

Harvard University
FY2018 Month End Fixed Assets Closing Schedule
July 1, 2017 - June 30, 2018

FISCAL MONTH	<u>Last Day of Month</u>		<u>Date AP Adjustments</u> must be approved by (EOD day 2)*		<u>Date AP Closes (3:30 pm</u> day 3)*		<u>Date Assets related</u> journals need to be in GL for current period (EOD day 3)*		<u>Date Mass Additions</u> need to be reviewed (by 9 am on day 4)*	
	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE
JUL 2017	Mon	07/31	Wed	8/2	Thurs	8/3	Fri	8/4	Mon	8/7**
AUG 2017	Thurs	08/31	Tues	9/5	Wed	9/6	Wed	9/6	Thurs	9/7
SEPT 2017	Sat	09/30	Tues	10/3	Wed	10/4	Wed	10/4	Thurs	10/5
OCT 2017	Tues	10/31	Thurs	11/2	Fri	11/3	Fri	11/3	Mon	11/6
NOV 2017	Thurs	11/30	Mon	12/4	Tues	12/5	Tues	12/5	Wed	12/6
DEC 2017	Sun	12/31	Wed	1/3	Thurs	1/4	Thurs	1/4	Fri	1/5
JAN 2018	Wed	1/31	Fri	2/2	Mon	2/5	Mon	2/5	Tue	2/6
FEB 2018	Wed	2/28	Fri	3/2	Mon	3/5	Mon	3/5	Tues	3/6
MAR 2018	Sat	3/31	Tues	4/3	Wed	4/4	Wed	4/4	Thurs	4/5
APR 2018	Mon	4/30	Wed	5/2	Thurs	5/3	Thurs	5/3	Fri	5/4
MAY 2018	Thurs	5/31	Mon	6/4	Tues	6/5	Tues	6/5	Wed	6/6
JUNE:										
1st Close 2018	Sat	6/30		TBD		TBD		TBD		TBD
2nd Close 2018	Sat	6/30		TBD		TBD		TBD		TBD
3rd Close 2018	Sat	6/30		N/A		N/A		TBD		TBD
4th Close 2018	Sat	6/30		N/A		N/A		TBD		TBD
5th Close 2018	Sat	6/30		N/A		N/A		N/A		N/A

* Note: the reference to day X (i.e. day 2, day 3, etc.) denotes the business day after the last calendar day of the month being closed. For example day 2 refers to the second business day after the last day of the calendar month being closed.

**One day late to accommodate balance forward process happening over weekend.