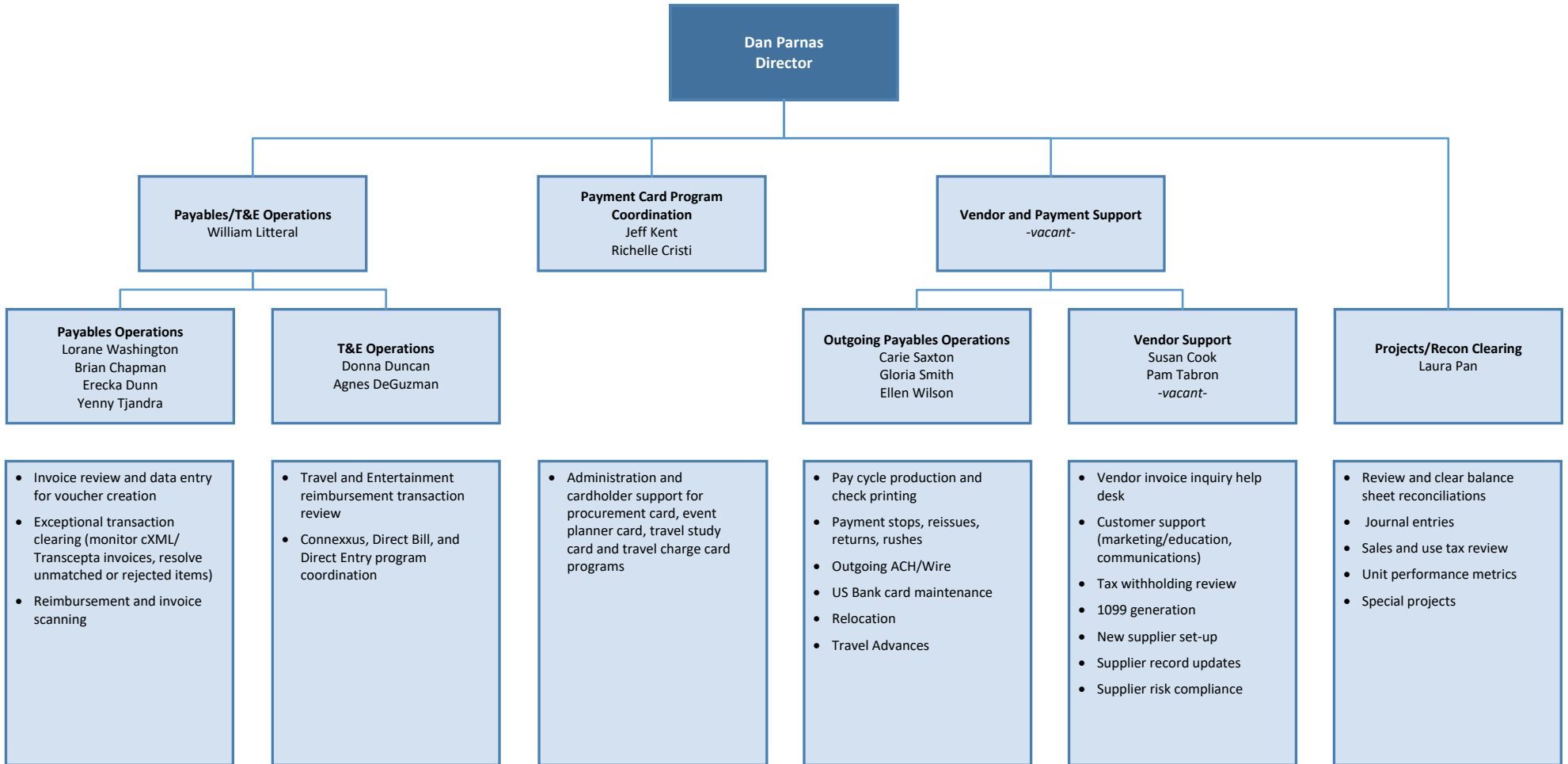
