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To: ["SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU"; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: CORRECTION: Closing Instructions from Financial Reporting department
Date: Monday, April 26, 2021 11:12:00 AM
Attachments: [FY21 CLOSING INSTRUCTIONS_Final.pdf](#)
[QRG Closing Calendar FY21 by Functional Group_Final.pdf](#)
Importance: High

PLEASE DISREGARD THE PREVIOUS EMAIL AS IT CONTAINED INCORRECT DATES. THIS EMAIL CONTAINS THE CORRECT INFORMATION:

The following correspondence is being sent on behalf of the Jim Breen in the Accounting Operations department in the Office of the Comptroller.

Please note that this information will also be presented at our next Senior BA meeting scheduled for next Monday, 5/3 @ 2pm.

UNIVERSITY INTRAMURAL CORRESPONDENCE

OFFICE OF THE COMPTROLLER

To: Senior Business Officers

From: Jim Breen, Director, Accounting Operations

Date: April 26, 2021

Subject: FY 2021 School and Center Financial Closing Schedule

cc: MaryFrances McCourt and Russell Di Leo

Attached are the FY21 Financial Closing Instructions and related Quick Reference Guide ('QRG'). Please read the instructions carefully and contact the Comptroller's office if you have any questions.

HIGHLIGHTS

- As in the prior year, the adjustment period for ADJ-21 will include two additional days, beyond the typical five workdays, to record manual journal entries {Workday #7 or Monday, July 12th}.
- The responsibility center, School/Center Closing Administrator ('SCA'), has been retained within the BEN Financial systems. In conjunction with the Comptroller's department, each organization will once again designate up to two SCAs for the FY21 close.
- As a reminder, the SCAs will have 3 additional days (beyond Workday +7) to record progressively limited manual journal entries to ADJ-21 –
 - July 13th: corrections & adjustments to all but Grant funds and the UPHS interfund,
 - July 14th: corrections & adjustments to 0xxxxx funds only (excluding the UPHS Interfund),
 - July 15th: transfers between 0xxxxx funds only, using only objects codes 4820, 4825, 4839 and 4840.
 - Please note: no Interschool/center entries should be recorded unless agreed to by both parties.
- The SCAs will also record the organization's final closing entries by Wednesday, July 21st; 5PM. As in the prior year, the entries must be cleared with your Budget Office contact and provided to the Comptroller's office for posting.

REMINDERS

- The receipt accrual threshold will remain at \$10,000. Items that you wish to accrue for less than \$10,000 must be done via manual journal entry at your respective school or center level.
- Substantiation for the assets and liabilities carried at the individual school and center level

must be maintained, but does not have to be reproduced, nor delivered, to the Comptroller's office. Instead, a high-level summary reconciliation document, referred to as an Object Code Inventory, should be completed, signed and submitted to the Comptroller's office by Wednesday, July 21st. For those schools and centers needing refreshers with Object Code Inventories, your Financial Reporting Contacts can guide you through its preparation.

Please review the attached Closing Instructions and ensure that appropriate plans and actions are implemented within your respective organization to meet the related deadlines. Back by popular demand, we have also attached a QRG, which is a single page, high level list of key dates. A listing of Closing contacts will be sent as soon as it is finalized. The Closing Instructions and QRG are now available on the Comptroller's web site:

Full instructions: <https://www.finance.upenn.edu/wp-content/uploads/FY21-CLOSING-INSTRUCTIONS-FINAL.pdf>

QRG: <https://www.finance.upenn.edu/wp-content/uploads/QRG-Closing-Calendar-FY21-by-Functional-Group-Final.pdf>

[These instructions will be presented at the Senior BA meeting on May 3rd.](#) They will also be included in the June issue of *The Bottom Line*. If you have *any* questions or comments, please do not hesitate to reach out to your respective Comptroller's office contact or to me [\[email: breen@upenn.edu\]](mailto:breen@upenn.edu).

James Breen, C.P.A.

Director of Accounting Operations

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Fiscal Year 2021 Financial Closing Instructions

Overview

The FY 2021 year-end closing schedule and deadlines are generally the same as in the prior year. Please review the information *carefully*. Please contact the Comptroller’s Department with any questions. We are happy to respond!

