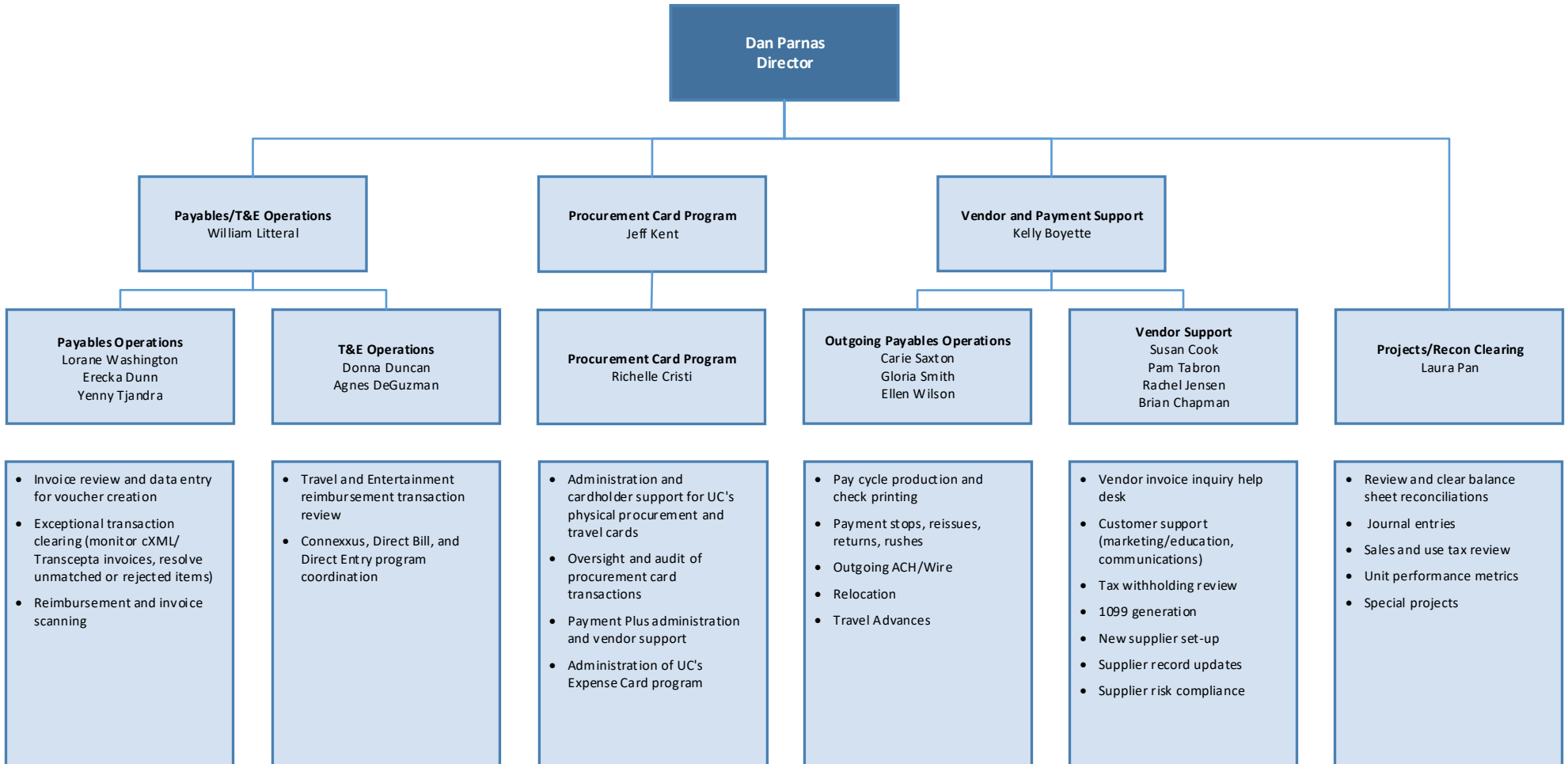
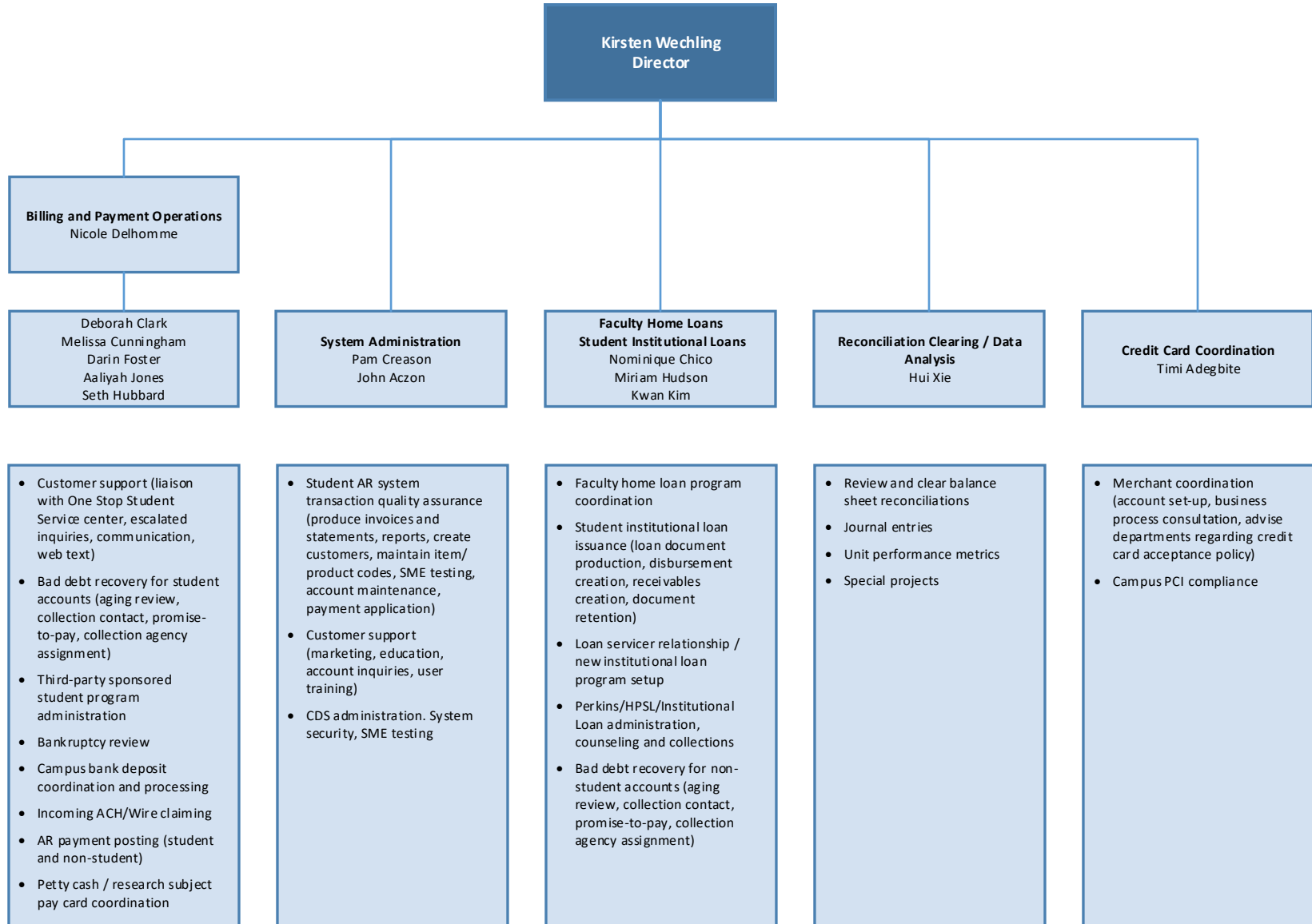


