

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

FISCAL MONTH	<u>Last Day of Month</u>		<u>Date AP Adjustments must be approved by (EOD day 2)*</u>		<u>Date AP Closes (3:30 pm day 3)*</u>		<u>Date Assets related journals need to be in GL for current period (EOD day 3)*</u>		<u>Date Mass Additions need to be reviewed (by 9 am on day 4)*</u>		<u>Fixed Asset System Close - 9am</u>		<u>Fixed Asset Recons Due from Tubs (Quarterly)</u>	
	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE
JUL 2024	Wed	07/31	Fri	08/02	Mon	08/05	Mon	08/05	Tues	08/06	Tues	08/06		
AUG 2024	Fri	08/30	Wed	09/04	Thurs	09/05	Thurs	09/05	Fri	09/06	Fri	09/06		
SEPT 2024	Mon	09/30	Wed	10/02	Thurs	10/03	Thurs	10/03	Fri	10/04	Fri	10/04	Thurs	10/31
OCT 2024	Thurs	10/31	Mon	11/04	Tues	11/05	Tues	11/05	Wed	11/06	Wed	11/06		
NOV 2024	Wed	11/29	Tues	12/03	Wed	12/04	Wed	12/04	Thurs	12/05	Thurs	12/05		
DEC 2024	Tues	12/31	Fri	01/03	Mon	01/06	Mon	01/06	Tues	01/07	Tues	01/07	Fri	01/31
JAN 2025	Fri	01/31	Tues	02/04	Wed	02/05	Wed	02/05	Thurs	02/06	Thurs	02/06		
FEB 2025	Fri	02/28	Tues	03/04	Wed	03/05	Wed	03/05	Thurs	03/06	Thurs	03/06		
MAR 2025	Mon	03/31	Wed	04/02	Thurs	04/03	Thurs	04/03	Fri	04/04	Fri	04/04	Wed	4/30
APR 2025	Wed	04/30	Fri	05/02	Mon	05/05	Mon	05/05	Tues	05/06	Tues	05/06		
MAY 2025	Fri	05/30	Tues	06/03	Wed	06/04	Wed	06/04	Thurs	06/05	Thurs	06/05		
JUNE 2025	Mon	06/30	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Thurs	07/10	Fri	08/08

*** 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.**