

**Harvard University**  
**FY2025 Month End Closing Schedule**  
**July 1, 2024 - June 30, 2025**

Fiscal Month	Feeds/GL-PCR Entries Due by 4 pm*	CLOSING DAY Journals Due by 9 am**	Month End Data Available in HART	Month End Data Available in HUBS	Comments
JUL 2024	Tues 08/06	Wed 08/07 (a)	Thurs 08/08 (a)	Thurs 08/29	See note (a) below
AUG 2024	Fri 09/06	Mon 09/09	Tues 09/10	Tues 09/10	
SEP 1 <sup>st</sup> Close 2024	Fri 10/04	Mon 10/7	Tues 10/08	Tues 10/08	
SEP 2 <sup>nd</sup> Close 2024	N/A	N/A	Wed 10/16	Wed 10/16	See note (b) below
OCT 2024	Wed 11/06	Thurs 11/07	Fri 11/08	Fri 11/08	
NOV 2024	Thurs 12/05	Fri 12/06	Sat 12/07	Sat 12/07	
DEC 1 <sup>st</sup> Close 2024	Tues 01/07	Wed 01/08	Thurs 01/09	Thurs 01/09	
DEC 2 <sup>nd</sup> Close 2024	N/A	N/A	Thurs 01/16	Thurs 01/16	See note (b) below
JAN 2025	Thurs 02/06	Fri 02/07	Sat 02/08	Sat 02/08	
FEB 2025	Thurs 03/06	Fri 03/07	Sat 03/08	Sat 03/08	
MAR 1 <sup>st</sup> Close 2025	Fri 04/04	Mon 04/07	Tues 04/08	Tues 04/08	
MAR 2 <sup>nd</sup> Close 2025	N/A	N/A	Tues 04/15	Tues 04/15	See note (b) below
APR 2025	Tues 05/06	Wed 05/07	Thurs 05/08	Thurs 05/08	
MAY 2025	Thurs 06/05	Fri 06/06	Sat 06/07	Sat 06/07	
JUNE:					
1 <sup>st</sup> Close 2025	TBD	TBD	TBD	TBD	
2 <sup>nd</sup> Close 2025	TBD	TBD	TBD	TBD	
3 <sup>rd</sup> Close 2025	TBD	TBD	TBD	TBD	
4 <sup>th</sup> Close 2025	TBD	TBD	TBD	TBD	
5 <sup>th</sup> Close 2025	TBD	TBD	TBD	TBD	

\* 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 for months August through May. June year-end journals must be entered by 2 p.m. during the first, second and third closes. Fourth and fifth closes are for tub and Central finance offices only.

(a) For the month of July journal vouchers can only be entered up until 6:30 p.m. on Wednesday, August 7<sup>th</sup>.  
 July will not officially be closed until Wednesday, August 28<sup>th</sup> in order to post the July endowment related activity.  
 All July entries will be in HART and HUBS on Thursday, August 29<sup>th</sup>.

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