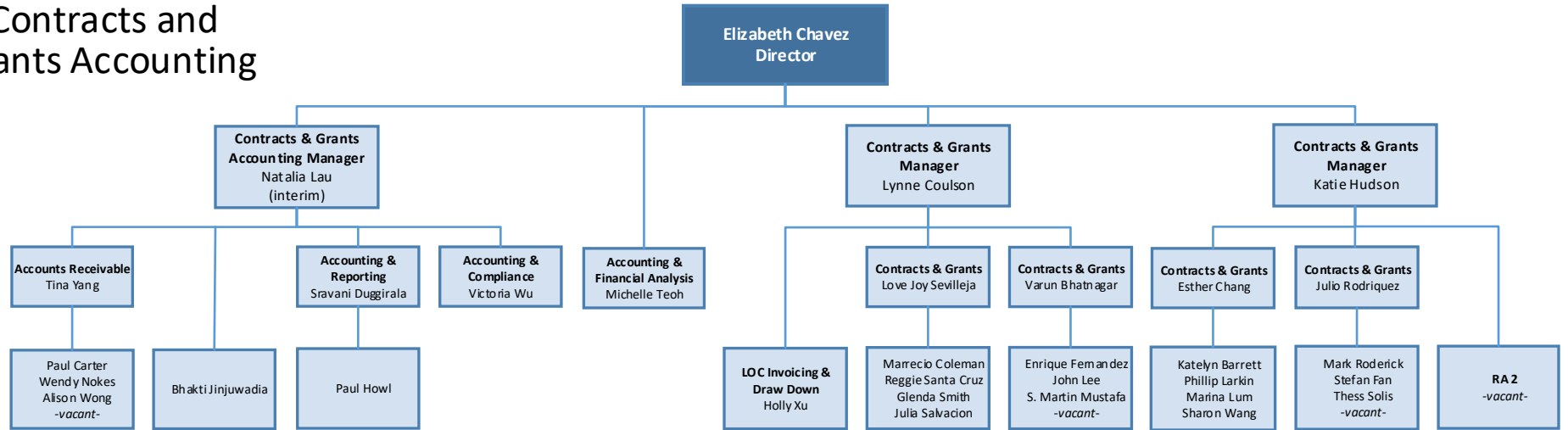
University of California, Berkeley
**Accounts Payable
 and Travel**