BEN Financials Availability:

BEN Financials will be available to end users during the months of June and July for the normal operating hours, Monday through Saturday, 7a.m. to 8 P.M., **with the following exceptions:**

Friday, June 4th, 8 p.m. to Monday, June 7th, 6a.m.	Load of FY 2022 Original Budget to BEN Financials/Warehouse
Wednesday, June 30th, 5 p.m. to Thursday, July 1st, 7a.m.	JUN-21 (12 th month) closing
Wednesday, July 21st, 8 p.m. to Thursday, July 22nd, 9a.m. (estimate)	Final ADJ-21 (13 th month) closing

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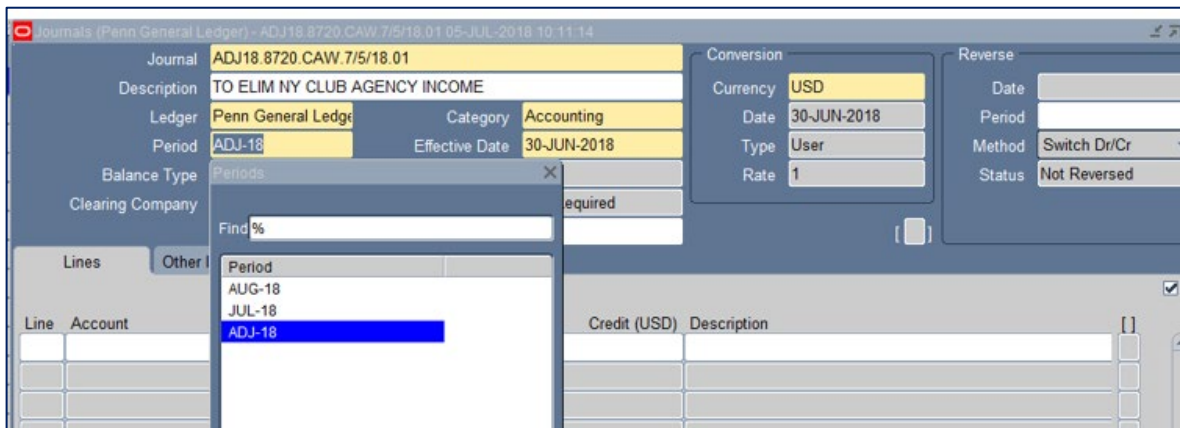
Posting Journal Entries to ADJ-21:

JUN-21 {the 12th month} will close on Wednesday, June 30th at 5 p.m. The Treasury cash bank activity [TRSCASH] for Wednesday, June 30th, will be back posted to JUN-21 on Thursday, July 1. Only *certain* Investment Services-related activities will be back posted to JUN-21. Instead, the concept of a 13th month---ADJ-21-- remains. ADJ-21 will run from July 1st to July 21st. However, most end users will only have direct access to ADJ-21 from Thursday, July 1st through Monday, July 12th.

DO's and DON'Ts of Proper 13th Month Journal Entries:

DO's:

- Use proper naming convention:
 - ADJ21.xxxx.zzz.mm/dd/yy.nn
 - Where xxxx is the user's org, zzz is the user's initials, mm/dd/yy is the date the batch is created and nn is the user's sequential batch number of the day.
 - Naming a journal entry with ADJ21 is for ease of identification only; it **does not** determine the period.
- YOU MUST SELECT THE PERIOD 'ADJ-21' FROM THE DROPDOWN SELECTION** {as is illustrated below for ADJ-18}, as the system will default to JUL-21.



- Enter into BEN Financials by 8 p.m. on Monday, July 12th.
- Please call the Comptroller's department with any questions.

DON'Ts:

- Don't use a control total of '1' on either the journal entry or batch unless you *don't* want the entry to post overnight.
- If you intend to reverse a journal entry but want to keep the original entry in FY21, mark the entry to reverse in JUL-21 not ADJ-21.

Receipt Accrual Process:

As a part of the year-end closing process, the Comptroller's Office will run the Receipt Accrual program. This program is run annually to book an accrual entry to the general ledger to account for merchandise or services provided to the University on or before June 30th, 2021, that has not yet been billed by the vendor. The program looks at each line item for all purchase orders that are not finally closed (POs), then compares the quantity received (input by PO Buyer) to the quantity billed (input by Accounts Payable) for each PO distribution. If the quantity received exceeds the quantity billed, the difference is multiplied by the unit price on the PO line and posted as a charge in JUN-21 to the account identified on the PO distribution. The journal (Source=COST MANAGEMENT) is then reversed in JUL-21, in anticipation of the invoice being processed in the next fiscal year.

