Delphine Regalla
Assistant Vice Chancellor and Controller

Contracts & Grants
Manager
Kimberly Page

Contracts & Grants
Julio Rodriguez

Contracts & Grants
Lynne Coulson

Contracts & Grants
Milan Havel

Contracts & Grants
Esther Chang

Accounting Manager
Elizabeth Chavez

Accounts Receivable
Tina Yang
Nancy Yim
Nancy Zhou
Shai Ji
Nancy Nokes

LOC Invoicing & Draw Down
Barbara Rageh

Accounting, Reporting, & Compliance
Mauricio Soua
Yoheli Armaza
Sravaniduggirala
Michelle Tech
Paul Howl
Melissa De La Fuente

Contracts & Grants
Grants & Accounting
Manager
Chavez
Kimberly Page

Mark Rodriguez
Thesis Solis
Philip Nguyen
Love Joy Sevilleja
Varun Bhatnager

Rana Burroughs
Enrique Fernandez
Love Joy Sevilleja
Varun Bhatnager

Jun Soriano
Christine Kirera
Glenda Smith
Philip Larkin

Xiaoying (Sharon) Wang
Holly Xu
Dave Beza
S. Martin Mustafa

• Reconciliations and 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
• Review action item report
cga_ar_help@berkeley.edu departmental email
cga_receivables@berkeley.edu departmental email
• Update accounts receivable policies and procedures
• Check receipts

• Invoicing, LOC drawdowns, post invoices to website
• Online invoicing
cgaawards@berkeley.edu departmental email
• Footprint tickets point of contact

• PC module batch processing
• Validation query reporting
• Financial reporting & data analysis
• GL to PC reconciliations & monitoring
• Quarterly Variance analyses
• Quarterly Federal Cash Transaction verifications
• Deficit clearing and fund inactivations
• Intercampus reporting
• Month-end Close including Data Validations
• Fiscal Year-end Close
• Membership and Caltrans overhead distributions
• Review and monitor GAEL insurance assessment
• CIEE management fee distribution

• Intercampus requests for reimbursement
• Calculate STIP income and submit refund to DHSS
• Indirect cost reconciliation
• Special projects
• Post-award compliance monitoring
• Late payroll cost transfer review
• External and internal audit coordination
• Effort Reporting System
• Internal Controls for CGA
cga_help@berkeley.edu departmental email
• AR cash deposits & application
• IRR monitoring and collection
• AVCFC Budget

• 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/error
• 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
• Assisting Accounts Receivable to resolve outstanding payments
• Review and update CGA procedures and manuals

Last updated: June 2017
University of California, Berkeley

BFS Business Systems

Interim Director, Berkeley Financial System
Tracy Okamura

- General Ledger Analyst
  Richard Burge
  - General ledger module
  - UCOP reporting
  - Month end close coordination
  - Chartfields
  - Combo edit maintenance
  - Batch interfaces – journals
  - HCM interface

- Accounts Payable and Identity Management Analyst
  Barbara Scullion
  - Accounts payable module
  - Batch interfaces – vouchers
  - BearBuy interface to AP/PO
  - Supplier maintenance & interfaces
  - Identity Management reporting

- Grants Analyst
  Anoop Hirdani
  Deanna Sailor
  Fenny Teng
  - Grants, contracts, projects and commitment control modules
  - COEUS interface
  - CBR processing
  - Payroll suspense clearing

- Accounts Receivable and Billing Analyst
  Gopi Margam
  - Accounts receivable, billing, and eBill modules
  - Billing interfaces
  - Invoice formats
  - Aging and dunning processes
  - Billing and AR month end close
  - New billing and AR business unit setup

- Security
  Florence Hendrix
  - BFS security
  - Sara request system

- Interim Director, Berkeley Financial System
  Tracy Okamura
  - Campus application integrations
  - System implementations, upgrades
  - Maintenance patching
  - Business process improvement and mapping
  - Modification requests
  - Requirements gathering
  - Unit and regression testing
  - Query writing
  - System documentation
  - Special projects

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