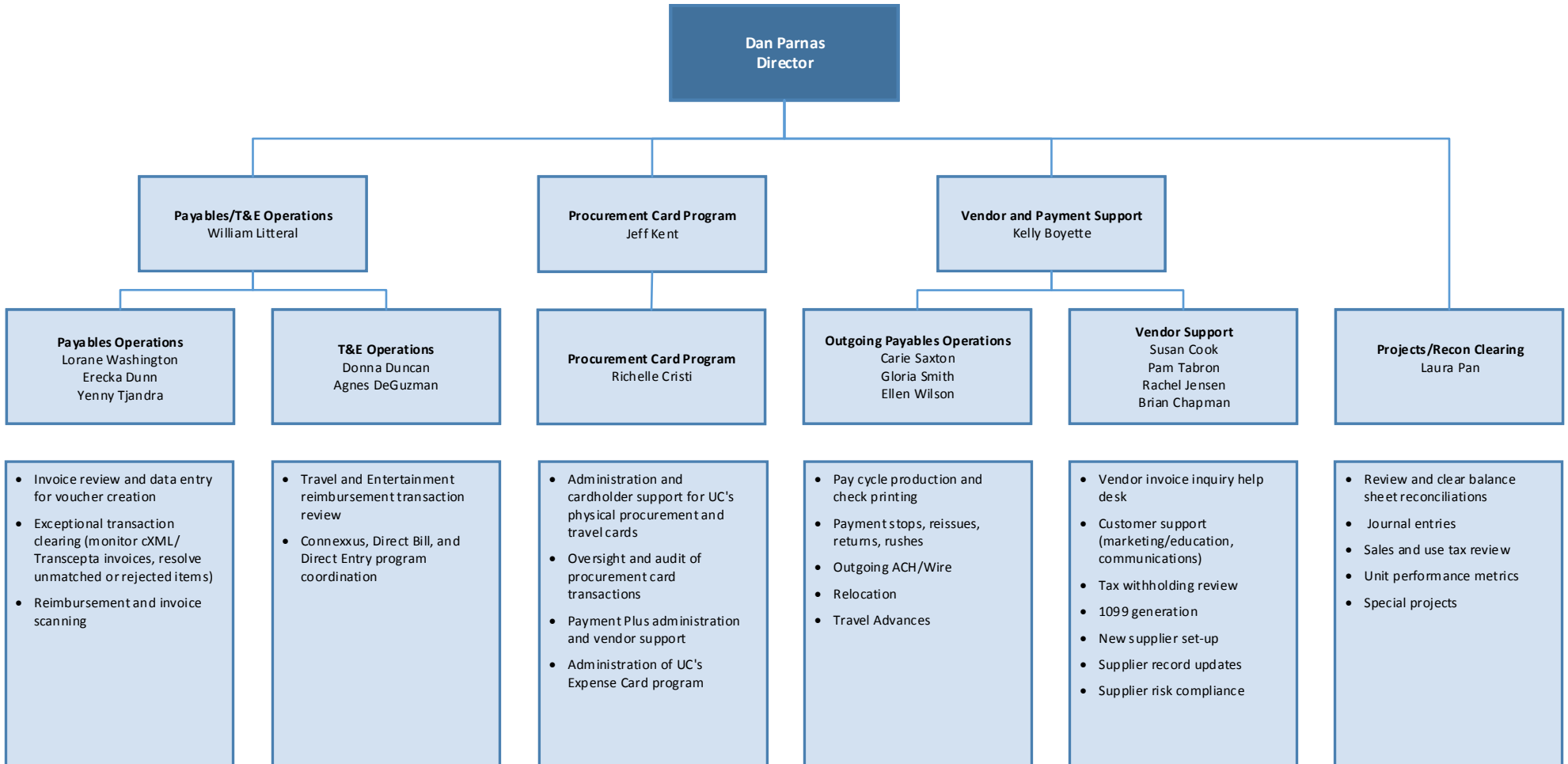
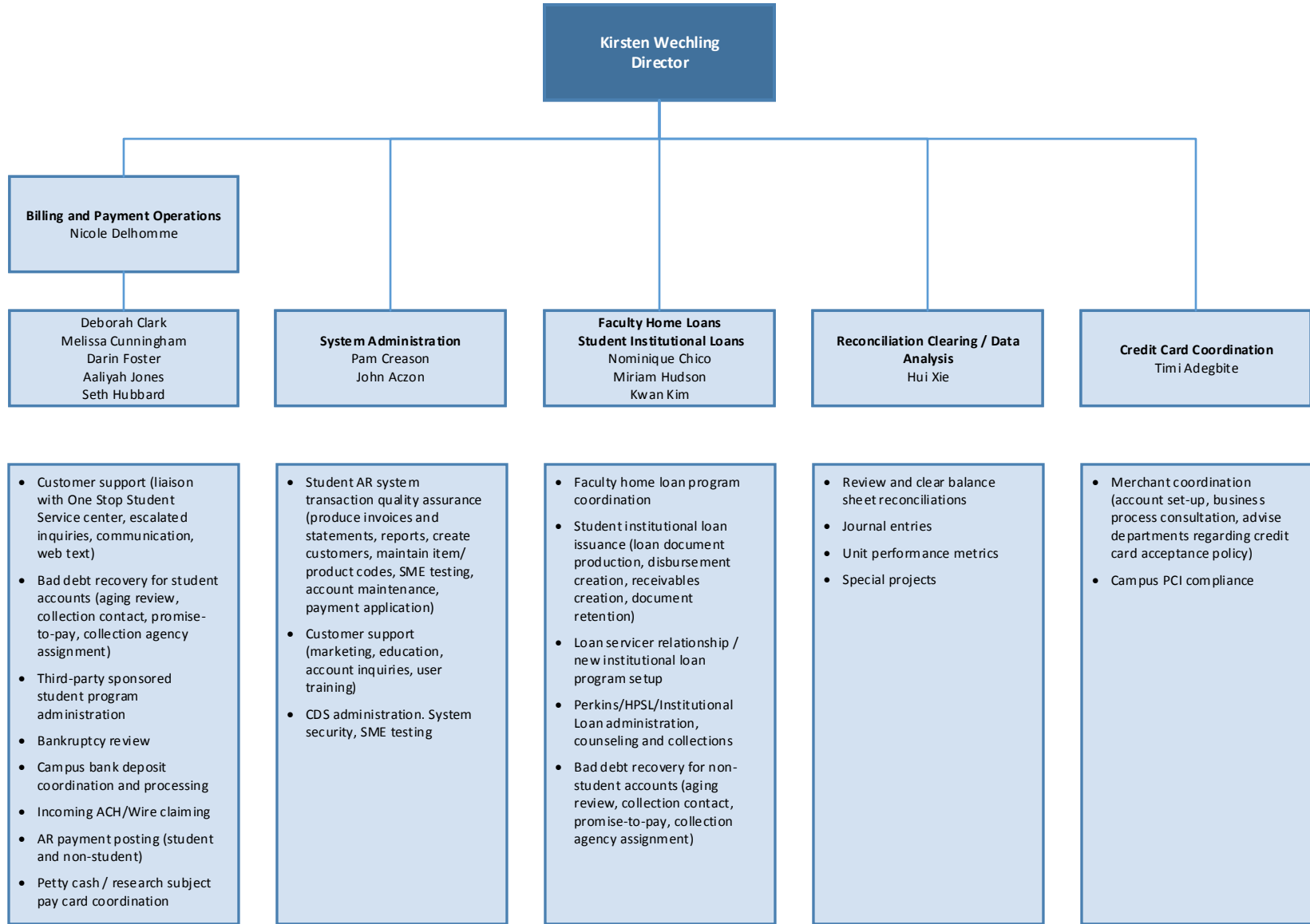