The accrual program will not include any accrual entries of less than **\$10,000**.

For PO receipts to be recorded as expenditures in this fiscal year, the goods/services must be received by the department and entered as a receipt in BEN Financials by **Wednesday, June 30th, at 5 p.m.** You still have the ability to record legitimate accrual entries below that threshold in this fiscal year by entering a manual journal entry by Monday, July 12th. Please note that any receipts recorded by manual journal entry and any receipt accrual corrections are to be made to **xxx-0001-1-000000-2301-0000-0000**, where xxx represents the School/Center CNAC. Please remember to reverse any *manual* receipt accrual corrections in JUL-21.

In order to prepare for year-end and to know what will be accrued for your School/Center, you should run the 900.Uninvoiced Receipts Report (with the Minimum Extended Value parameter set to 10,000). This report allows you to review purchase order line, shipment, and distribution information for goods and services that have been receipted in BEN Financials but have not yet been billed. Details on the 900 report are available here:

<https://benhelps.upenn.edu/support/solutions/articles/15000045270>

Additionally, the 901.Overinvoiced Uninvoiced Receipts Report can be used to view uninvoiced receipts where the quantity already billed is greater than or equal to the quantity ordered. Uninvoiced receipts on the 901 report do not show on the 900 report and are not part of the year-end receipt accrual. The 901 report is available only in the Senior BA Reporting responsibility. Details on the 901 report are available here:

<https://benhelps.upenn.edu/a/solutions/articles/15000045271>

After reviewing the reports, if you need to have receipts corrected, please submit the PO Receipt Correction Form on the BEN Helps Support Portal.

PO Receipt Correction Form:

<https://benhelps.upenn.edu/support/catalog/items/48>

Payroll:

Salary/ Incentive Accrual Process:

Salary and/or incentive bonuses earned in FY2021, but payable in FY2022 must be accrued and recorded in either the JUN-21 or ADJ-21 period, but no later than Monday, July 12th. Both the salary and related benefit expenses should be recorded as a debit to Other Salaries expense (Object code 5141) and a credit to Accrued Payroll (Object code 2302). The fund number used should be the general unrestricted fund (000000), a special purpose fund (01xx01, 01xx02) or a center specific fund (01xx03, 01xx04). **No manual accruals are to be posted to the EB Pool fund (020200).**

Weekly Payroll for the Period Ending June 20th, 2021:

Monday, June 21st, 4 p.m. Final FY21 Weekly Payroll Cycle begins. All payroll adjustments for the current and prior periods must be submitted.

Wednesday, June 23rd, 12 p.m. Final FY21 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.

Monthly Payroll for the Period Ending June 30, 2021:

Tuesday, June 1st, 4 p.m. Final FY21 Monthly Payroll Cycle begins. All payroll adjustments for the current and prior periods must be submitted.

Friday, June 25th, 3 p.m. Final FY21 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.

Payroll Reallocations Application (PRA):

Wednesday, June 30th, 4:30 p.m. Regular: Final day for Regular Reallocations to be submitted in PRA and posted to FY21

Monday, June 28th, 5 p.m. Restricted: Final day to submit Restricted Reallocation Requests on closed Effort Periods to be approved and posted to FY21 by Research Services

Tuesday, June 29th, 5 p.m. Restricted: Final day to submit Restricted Reallocation Requests where the object code is changing to be approved and posted to FY21 by the Payroll Office

Payroll (continued):

Merit Increase Program via Workday:

FY 2022 salary increases can be processed in Workday. Refer to FY 2022 Faculty/Staff Salary Merit Increase Program Guidelines for detailed instructions (available the week of April 5):

<https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2>

Monday, May 10th 10a.m. Merit Increase Program via Workday opens.

Friday, May 28th, 11:59 p.m. Merit Increase Program via Workday closes.

FY 2022 Payroll:

First weekly payroll for FY 2022 will be for the week ending June 27th, 2021.

First Monthly Payroll for FY 2022 will be for Pay Period Ending July 31st, 2021

Annual increases for weekly paid personnel will be effective for the week ending July 4th, 2021 and payable on July 9th, 2021. This pay reflects pay at FY 2021 (6/28-6/30) and FY 2022 (7/1 – 7/4) hourly rates.

