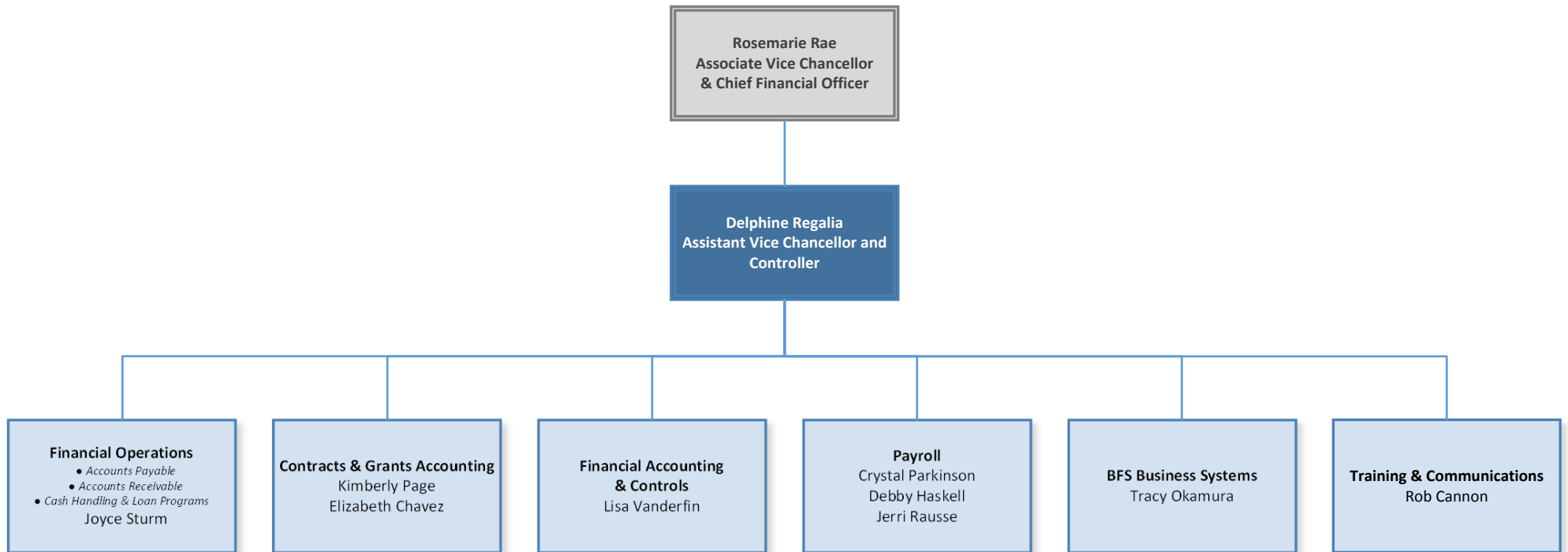
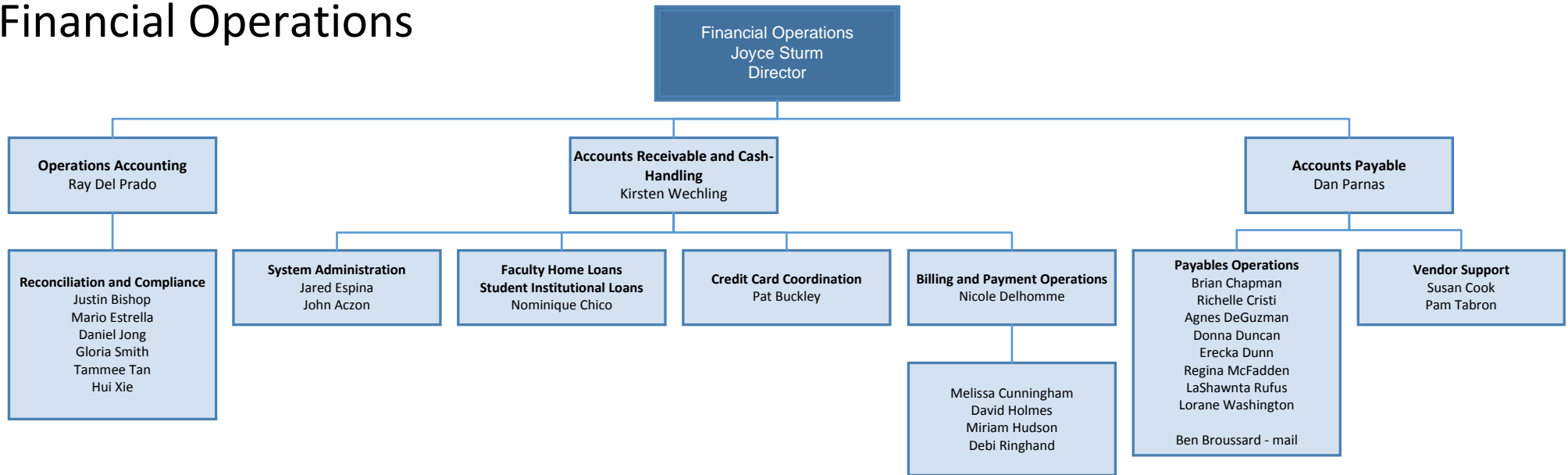