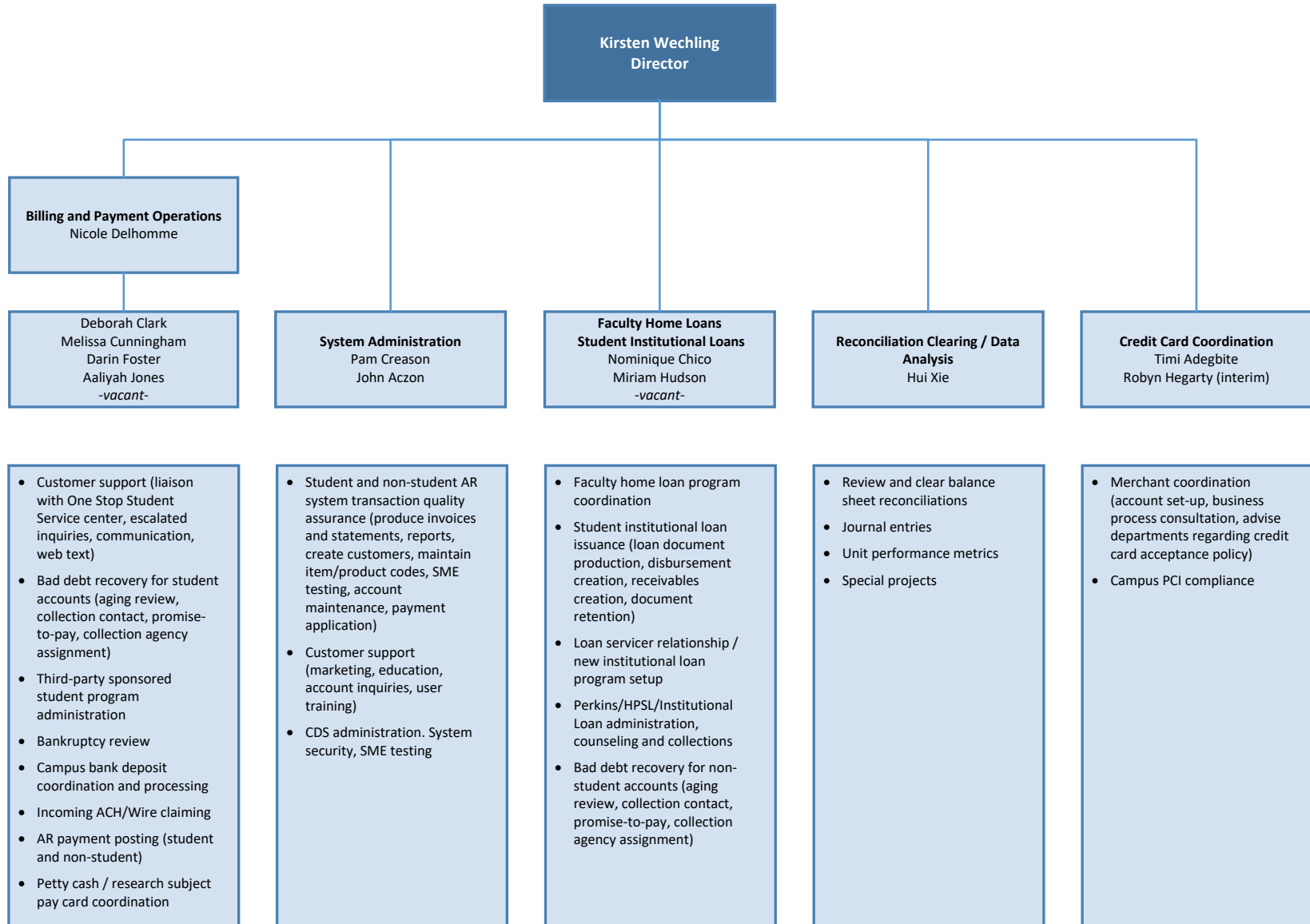


