University of California, Berkeley
Contracts and Grants Accounting

Contracts and Grants Accounting Manager
Natalia Lau

- 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
  - UAR/AR WIP reporting
  - cga_receivables@berkeley.edu departmental email

- Deficit clearing
  - Intercampus requests for reimbursement 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 GAIL insurance assessment
  - CIEE management fee distribution
  - Fiscal year-end close
  - STIP refunds to DHHS
  - GL to PC reconciliations and monitoring
  - High Risk Direct Reconc.
  - Cga_ar_help@berkeley.edu departmental email

Contracts and Financial Analysis Manager
Michelle Teoh

- Quarterly variance analysis
  - Internal controls for ICTRL
  - ICTRL Budget
  - HCM maintenance
  - Balance sheet review and reconciliation
  - ISFA/CAPIT report maintenance
  - Management Administration
  - Process documentation
  - Fiscal year-end close
  - Fund inactivation
  - BFS PC systems - Testing - Monitoring - Maintenance - Reconciling

LOC Invoicing and Draw Down Manager
Roy Perez

- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
- System access tracking

Contracts and Grants Manager
Lynne Coulson

- 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

Contracts and Grants Manager
Katie Hudson

- 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
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- Communications related to post-award financial administration
- Service delivery
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- Inactivating funds
- Review and update CGA procedures and manuals

Last updated: Aug 2024
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
- Troubleshoot 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
- UCPay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment net calculate

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Billing journals
- PPS Check reissue
- Imputed Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Manager
Anoop Hirdani

FIS Grants Supervisor
Fenny Teng

FIS Financials Supervisor - Interim
Siva Karthik Pallu

FIS AP Analyst
Dan White
Karthik Gunasekaran

FIS Program Management Office
Gopi Margam

Project Coordinator
Elissa Anderson

FIS Security
Justin Whitmer
Mark Weisberger

FIS Grants Analyst
Tejavadhan Pichikala
Madhuri Ponnam

FIS BI/AR Analyst
Neeren Sharma
- vacant -

FIS GL/BO Analyst
Richard Burge
Mauricio Sosa

FIS Manager
Anoop Hirdani

• System Access Review
• BFS security
• SARA integration
• Security Access Review system

• Grants, contracts, projects and commitment control modules
• Phoebe interface
• CBR processing
• 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
• CABA Month end close
• Effort Reporting Interfaces

• General ledger module
• UCOP reporting
• Month end close coordination
• Chartfields
• Combo edit maintenance
• Batch interfaces – journals
• HCM interface
• BIBS module
• UCPATH Integration for employee data
• 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

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

• Requirements gathering & modifications
• Query writing

• System documentation
• UCPATH ChartField and COA Validation Interfaces

Last updated: July 2024