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

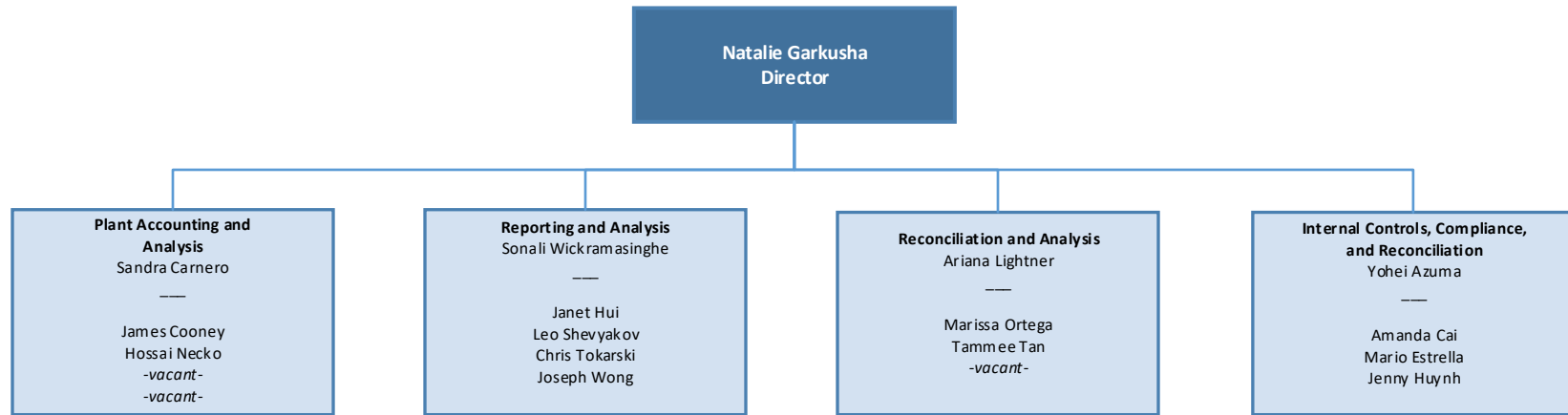


Contracts and Grants Accounting



<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 • cgahelp@berkeley.edu departmental email 	<ul style="list-style-type: none"> • Deficit clearing • Intercampus requests for reimbursement and reporting • Quarterly Federal Cash Transaction verifications • IRR monitoring and collection • Intercampus 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 • AVFCF Budget • AVFCF 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
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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, 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)

- 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)

- 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**