University of California, Berkeley  
**Controller's Office**

July 2017



University of California, Berkeley  
**Financial Operations**



- Recon exception clearing: AR/AP/Bank/Sponsored Student/Connexus/Fed-Ex/Travel Advance
- Audit response
- Perkins/HPSL/Long-term loan reconciliation and journals
- System exception clearing: AR/AP/cash-to-general ledger
- Federal long-term loan reporting
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Bad debt reserve assessment and analysis
- AR reconciliation
- Payroll reconciliation
- US Bank travel card maintenance
- Relocation tax review

- Non-student AR system / transaction quality assurance (produce invoices, create customers, maintain product codes, SME testing, account maintenance, payment application)
- Non-student AR customer support (marketing/education, department inquiries, customer inquiries, new/current user training)
- Non-student bad debt recovery (Aging review, agency assignment)
- Student AR system / transaction quality assurance (generate statements, system user security, data validation, business process execution, SME testing)
- 1098-T data generation
- Franchise Tax Board file submission / updates

- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- ACS relationship / new institutional loan program setup

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance

- Perkins/HPSL/Institutional Loan administration, counseling and collections
- Customer support (liaison with One Stop Student Service center, escalated inquiries)
- Student AR accounts: collections agency assignments, promise-to-pay / collection letter
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Customer support (marketing/education, communications)
- Petty cash/ research subject pay card coordination
- Cash deposit system administration (system user security, SME testing, research reconciliation inquiries)

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement payments (policy compliance, travel and entertainment transaction review)
- Travel and Entertainment business process and policy (coordinate Travel/Connexus program for campus)
- Receipt of mail and invoice scanning
- Sales and use tax review

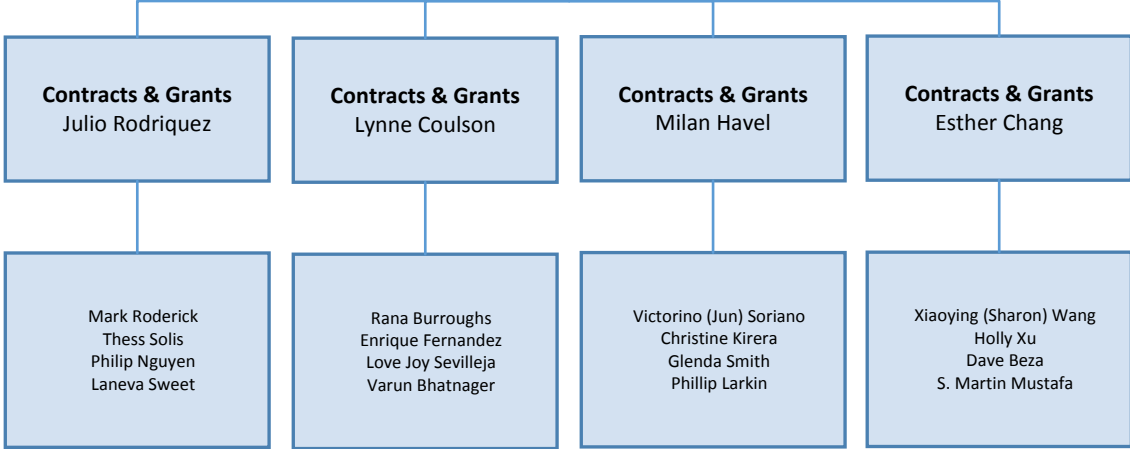
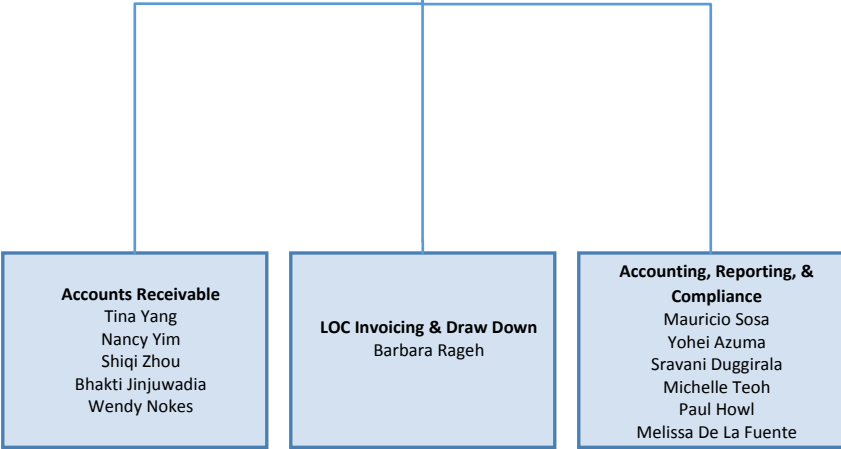
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- 1099 generation