University of California, Berkeley
**Accounts Payable
 and Travel**



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



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

**Elizabeth Chavez
 Controller (interim)**

**Contracts & Grants
 Manager
 Jennifer Jones**

**Accounts
 Receivable
 Tina Yang**

Stephen Burch
 Paul Carter
 Wendy Nokes
 Alison Wong

- 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

**Accounting &
 Compliance
 Yohei Azuma**

Bhakti
 Jinjuwadia

- 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

**Accounting &
 Reporting
 Sravani Duggirala**

Paul Howl

- 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

**Accounting &
 Financial Analysis
 Michelle Teoh**

- 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

**Accounting &
 Systems
 Mauricio Sosa**

- 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

**LOC Invoicing &
 Draw Down
 Holly Xu**

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

**Contracts &
 Grants
 Julio Rodriguez**

Mark Roderick
 Rana Burroughs
 Stefan Fan
 Thess Solis

- 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 &
 Grants
 Varun Bhatnagar**

Enrique Fernandez
 S. Martin
 Mustafa
 Julia Salvacion
 -vacant-

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

**Contracts &
 Grants
 Love Joy Sevilleja**

Dave Beza
 Marrecio Coleman
 Reggie Santa Cruz
 Glenda Smith

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

**Contracts &
 Grants
 Esther Chang**

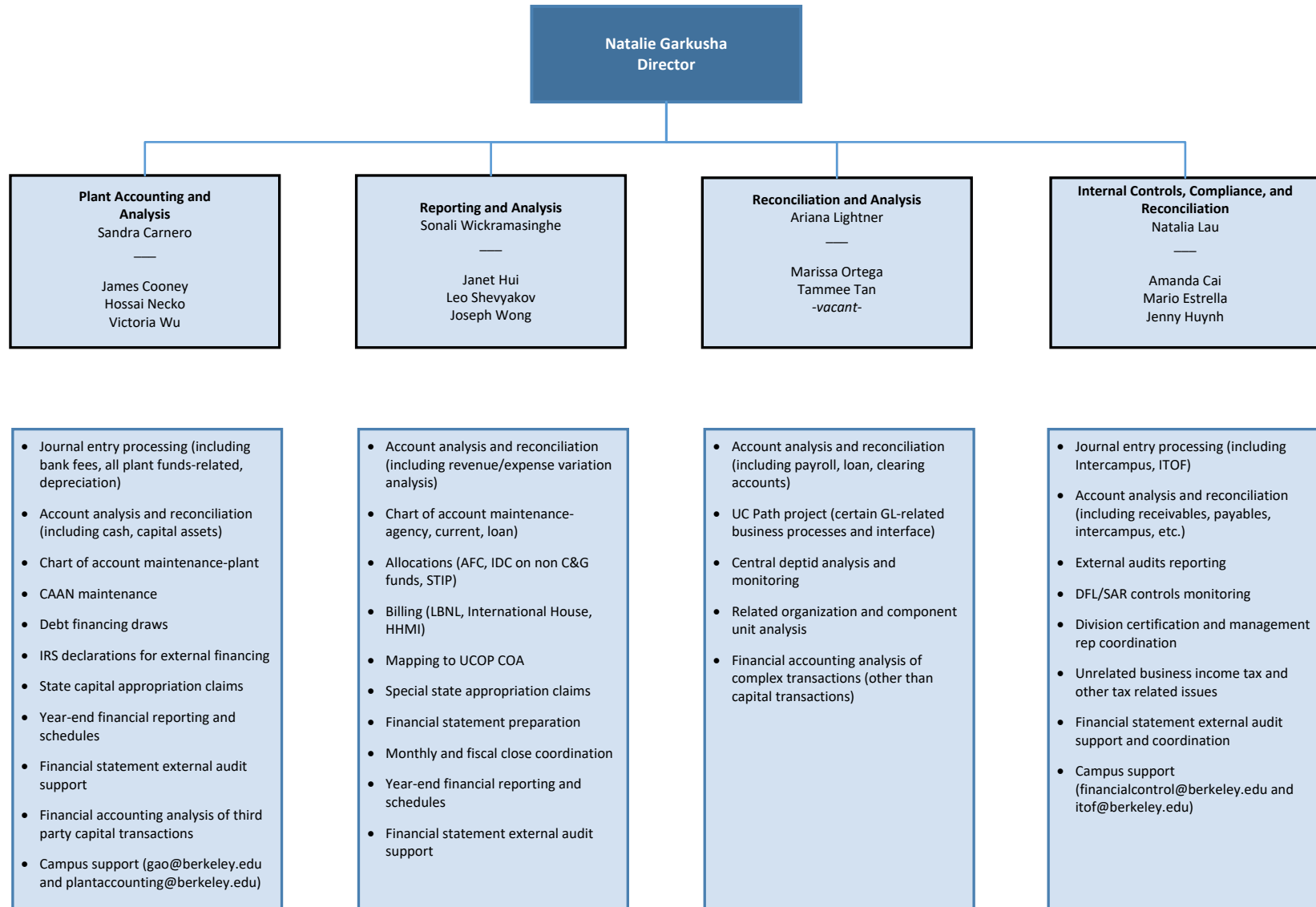
Sharon Wang
 Phillip Larkin
 Marina Lum
 -vacant-

