

From: [Silverman, Celestine](#)
To: [SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU](#); [SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: FY24 School/Center Administrator (SCA) Request
Date: Wednesday, May 1, 2024 8:25:00 AM

The following correspondence is being sent on behalf of Sary Rosado in the Financial Reporting department in the Office of the Comptroller:

Good Morning,

In connection with the Fiscal Year 2024 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 FY24 close. **Please forward the names of your school/center's two designated SCAs to Sary Rosado (srosad@upenn.edu) by Friday, May 17th.**

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-24 will include two additional days, beyond the typical five workdays, to record manual journal entries {Workday #7 or Wednesday, July 10}.
2. The SCAs will have ***3 additional days*** (beyond WD +7) to record progressively limited manual journal entries to ADJ-24
 1. July 11: Corrections and adjustments to 0xxxxx funds only (excluding UPHS interfund and 000010 fund),
 2. July 12: Corrections and adjustments to 0xxxxx funds only (excluding UPHS interfund and 000010 fund),
 3. July 15: 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 18. 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 18.
6. The SCAs should send their signed internal representation letters **no earlier** than Thursday, July 11, but **no later** than Thursday, July 18.

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

ATLAS gift system will be sunset on June 30, 2024. For individuals using ATLAS to gain access to OnBase fund documents, you will need to obtain access to Compass. Please contact: DAR Training Support at dartraingsupport@dev.upenn.edu.

Thank you,

Sary Rosado-Santiago (*she/her/hers*)

Sr. Financial Reporting Analyst

University of Pennsylvania | Office of the Comptroller | Franklin Building

3451 Walnut Street Philadelphia, PA 19104-6284 | 215.898.2364

srosad@upenn.edu