

From: [Silverman, Celestine](#)
To: SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU
Subject: Request for FY23 Sr BA Schools & Centers
Date: Thursday, May 11, 2023 1:14:00 PM

The following message is being sent on behalf of Shane Pyle in the Financial Reporting department of the Office of the Comptroller:

Good afternoon,

In connection with the Fiscal Year 2023 year-end financial closing process and similar to prior years, 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 FY23 close. **Please forward the names of your school/center's two designated SCAs to Shane Pyle (spyle@upenn.edu) by Wednesday, May 24th.**

For those who are new or to refresh any memories, the extra powers granted to the SCAs are noted below. Please let us know if you have any questions about identifying your SCAs.

School/Center Closing Administrators:

1. For all BEN Financials users, the adjustment period for ADJ-23 will include two additional days, beyond the typical five workdays, to record manual journal entries {Workday #7 or Wednesday, July 12}.
2. The SCAs will have ***3 additional days*** (beyond WD +7) to record progressively limited manual journal entries to ADJ-23
 1. July 13: Corrections and adjustments to 0xxxxx funds only (excluding UPHS interfund and 000010 fund),
 2. July 14: Corrections and adjustments to 0xxxxx funds only (excluding UPHS interfund and 000010 fund),
 3. July 17: Transfers between 0xxxxx funds using object codes 4820, 4825, 4839 and 4840 only.
3. Please note: no Interschool/center entries should be recorded unless agreed to by both parties.
4. The SCAs will also record the organization's final closing entries by Thursday, July 20. 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.
5. The SCAs should forward their year-end object code inventories by Thursday, July 20.
6. The SCAs should send their signed internal representation letters **no earlier** than Thursday, July 13, but **no later** than Thursday, July 20

*****A Note from Peg Heer, Associate Treasurer:***

Due to the rollout of Compass (Sales Force) in July, Gifts Accounting & Administration requests that all schools submit all new endowment and gift fund requests to the Gift Accounting and Administration office by June 26, 2023. The ATLAS system will be view only after July 1st, with only

limited access to production.

Shane Pyle
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