Accounts Payable*:

Friday, June 11th, 5 p.m. Final day to request Final Closing of Purchase Orders in FY 2021

Friday, June 18th, 5 p.m. Purchase order invoices to be processed in FY 2021

Requests to correct and reverse receipts for FY 2021

Foreign Currency Non-PO Payment Requests submission deadline to be processed in FY 2021.

Wednesday, June 30th, *approved by* 3 p.m. ******Non-PO payment requests to be recorded in FY 2021

**** The dates and times listed above for Accounts Payable are the year-end processing cut-off dates and times for the AP Office. In order to ensure that your requests are processed before the end of the fiscal year, we are requesting you submit all forms by the dates and times listed. Requests submitted after these dates may still be processed before the end of the fiscal year; however, due to the increased volume of requests we receive during this time, we cannot guarantee they will be processed.***

*****Approved in Penn Marketplace.***

Concur Expense Reports:

Tuesday, June 29th, 5 p.m.

Final day for approved Concur Expense reports to be posted to FY21

Purchasing Cards:

Friday, June 18th

Batches that were available for reallocation from Saturday, June 12th - Friday, June 18th will be posted to JUN-21

Friday, June 25th

Batches that were available for reallocation from Saturday, June 19th - Friday, June 25th will be posted to JUN-21

Friday, July 2nd

Batches that were available for reallocation from Saturday, June 26th - Friday, July 2nd will be posted to ADJ-21

Friday, July 9th

Batches that were available for reallocation from Saturday, July 3rd - Friday, July 9th will be posted to JUL-2

Investment Services/GAA:

Friday, May 28th

Last day to submit manual buys or liquidations of Investments to be processed in FY21

Thursday, July 1st

Posting of final TIF income distribution

Wednesday, July 7th

Last date to deliver FY21 gift and pledge documentation (must have June 30 or prior postmark) to GAA for recording in ADJ-21

Friday, July 9th

Last day to clear operating gift funds with overdrafts

Monday, July 12th

Posting of final gift feeders, gift overhead and gift cash prorate

Tuesday, July 13th

Final FY21 gift and pledge accruals posted by GAA

Wednesday, July 14th

Final FY21 AIF income distribution will be back posted to JUN-21

Endowment income overhead and endowment income prorate posts back to JUN-21

Investment Services/GAA (continued):

63xxxx Unrestricted gift funds will be transferred to the designated special purpose fund by Investment Services group

No gift or endowment entries will be recorded after July 14th.

An AIF Market Value adjustment will be posted to JUN-21 in August. There will be no impact to FY21 AIF income as a result of this adjustment.

FY21 manual buys-ins or liquidations will be posted after the market value is final for ADJ-21, and will post to JUL-21 after AIF income is posted to July.

Student Financial Services:

Wednesday, June 16th

Pennant Close
Last day for Grad Funding through Pennant AR
{charge to clearing account}

Thursday, June 17th

Tuition Distribution Snapshot
Posting of Summer Prelim #2
Posting of Prior terms tuition distribution

Thursday, June 17th

Final FY21 feed of Pennant transactions to BEN Financials

Thursday, June 24th

Posting of Final Spring Student Aid Distribution

Wednesday, June 30th

Last day for Grad Funding through BEN Financials for FY21 terms {credit to clearing account}

Feeders:

Wednesday, June 30th

Final JUN-21 import and posting of all feeders, except Gifts

Thursday, July 1st

First day to transmit ADJ-21 feeders for FY21 activity

Wednesday, July 7th

Final day to transmit ADJ-21 feeders for FY21 activity

Cash & Check Deposits:

Wednesday, June 30th, 3 p.m.

Deadline to deliver deposits to Cash Management drop box for processing in JUN-21

Note: No deposits will be posted to ADJ-21. Anything received after June 30 will post to JUL-21.

BEN Assets:

Friday, June 18th

Last day to enter FY21 asset retirements and retirement reversals in BEN Assets

Friday, June 18th

Report any in-process equipment that has been placed in service to Accounting Operations

Wednesday, June 23rd

Last day for manual journal entries to Object Codes 18xx

Tuesday, June 29th

Last day to submit FY21 funding certifications to the Treasurer's office.