# Contracts & Grants Accounting

**Delphine Regalia**  
Assistant Vice Chancellor  
and Controller

**Accounting Manager**  
Elizabeth Chavez

**Contracts & Grants Manager**  
Kimberly Page



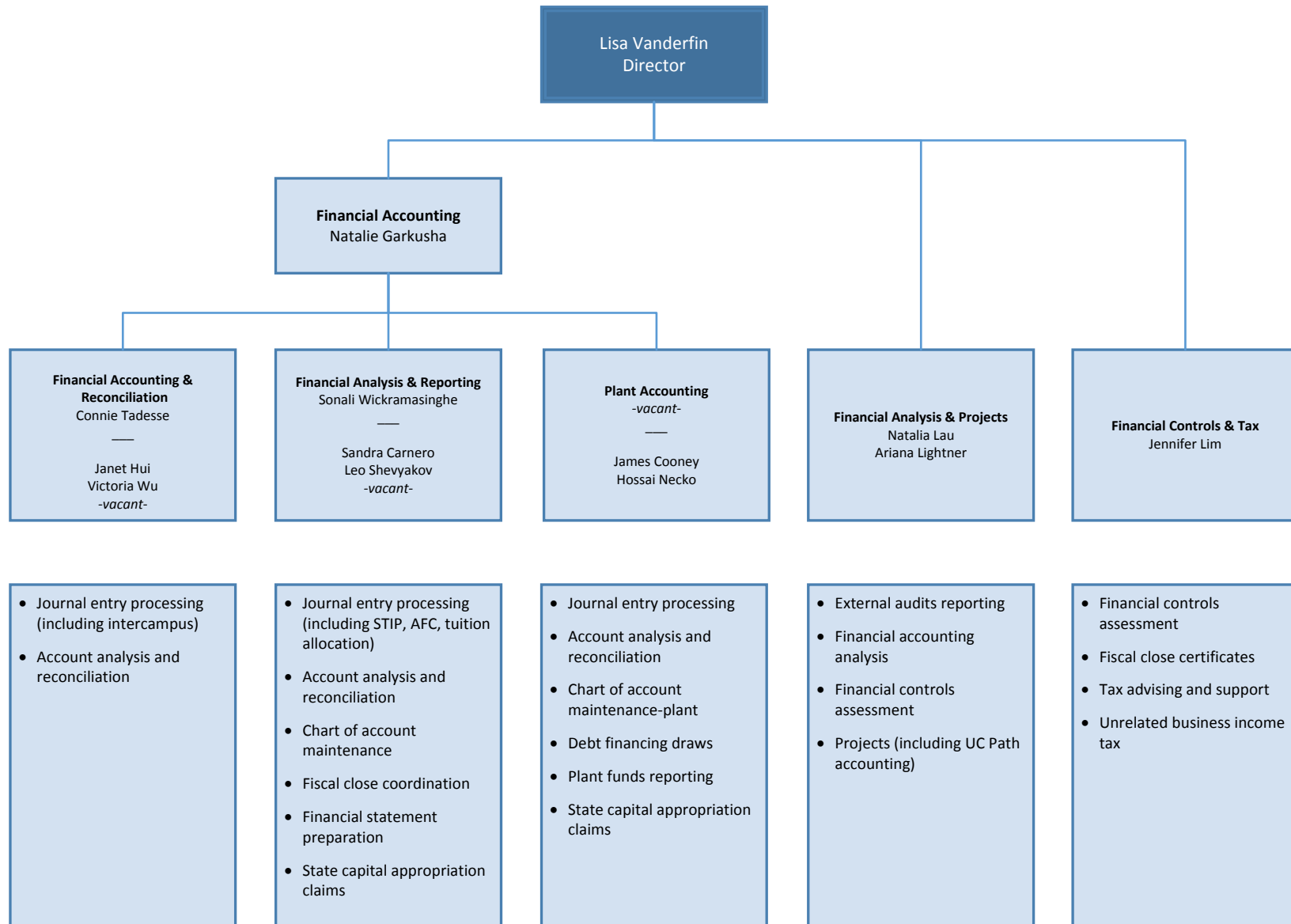
- Reconciliations and aging
- Statement of accounts to sponsors
- Receivables collections
- Research requests and respond to inquiries
- Year-end financial reporting - bad debt review
- Review and monitor suspense and credit balances
- Review action item report
- cga\_receivables@berkeley.edu departmental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