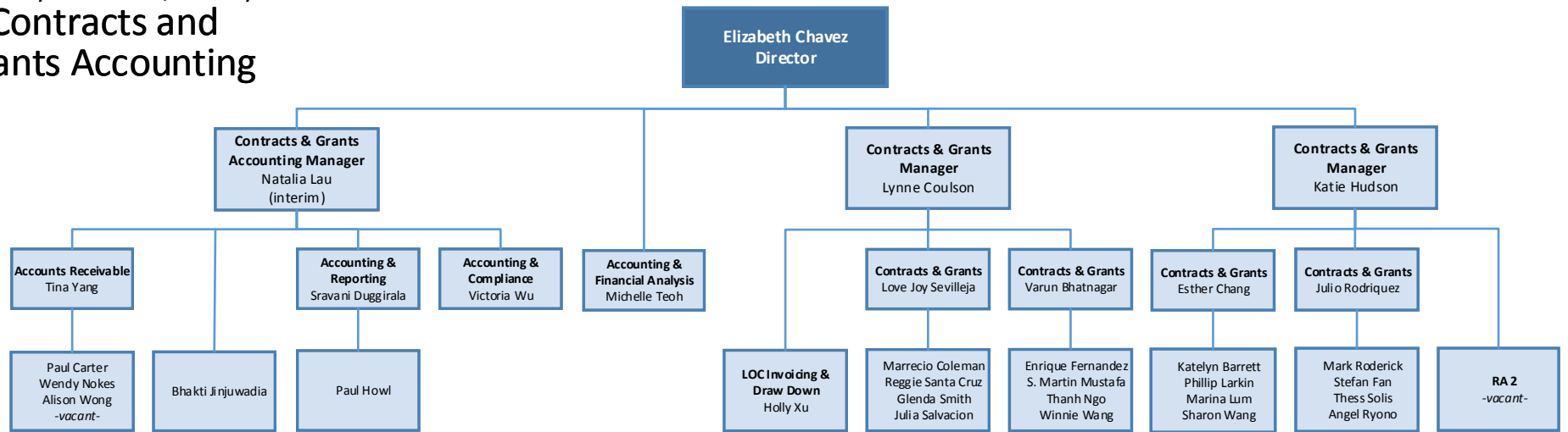
University of California, Berkeley
**Accounts Payable
 and Travel**