Wednesday, June 30th

Last day for FY21 Capital Project funding entries. {No capital funding entries recorded in the ADJ period.}

RCM: Closing Reports & Treatment of Year-end Individual Fund Surpluses/Deficits:

Surplus or deficit balances in Fund 000000 must be closed out to another fund in your final closing entries. Cumulative cash deficits in any other unrestricted fund (General Purpose Funds, Special Purpose Funds, or Other Unrestricted Funds) are not allowed. Cumulative cash deficits in excess of \$25,000 are not allowed in any individual gift or endowment fund. Discuss with your Budget Office Contact your plans to cure deficits that exist in Service Center and/or Sponsored Program Funds as adjusting entries are not permitted in the year-end closing journals. Consult with your Budget Office Contact on any RCM-related questions. Final School/Center closing entries must be cleared with your respective Budget Office Contact, recorded by the Senior BA and submitted to the Comptroller's office for posting by Wednesday, July 21st at 5 p.m. See the following for instructions on running reports to close out your School/Center:

<https://www.finance.upenn.edu/wp-content/uploads/Comptrollers-Office-Guide-to-Year-End-Closing.pdf>

General:

Monday, June 7 th	Suspense account reconciliation and clean up completed – (this should include SUSP org and suspense object codes 94XX and 95XX) for suspense items recorded prior to June 7 th
Wednesday, June 30 th ; 5 p.m.	Last day to process all JUN-21 manual journal entries directly to the JUN-21 period
Wednesday, July 7 th	All capital-related month-end mass allocations posted
Monday, July 12th; 8 p.m.	Final day to process all ADJ-21 manual journal entries directly to the ADJ-21 period, except for School/Center Closing Administrators (“SCAs”) designated by the Comptroller’s office
	Last day for:
	Final physical inventory adjustments
	Final trade receivable and related allowance adjustments
	Receipt accrual adjustments/corrections
	FY20 Salary/Bonus Accruals
	Final Health System inter-fund transactions
	Final grant and contract overhead and revenue recognition and indirect cost will be posted
	Final internal allocations, distributions and cost sharing between schools and centers must be processed
Tuesday, July 13 th	Indirect Cost Distribution (Research Support & Resources) posted
Tues., July 13th - Thurs., July 15th record the following:	Last days for SCAs’ direct access to ADJ-21 to
Tuesday, July 13 th	Corrections and adjustments to all but Grant accounts and UPHS interfund*

General (continued):

Wednesday, July 14th Corrections and adjustments to 0xxxxx funds only (excluding UPHS interfund)*

Thursday, July 15th Transfers between 0xxxxx funds using object codes 4820, 4825, 4839 and 4840 only

***Please note: No inter School/Center entries unless both Schools/Centers have agreed.**

Tuesday, July 13th All gift/agency-related month-end mass allocations posted

Wednesday, July 14th All remaining non-endowment month-end mass allocations posted

Wednesday July 21st, 5 p.m. Final School/Center closing entries recorded by SCAs**, cleared with your Budget Office Contacts and provided to Comptroller's office to post (object codes 4820, 4825, 4839 and 4840 in 0xxxxx funds only)

Asset and Liability object-code inventory due to Comptroller's office SME

Signed School/Center internal representation letter emailed to Comptroller's office no earlier than Wednesday, July 14th, but no later than Wednesday, July 21st {Hard copy not required.}

****SCAs: Please record closing entries to the month of JUL-21, using a Control Total of 1. When notified, the Comptroller's office will remove the Control Total of 1, change the Period to ADJ-21 and post.**

BEN Financials Closings:

Wednesday, June 30th, 5 p.m. BEN Financials closed for JUN-21 processing

Monday, July 12th, 8 p.m. BEN Financials closed for ADJ-21 except for SCAs, Gift/Investment Office processing and Comptroller's Financial Reporting

