FRC** - No E-form approvals (Semi-monthly payroll processing)  
**SC** - Last day for JP Morgan May Statement P-Card allocation and approvals

June 26th – 5 PM  
**FRC** - No E-form approvals (Semi-monthly payroll processing)

June 28th-5PM  
**ARSS** - Last day for departments to submit billing parked documents

June 29th – Noon  
**CA** - Last day for Cash Bank Deposits to JHU Cash Accounting

June 29th – 5 PM  
**SC** - Last day for departments to process goods receipts  
**PR** - Last day for ISR 7/13 Semi Monthly Payroll
Key Closing dates to JHU Users June 2012 (FY12) REGULAR CLOSE - Cont’d

July 2nd – 5 PM  
**CA** - Last day for departments to submit Cash Receipt uploads and open item Deposit Transmittals receipts to Cash Accounting  
**ARSSC** - Billings approves & releases parked invoices

July 3rd – 5 PM  
**ARSSC** - Last day for KB15N spreadsheet uploads to Inter-Entity, Intra-Entity JHU General Accounting  
**ARSSC** - Last day for CO Allocations (Interfaces & Assessments) other than KB15N’s  
**GA** - Last day for JHU divisions to submit journal entries, uploads, and parked documents to General Accounting *(Note: all sponsored related expense entries for both JHU and JHHS are due this date)*

July 4th – **JHU Closed (4th of JULY HOLIDAY)**

July 5th – 5 PM  
**FRC** - Last day for departments to submit Non-Payroll Cost Transfers for approval  
**CA** - Last day for Cash Journals & Cash Posting

July 6th – Noon  
**FRC** - Last day for Sponsored SSC to process Non-Payroll Cost Transfers  
**ARSS** - Last day for ARSS Inter-Entity and Intra-Entity to process KB15n, interfaces and other CO allocations for Period 12  
**GA** - Last day for General Accounting to process journal entries.

July 6th – 2 PM  
**PR** - Last day for Time Entry 7/13 Semi Monthly Payroll

July 6th – 5 PM  
**FRC** - Last day for 7/13 Semi Monthly Payroll Cost Transfers  
**Final Project System Period 12**  
**Run Depreciation Period 12**  
**Period 12 Closed**

July 9th – 5 PM  
**FRC** - No E-form approvals (Semi-monthly payroll processing)  
**FSA** - Distribution of June Period 12 Non-Sponsored and Sponsored Reports

July 10th  
**FRC** - No E-form approvals (Semi-monthly payroll processing)

July 13th – 5 PM  
**SC** - Last day for JHU departments to complete June’s JP Morgan P-Card allocations and approvals for FY12

July 19th – 2 PM  
**PR** - Last day for ISR 7/31 Semi Monthly Payroll

July 19th – 5 PM  
**FSA** - Last day for E210 approvals for June 2012 (FY12)
Key Closing dates to JHU Users June 2012 (FY12) REGULAR CLOSE - Cont’d

July 24th – 2 PM  
**PR** - Last day for Time Entry 7/31 Semi Monthly Payroll

July 24th – 5 PM  
**FRC** - Last day for 7/31 Semi Monthly Payroll Cost Transfers

July 25th & 26th  
**FRC** - No E-form approvals (Semi-monthly payroll processing)

(Legend: PR-Payroll; APSS-Accts Payable; ARSS-Accts Receivable; CA–Cash Acct; GA–Gen Acct; FRC–Fin Research Compliance; FSA–Fin Systems Admin; SC–Supply Chain;