University of California, Berkeley
**Accounts Receivable
 and Banking Services**

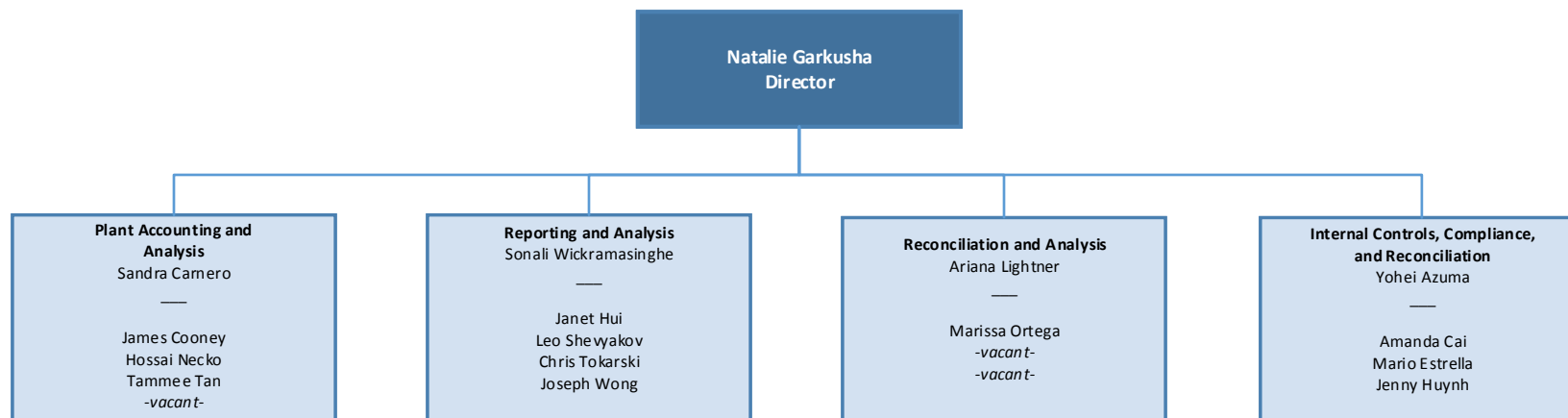


University of California, Berkeley
**Contracts and
 Grants Accounting**



- | | | | | | | |
|--|---|--|---|--|--|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 cgaahelp@berkeley.edu departmental email | <ul style="list-style-type: none"> Deficit clearing Inter-campus requests for reimbursement and reporting Quarterly Federal Cash Transaction verifications IRR monitoring and collection Inter-campus Financial Control recon review Membership and Caltrans overhead distributions Review, monitor, and adjust for GAEL insurance assessment CIEE management fee distribution Fiscal year-end close STIP refunds to DHHS Cga_ar_help@berkeley.edu departmental email | <ul style="list-style-type: none"> Late payroll cost transfer review Financial reporting & data analysis GL to PC reconciliations and monitoring Fiscal year-end close BFS PC systems <ul style="list-style-type: none"> - Testing - Monitoring - Maintenance - Training - Reconciling Sponsored award statistics | <ul style="list-style-type: none"> Quarterly variance analysis Internal controls for CGA AVCFC Budget AVCFC HCM maintenance Balance sheet review and reconciliation UAR/AR WIP reporting SEFA/CAFP report maintenance System Management Administrator Process documentation Fiscal year-end close Fund inactivation | <ul style="list-style-type: none"> Invoicing, LOC drawdowns, post invoices to website Online invoicing System access tracking | <ul style="list-style-type: none"> 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 |
|--|---|--|---|--|--|--|