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

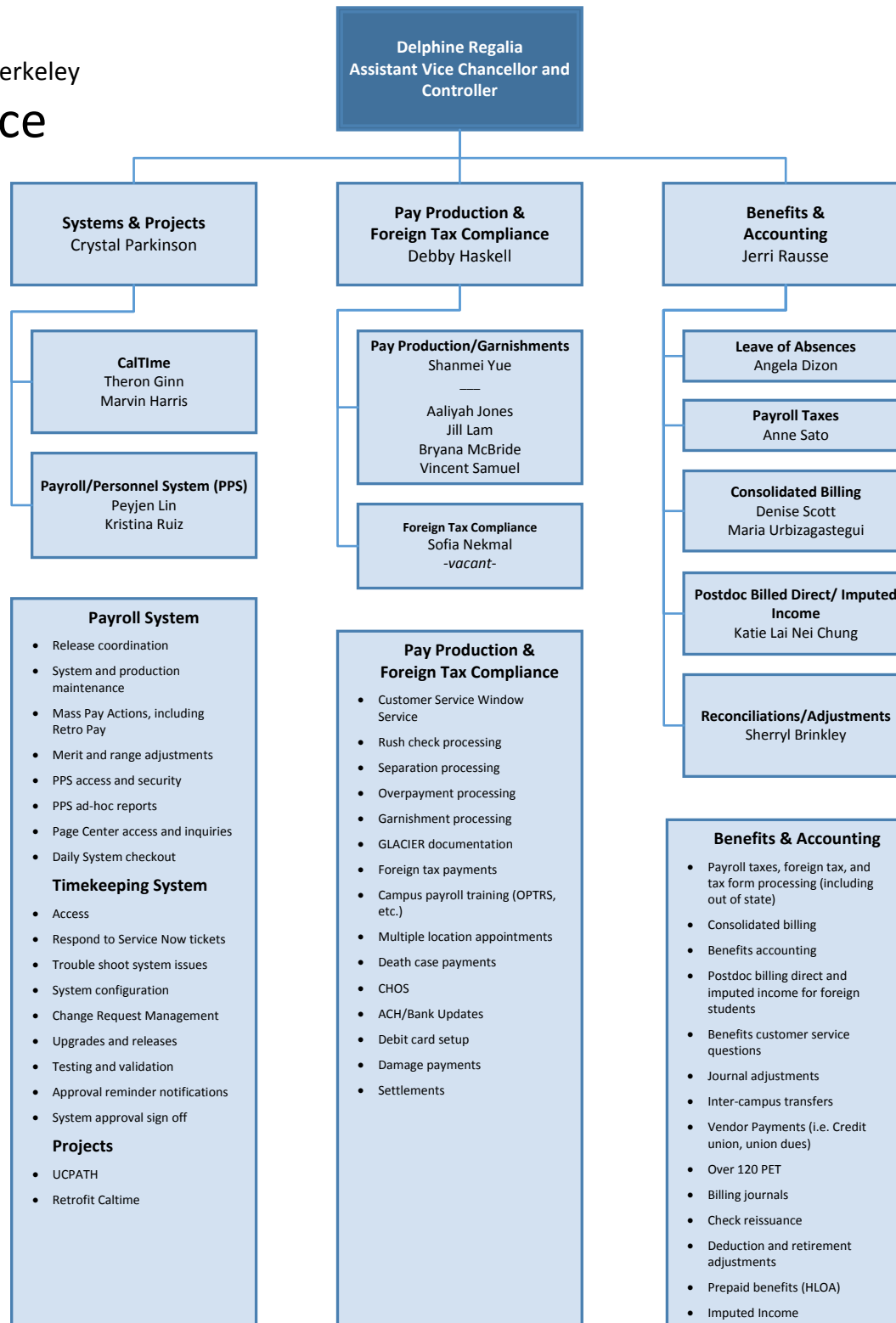
- Validation query reporting
- Financial reporting & data analysis
- GL to PC reconciliations & monitoring
- Quarterly Variance analyses
- Quarterly Federal Cash Transaction verifications
- Deficit clearing and fund inactivations
- Intercampus reporting
- Month-end Close including Data Validations
- 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 DHHS
- Post-award compliance monitoring
- Late payroll cost transfer review
- External and internal audit coordination
- Effort Reporting System
- Internal Controls for CGA
- cgahelp@berkeley.edu departmental email
- IRR monitoring and collection
- AVCFB Budget
- cga\_ar\_help@berkeley.edu departmental email

- 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

# Financial Accounting & Controls



# Payroll Office



University of California, Berkeley  
**BFS Business Systems**

