Contracts & Grants Accounting

- AR aging
- Statement of accounts to sponsors
- Receivables collections
- Research requests and respond to inquiries
- Year-end financial reporting - bad debt review
- Review and monitor suspense and credit balances
- Update accounts receivable policies and procedures
- Check receipts
- AR cash deposits & application
- Validation query reporting
- cga_receivables@berkeley.edu departmental email

- External and internal audit coordination
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
- cgaawards@berkeley.edu departmental email
- cga_help@berkeley.edu departmental email

- Deficit clearing
- Intercampus requests for reimbursement and reporting
- Quarterly Federal Cash Transaction verifications
- IRR monitoring and collection
- Intercampus Financial Control recon review
- Membership and Caltrans overhead distributions
- Review, monitor, and adjust for GAEL insurance assessment
- CEE management fee distribution
- Fiscal year-end close
- STIP refunds to DHHS
- Cga_ar_help@berkeley.edu departmental email

- Quarterly variance analysis
- Internal controls for CGA
- AVF budget
- AVF HCM maintenance
- Balance sheet review and reconciliation
- UAR/AR WIP reporting
- SFA/CAP report maintenance
- System Management Administrator
- Process documentation
- Fiscal year-end close
- Fund inactivation

- Late payroll cost transfer review
- Financial reporting & data analysis
- GL to PC reconciliations and monitoring
- Fiscal year-end close
- BFS PC systems - Testing - Monitoring - Maintenance - Training - Reconciling
- Sponsored award statistics

- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
- System access tracking

- New award and modification set-up in PeopleSoft Contracts and Grants module
- New award and modification budget review and upload
- Interim and final financial reports/Indirect cost exception
- Invoicing (non LOC)
- Coordinate special invoicing requirements
- Maintain award information in PeopleSoft Contracts and Grants module (e.g., No Cost Extension)
- Fiscal compliance with sponsor, agency and UC guidelines
- Cost sharing review and reporting
- Departments and sponsors issue resolution
- Communications related to post-award financial administration
- Service delivery
- Award closeout
- Inactivating funds
- Review and update CGA procedures and manuals

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Financial Accounting and Controls

Plant Accounting and Analysis
Sandra Carnero
James Cooney
Hossai Necko
Victoria Wu

Reporting and Analysis
Sonali Wickramasinghe
Janet Hui
Leo Shevyakov
Joseph Wong

Reconciliation and Analysis
Ariana Lightner
Candy Huang
Wendy Lam
Tammee Tan

Internal Controls, Compliance, and Reconciliation
Natalia Lau
Mario Estrella
Jenny Huynh
Kay Patterson

- Journal entry processing (including bank fees, all plant funds-related, depreciation)
- Account analysis and reconciliation (including cash, capital assets)
- Chart of account maintenance-plant
- CAAN maintenance
- Debt financing draws
- IRS declarations for external financing
- State capital appropriation claims
- Year-end financial reporting and schedules
- Financial statement external audit support
- Financial accounting analysis of third party capital transactions
- Campus support (gao@berkeley.edu and plantaccounting@berkeley.edu)

- Account analysis and reconciliation (including revenue/expense variation analysis)
- Chart of account maintenance-agency, current, loan
- Allocations (AFC, IDC on non C&G funds, STIP, UCRP Supplemental Assessment Interest)
- Billing (LBNL, International House, HHMI)
- Mapping to UCOP COA
- Special state appropriation claims
- Financial statement preparation
- Monthly and fiscal close coordination
- Year-end financial reporting and schedules
- Financial statement external audit support

- Account analysis and reconciliation (including payroll, loan, clearing accounts)
- UC Path project (certain GL-related business processes and interface)
- Central deptid analysis and monitoring
- Related organization and component unit analysis
- Financial accounting analysis of complex transactions (other than capital transactions)

- Journal entry processing (including Intercampus, ITOF)
- Account analysis and reconciliation (including receivables, payables, intercampus, etc.)
- External audits reporting
- DFL/SAR controls monitoring
- Division certification and management rep coordination
- Unrelated business income tax and other tax related issues
- Financial statement external audit support and coordination
- Campus support (financialcontrol@berkeley.edu and itof@berkeley.edu)

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Payroll Office

Delphine Regalia
Assistant Vice Chancellor and Controller

Systems & Projects
Crystal Parkinson

CalTime
Theron Ginn
Marvin Harris

Payroll/Personnel System (PPS)
Peyjen Lin
Kristina Ruiz

Pay Production/ Garnishments
Shanmei Yue
Aaliyah Jones
Jill Lam
Bryana McBride
Vincent Samuel

Foreign Tax Compliance
Sofia Nekmal
- vacant -

Pay Production & Foreign Tax Compliance
Debby Haskell

Benefits & Accounting
Jerri Rausse

Leaves of Absences
Angela Dizon

Payroll Taxes
Anne Sato

Consolidated Billing
Denise Scott
Maria Urbizagastegui

Postdoc Billed Direct/ Imputed Income
Katie Lai Nei Chung

Reconciliations/ Adjustments
Sherryl Brinkley

Payroll System
- Release coordination
- System and production maintenance
- Mass Pay Actions, including Retro Pay
- Merit and range adjustments
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

Timekeeping System
- Access
- Respond to Service Now tickets
- Trouble shoot system issues
- System configuration
- Change Request Management
- Upgrades and releases
- Testing and validation
- Approval reminder notifications
- System approval sign off

Projects
- UCPATH
- Retrofit Caltime

Pay Production & Foreign Tax Compliance
- Customer Service Window Service
- Overpayment processing
- GLACIER documentation
- Foreign tax payments

Benefits & Accounting
- Postdoc billing direct and imputed income for foreign students
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing journals
- Check reissuance
- Imputed income

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BFS Business Systems

Tracy Okamura
Director

Team 1 – GL, AP, Security
Richard Burge
Chanden Deep
Barbara Scullion
Matt White

- General ledger module
- UCOP reporting
- Month end close coordination
- Chartfields
- Combo edit maintenance
- Batch interfaces – journals
- HCM interface
- BIBS module
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces
- System Access Review
- BFS security
- SARA request system

Team 2 – Grants, AR, Billing
Anoop Hirdani
Gopi Margam
Deanna Sailor
Neeren Sharma
Fenny Teng

- Grants, contracts, projects and commitment control modules
- Phoebe interface
- CBR processing
- PPS Payroll Suspense Clearing
- AR, billing, and eBill modules
- Billing interfaces
- Invoice formats
- Aging and dunning processes
- Billing and AR month end close
- New billing and AR bus.unit setup

- Campus application integrations
- System implementations, upgrades
- Maintenance patching
- Business process improvement and mapping
- Requirements gathering & modifications
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: January 2019