

Harvard University
FY2024 Month End Fixed Assets Closing Schedule
July 1, 2023 - June 30, 2024

FISCAL MONTH	<u>Last Day of Month</u>		<u>Date AP</u> <u>Adjustments must be</u> <u>approved by (EOD day</u> <u>2)*</u>		<u>Date AP Closes (3:30</u> <u>pm day 3)*</u>		<u>Date Assets related</u> <u>journals need to be in</u> <u>GL for current</u> <u>period (EOD day 3)*</u>		<u>Date Mass Additions</u> <u>need to be reviewed</u> <u>(by 9 am on day 4)*</u>		<u>Fixed Asset System</u> <u>Close - 9am</u>		<u>Fixed Asset Recons</u> <u>Due from Tubs</u> <u>(Quarterly)</u>	
			DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE
JUL 2023	Mon	07/31	Wed	08/02	Thurs	08/03	Thurs	08/03	Fri	08/04	Fri	08/04		
AUG 2023	Thurs	08/31	Tues	09/05	Wed	09/06	Wed	09/06	Thurs	09/07	Thurs	09/07		
SEPT 2023	Fri	09/29	Tues	10/03	Wed	10/04	Wed	10/04	Thurs	10/05	Thurs	10/05	Tues	10/31
OCT 2023	Tues	10/31	Thurs	11/02	Fri	11/03	Fri	11/03	Mon	11/06	Mon	11/06		
NOV 2023	Thurs	11/30	Mon	12/04	Tues	12/05	Tues	12/05	Wed	12/06	Wed	12/06		
DEC 2023	Fri	12/29	Wed	01/03	Thurs	01/04	Thurs	01/04	Fri	01/05	Fri	01/05	Wed	1/31
JAN 2024	Wed	01/31	Fri	02/02	Mon	02/05	Mon	02/05	Tues	02/06	Tues	02/06		
FEB 2024	Thurs	02/29	Mon	03/04	Tues	03/05	Tues	03/05	Wed	03/06	Wed	03/06		
MAR 2024	Fri	03/29	Tues	04/02	Wed	04/03	Wed	04/03	Thurs	04/04	Thurs	04/04	Tues	4/30
APR 2024	Tues	04/30	Thurs	05/02	Fri	05/03	Fri	05/03	Mon	05/06	Mon	05/06		
MAY 2024	Fri	05/31	Tues	06/04	Wed	06/05	Wed	06/05	Thurs	06/06	Thurs	06/06		
JUNE 2024	Fri	06/28	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Fri	8/2

*** 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.**