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To: ["SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU"; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: Request for FY21 School/Center Closing Administrators
Date: Monday, April 26, 2021 9:50:00 AM

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

Good morning,

In connection with the FY21 year-end financial closing process and similar to FY 20, we are retaining the School/Center Closing Administrator ('SCA') responsibility center within the BEN Financial systems. We are again asking each school/center to designate up to two SCAs for the FY21 close. For those who are new or to refresh any memories, the extra powers granted to the SCAs are noted below. Can you please provide the names of your school/center's two designated SCAs to me, breen@upenn.edu by **Friday, May 7th**?

Please let us know if you have any questions about identifying your SCAs.

School/Center Closing Administrators:

- For all BEN Financials users, 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 SCAs will have ***3 additional days*** (beyond WD +7) to record progressively limited manual journal entries to ADJ-21 –
 - July 13: corrections & adjustments to all but Grant funds and UPHS interfunds {gift and endowment fund adjustments permitted},
 - July 14: corrections & adjustments to 0xxxxx funds only {No grant, gift or endowment fund, or UPHS interfund adjustments permitted},
 - July 15: 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 21; 5PM**. As in the prior year, the closing entries must be cleared with your Budget Office contact and provided to the Comptroller's office for posting.

Thank you.

Jim

--Jim

James Breen, C.P.A.

Director of Accounting Operations

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