University of California, Berkeley
**Financial Accounting
 and Controls**



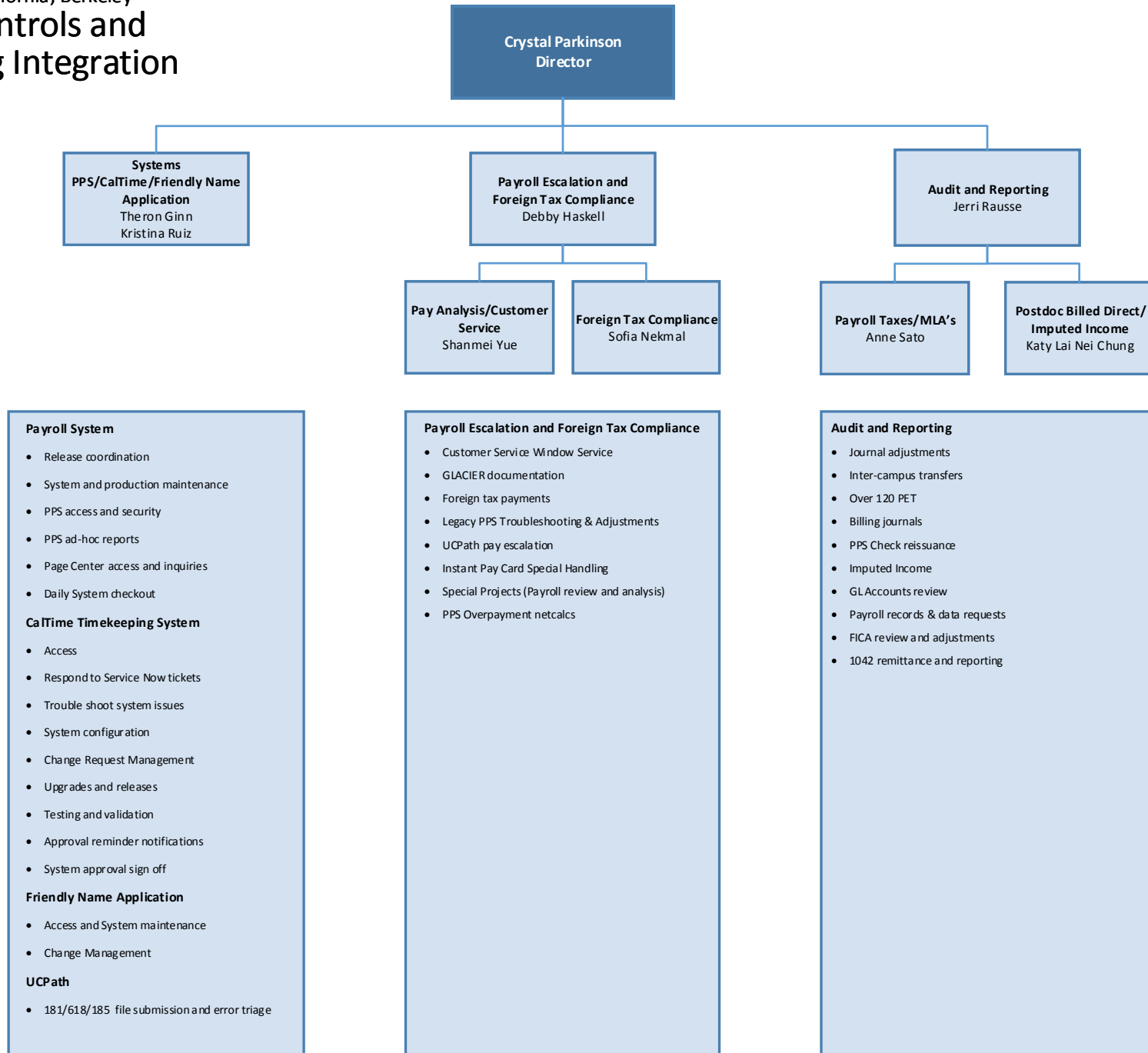
- Journal entry processing (including bank fees, all plant funds-related, depreciation)
- Account analysis and reconciliation (including cash, capital assets)
- Chart of account maintenance-plant
- CAAN maintenance
- Debt financing draws
- IRS declarations for external financing
- State capital appropriation 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)

- 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, HHM)
- 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)

- Account analysis and reconciliation (including payroll, loan, clearing accounts)
- UCPATH 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)

University of California, Berkeley
**Payroll Controls and
 Timekeeping Integration**



Tracy Okamura
 Director

FIS Security
 Barbara Scullion

FIS Security
 Justin Whitmer

FIS Financials
 Chanden Deep

AP Analyst
 Bhumika Jasani

GL Analyst
 Richard Burge
 Mauricio Sosa
 -vacant-
 -vacant-

FIS Program
 Gopi Margam

Automated Testing

FIS Grants
 Anoop Hirdani

Grants Analyst
 Teja Pichikala
 Neeren Sharma
 Fenny Teng
 Rajesh Koppanathi
 -vacant-

- 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
- BBS module
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces

- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Special Projects
- 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
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPath ChartField and COA Validation Interfaces