

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

Date Month End Data Available in Harvard Data Warehouse (HDW) and/or OBI
NOTE: The HDW will be decommissioned on 11/1/17. Data will only be in OBI 11/1/17 forward.

Date Month End Data Available in Harvard University Budget Reporting System (HUBS)

FISCAL MONTH	<u>Last Day of Month</u>		<u>Date Feeds Due by 4 pm*</u>		<u>Date Journals Due by 9 am **</u>					
	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE
JUL 2017	Mon	07/31	Mon	08/07	Tues	08/08(a)	Wed	08/09(a)	Thurs	08/24
AUG 2017	Thurs	08/31	Thurs	09/07	Fri	09/08	Sat	09/09	Sat	09/09
SEPT 2017	Sat	09/30	Thurs	10/05	Fri	10/06	Sat	10/07	Sat	10/07
2nd SEPT 2017	Sat	09/30	N/A	N/A	Tues	10/17	Tues	10/17	See Note below	
OCT 2017	Tues	10/31	Mon	11/06	Tues	11/07	Wed	11/08	Wed	11/08
NOV 2017	Thurs	11/30	Wed	12/06	Thurs	12/07	Fri	12/08	Fri	12/08
DEC 2017	Sun	12/31	Fri	01/05	Mon	01/08	Tues	01/09	Tues	01/09
2nd DEC 2017	Sun	12/31	N/A	N/A	Wed	01/17	Wed	01/17	See Note below	
JAN 2018	Wed	01/31	Tues	02/06	Wed	02/07	Thurs	02/08	Thurs	02/08
FEB 2018	Wed	02/28	Tues	03/06	Wed	03/07	Thurs	03/08	Thurs	03/08
MAR 2018	Sat	03/31	Thurs	04/05	Fri	04/06	Sat	04/07	Sat	04/07
2nd MAR 2018	Sat	03/31	N/A	N/A	Sat	04/14	Sat	04/14	See Note below	
APR 2018	Mon	04/30	Fri	05/04	Mon	05/07	Tues	05/08	Tu	05/08
MAY 2018	Thurs	05/31	Wed	06/06	Thurs	06/07	Fri	06/08	Fri	06/08
JUNE:										
1st Close 2018	Sat	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
2nd Close 2018	Sat	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
3rd Close 2018	Sat	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
4th Close 2018	Sat	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
5th Close 2018	Sat	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

(a) For the month of July only journal vouchers can be entered up until 6:30 p.m. on Tuesday, August 8.
 July will not officially be closed until Wednesday, August 23 in order to post the July endowment related activity.

* Interface feed files are due by 4 p.m. on the fourth working day after the last day of the month being closed.

** Journal vouchers must be entered by 9 a.m. on the fifth working day after the last day of the month being closed.

NOTE: The quarterly second closes are open for interim reporting purposes only and are to be used solely by tub and Central finance offices.