

Harvard University
FY2020 Month End Closing Schedule
July 1, 2019 - June 30, 2020

FISCAL MONTH	Last Day of Month		Date Feeds Due by 4 pm*		CLOSING DAY Date Journals Due by 9 am **		Date Month End Data Available in HART		Date Month End Data Available in Harvard University Budget Reporting System (HUBS)		
	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	
JUL 2019	Wed	07/31	Tues	08/06	Wed	08/07(a)	Thurs	08/08(a)	Sat	08/24	
AUG 2019	Sat	08/31	Fri	09/06	Mon	09/09	Tues	09/10	Tues	09/10	
SEPT 2019	Mon	09/30	Fri	10/04	Mon	10/07	Tues	10/08	Tues	10/08	
2nd SEPT 2019	Mon	09/30	N/A	N/A	N/A	N/A	Wed	10/16	Wed	10/16	See Note below
OCT 2019	Thurs	10/31	Wed	11/06	Thurs	11/07	Fri	11/08	Thurs	11/08	
NOV 2019	Sat	11/30	Thurs	12/05	Fri	12/06	Sat	12/07	Sat	12/07	
DEC 2019	Tues	12/31	Tues	01/07	Wed	01/08	Thurs	01/09	Thurs	01/09	
2nd DEC 2019	Tues	12/31	N/A	N/A	N/A	N/A	Thurs	01/16	Thurs	01/16	See Note below
JAN 2020	Fri	01/31	Thurs	02/06	Fri	02/07	Sat	02/08	Sat	02/08	
FEB 2020	Sat	02/29	Thurs	03/05	Fri	03/06	Sat	03/07	Sat	03/07	
MAR 2020	Tues	03/31	Mon	04/06	Tues	04/07	Wed	04/08	Wed	04/08	
2nd MAR 2020	Tues	03/31	N/A	N/A	N/A	N/A	Wed	04/15	Wed	04/15	See Note below
APR 2020	Thurs	04/30	Wed	05/06	Thurs	05/07	Fri	05/08	Fri	05/08	
MAY 2020	Sun	05/31	Thurs	06/04	Fri	06/05	Sat	06/06	Sat	06/06	
JUNE:											
1st Close 2020	Tues	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
2nd Close 2020	Tues	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
3rd Close 2020	Tues	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
4th Close 2020	Tues	06/30	N/A	N/A	N/A	N/A	TBD	TBD	TBD	TBD	
5th Close 2020	Tues	06/30	N/A	N/A	N/A	N/A	TBD	TBD	TBD	TBD	

(a) For the month of July, journal vouchers can only be entered up until 6:30 p.m. on Wednesday, August 7.
 July will not officially be closed until Friday, August 23 in order to post the July endowment related activity.
 All July entries will be in HART and HUBS on Saturday, August 25.

* 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.