Contracts & Grants Accounting

- 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
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
- UCPIATH
- Retrofit Caltime

Pay Production & Foreign Tax Compliance
- Pay Production/Garnishments
  - Shanmei Yue
  - Aaliyah Jones
  - Jill Lam
  - Bryana McBride
  - Vincent Samuel
- Foreign Tax Compliance
  - Sofia Nekmal
  - vacant

Benefits & Accounting
- Leave 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
University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

General Ledger & Budget Analyst
Richard Burge
Barbara Scullion

Accounts Payable, Identity Management Analyst & Security
Anoop Hirdani
Deanna Sailor
Matt White
Fenny Teng

Grants Analyst
Vacant

Accounts Receivable and Billing Analyst
Gopi Margam

- 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 maintenance & interfaces
- Identity Management reporting
- BFS security
- Sara request system

- Grants, contracts, projects and commitment control modules
- COEUS interface
- CBR processing
- 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
- Modification requests
- Requirements gathering
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: July 2018