

Harvard University
FY2019 Month End Closing Schedule
July 1, 2018 - June 30, 2019

FISCAL MONTH	<u>Last Day of Month</u>		<u>Date Feeds Due by 4 pm*</u>		<u>CLOSING DAY Date Journals Due by 9 am **</u>		<u>Date Month End Data Available in OBI</u>		<u>Date Month End Data Available in Harvard University Budget Reporting System (HUBS)</u>		
	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	
JUL 2018	Tues	07/31	Tues	08/07	Wed	08/08(a)	Thurs	08/09(a)	Sat	08/25	
AUG 2018	Fri	08/31	Fri	09/07	Mon	09/10	Tues	09/11	Tues	09/11	
SEPT 2018	Sun	09/30	Thurs	10/04	Fri	10/05	Sat	10/06	Sat	10/06	
2nd SEPT 2018	Sun	09/30	N/A	N/A	N/A	N/A	Tues	10/16	Tues	10/16	See Note below
OCT 2018	Wed	10/31	Tues	11/06	Wed	11/07	Thurs	11/08	Thurs	11/08	
NOV 2018	Frid	11/30	Thurs	12/06	Fri	12/07	Sat	12/08	Sat	12/08	
DEC 2018	Mon	12/31	Mon	01/07	Tues	01/08	Wed	01/09	Wed	01/09	
2nd DEC 2018	Mon	12/31	N/A	N/A	N/A	N/A	Wed	01/16	Wed	01/16	See Note below
JAN 2019	Thurs	01/31	Wed	02/06	Thurs	02/07	Fri	02/08	Fri	02/08	
FEB 2019	Thurs	02/28	Wed	03/06	Thurs	03/07	Fri	03/08	Fri	03/08	
MAR 2019	Sun	03/31	Thurs	04/04	Fri	04/05	Sat	04/06	Sat	04/06	
2nd MAR 2019	Sun	03/31	N/A	N/A	N/A	N/A	Sat	04/13	Sat	04/13	See Note below
APR 2019	Tues	04/30	Mon	05/06	Tues	05/07	Wed	05/08	Wed	05/08	
MAY 2019	Fri	05/31	Thurs	06/06	Fri	06/07	Sat	06/08	Sat	06/08	
JUNE:											
1st Close 2019	Sun	06/30	Wed	07/03	Fri	07/05	Sat	07/06	Sat	07/06	
2nd Close 2019	Sun	06/30	Thurs	07/11	Fri	07/12	Sat	07/13	Sat	07/13	
3rd Close 2019	Sun	06/30	Thurs	07/18	Fri	07/19	Sat	07/20	Sat	07/20	
4th Close 2019	Sun	06/30	N/A	N/A	N/A	N/A	Sat	07/27	Sat	07/27	
5th Close 2019	Sun	06/30	N/A	N/A	N/A	N/A	Thurs	08/01	Thurs	08/01	

(a) For the month of July journal vouchers can only be entered up until 6:30 p.m. on Tuesday, August 7. July will not officially be closed until Friday, August 24 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.