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

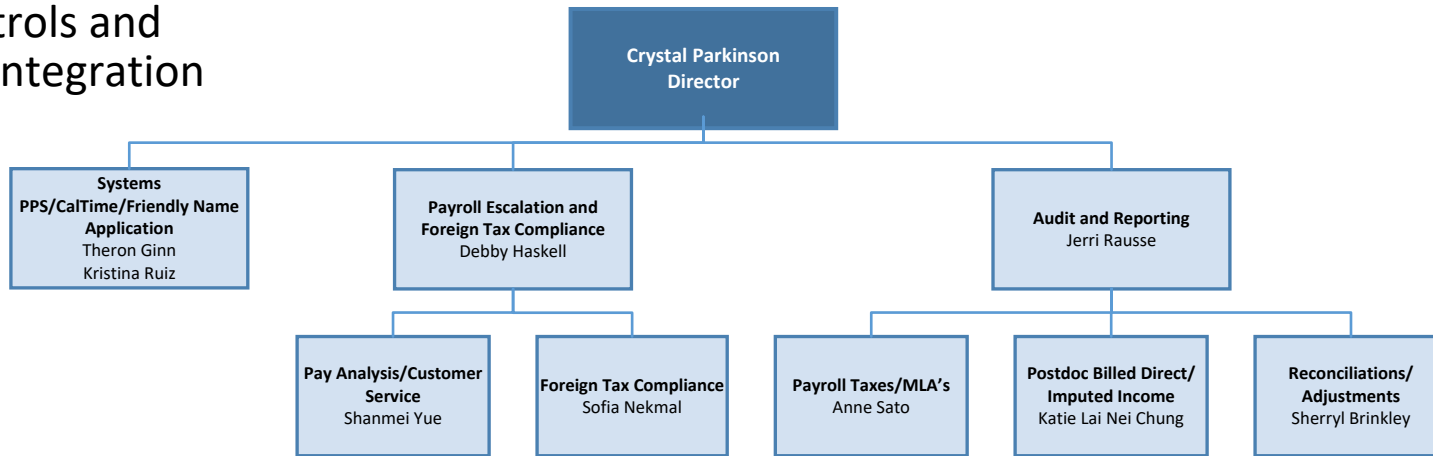
**RA 2
 -vacant-**

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

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



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



- Payroll System**
- Release coordination
 - System and production maintenance
 - PPS access and security
 - PPS ad-hoc reports
 - Page Center access and inquiries
 - Daily System checkout
- 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
 - Over 120 PET
 - Billing journals
 - PPS Check reissuance
 - Imputed Income
 - GL Accounts review
 - Payroll records & data requests
 - FICA review and adjustments
 - 1042 remittance and reporting