Thursday, July 15th, 8 p.m. BEN Financials closed for ADJ-21 SCAs processing

Wednesday, July 21st, 8 p.m. BEN Financials closed for all ADJ-21 activity



**OFFICE OF THE COMPTROLLER
FISCAL YEAR 2021 CLOSING CALENDAR BY FUNCTIONAL GROUP***

PAYROLL		
Weekly Payroll for the Period Ending June 20th, 2021		
Mon	Jun 21 st , 4:00 p.m.	Final FY21 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Wed	Jun 23 rd , 12:00 p.m.	Final FY21 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.
Monthly Payroll for the Period Ending June 30, 2021		
Tues	Jun 1 st , 4:00 p.m.	Final FY21 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.
Fri	Jun 25 th , 2:00 p.m.	Final FY21 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.
Merit Increase via Workday@Penn https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2		
Mon	May 10 th , 10:00 a.m.	Merit Increase via Workday opens.
Fri	May 28 th , 11:59 p.m.	Merit Increase via Workday closes.
ACCOUNTS PAYABLE		
Fri	Jun 11 th , 5:00 p.m.	Final day to request Final Closing of POs in FY 2021.
Fri	Jun 18 th , 5:00 p.m.	Purchase Order invoices to be processed in FY 2021.
Fri	Jun 18 th , 5:00 p.m.	Requests to correct and reverse receipts for FY 2021.
Wed	Jun 30 th , 3:00 p.m.	Non-PO payment requests to be recorded in FY 2021.
PURCHASING CARD		
Fri	Jun 18 th	Batches that were available for reallocation from June 12 – June 18 will be posted to JUN-21.
Fri	Jun 25 th	Batches that were available for reallocation from June 19 – June 25 will be posted to JUN-21.
Fri	Jul 2 nd	Batches that were available for reallocation from June 26 – July 2 will be posted to ADJ-21.
Fri	Jul 9 th	Batches that were available for reallocation from July 3 – July 9 will be posted to ADJ-21.
FEEDERS		
Wed	Jul 7 th	Last day to transmit ADJ-21 feeders for FY21 activity.
CASH AND CHECK DEPOSITS		
Wed	Jun 30 th , 3:00 p.m.	Deadline to deliver deposits to Cash Management drop box for processing in JUN-21.

GENERAL		
Mon	Jul 12 th , 8:00 p.m.	Last day to process all ADJ-21 manual JEs directly to ADJ-21.
Mon	Jul 12 th , 8:00 p.m.	Record all final Health System interfund transactions.
Wed	Jul 21 st , 5:00 p.m.	Final School/Center closing entries recorded by Senior Business Officer, cleared w/Budget Office, given to Comptroller's to post.
Wed	Jul 21 st , 5:00 p.m.	Signed School/Center internal representation letter emailed to Comptroller's no earlier than July 14 th , but no later than July 21 st . (Hard copy <i>not</i> required.)
BEN FINANCIALS AVAILABILITY		
Wed	Jun 30 th , 5:00 p.m.	BEN closed for JUN-21.
Mon	Jul 12 th , 8:00 p.m.	BEN closed for ADJ-21.
PENNTM – TRAVEL AND EXPENSE MANAGEMENT		
Tues	Jun 29 th , 5:00 p.m.	Last day for 'approved' Concur expense reports posted in FY21.
BEN ASSETS		
Fri	Jun 18 th	Last day to enter FY21 asset retirements/reversals.
Fri	Jun 18 th	Report any in-process equipment placed in service to Acct Ops.
Wed	Jun 23 rd	Last day for manual journal entries to Object Codes 18xx
Tues	Jun 29 th	Last day to submit FY21 funding certs to Treasurer's Office.
Wed	Jun 30 th	Last day for FY21 Capital Project funding entries. No capital funding entries recorded in the ADJ period.
INVESTMENT SERVICES/GAA		
Fri	May 8 th	Last day to submit manual buys or liquidations of Investments to be processed in FY21.
Thurs	Jul 1 st	Posting of final TIF income distribution.
Wed	Jul 7 th	Last date to deliver FY21 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-21.
Fri	Jul 9 th	Last day to clear operating gift funds with overdrafts.
Mon	Jul 12 th	Posting of final gift feeders, gift overhead and gift cash prorate.
Tues	Jul 13 th	Final FY21 gift and pledge accruals posted to GL by GAA.
Wed	Jul 14 th	Endowment income overhead and endowment income prorate posts back to JUN-21. Endowment income overhead and prorate posts back to JUN-21. 63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 14th.
STUDENT FINANCIAL SERVICES		
Wed	Jun 16 th	Pennant closes.
Thurs	Jun 17 th	Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

*This document does not include all FY21 closing dates. For the comprehensive FY21 closing calendar, go to <https://www.finance.upenn.edu/accounting-reporting/closing-schedule-and-procedures/>.