University of California, Berkeley
Contracts and 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_ar_receivable@gmail.com

- 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
- cgahelp@berkeley.edu

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

- 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

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

- 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

Last updated: October 2020
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting & Analysis
Sandra Carnero
—
James Cooney
Hossai Necko
Tammee Tan
Nadia Culino

- 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 (plantaccounting@berkeley.edu)

Reporting & Analysis
Sonali Wickramasinghe
—
Janet Hui
Leo Shevyakov
Chris Tokarski
Joseph Wong

- 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)
- 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
- Campus support (gao@berkeley.edu)

Reconciliation & Analysis
Ariana Lightner
—
Marissa Ortega
Bhavya Rengachary
Dora Chen

- 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)

Internal Controls, Compliance, & Reconciliation
Yohei Azuma
—
Amanda Cai
Mario Estrella
Jenny Huynh

- 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)

Last updated: May 2020
University of California, Berkeley
Payroll Controls and Timekeeping Integration

Crystal Parkinson
Director

Systems PPS/CalTime/Friendly Name Application
Theron Ginn
Kristina Ruiz

Foreign Tax Compliance
- vacant -

Pay Analysis / Customer Service
Shanmei Yue

Foreign Tax Compliance
Sofia Neikmal

Payroll Support Reporting and Foreign Tax
Jerri Rausse

Payroll Taxes/MLA’s
Anne Sato

Postdoc Billed Direct/Imputed Income
Katy Lai Nei Chung

Payroll System
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad-hoc reports

CalTime 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

Friendly Name Application
- Access and System maintenance
- Change Management

UCPath
- 181/618/185 file submission and error triage

Payroll Escalation and Foreign Tax Compliance
- Customer Service Window Service
- GLACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCPath pay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalcs

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Billing journals
- PPS Check reissuance
- Imputed Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: October 2020
University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

AP Analyst
vacant

GL Analyst
Richard Burge
Mauricio Sosa

Automated
Testing

AP Analyst
‐ vacant ‐

FIS Financials
Chanden Deep

FIS Program
Gopi Margam

FIS Grants
Anoop Hirdani

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
Rajesh Koppanathi

- System Access Review
- BFS security
- SARA request system

- 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

- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Automatic test script creation, maintenance and execution
- Coordination of Communications and Change Management

- 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 business.unit setup
- UCPATH Integration for employee data
- CGA Month end close
- Effort Reporting Interfaces

- Campus application integrations
- Business process improvement and mapping
- Special Projects

- Requirements gathering & modifications
- Query writing

- System documentation
- UCPATH ChartField and COA Validation Interfaces