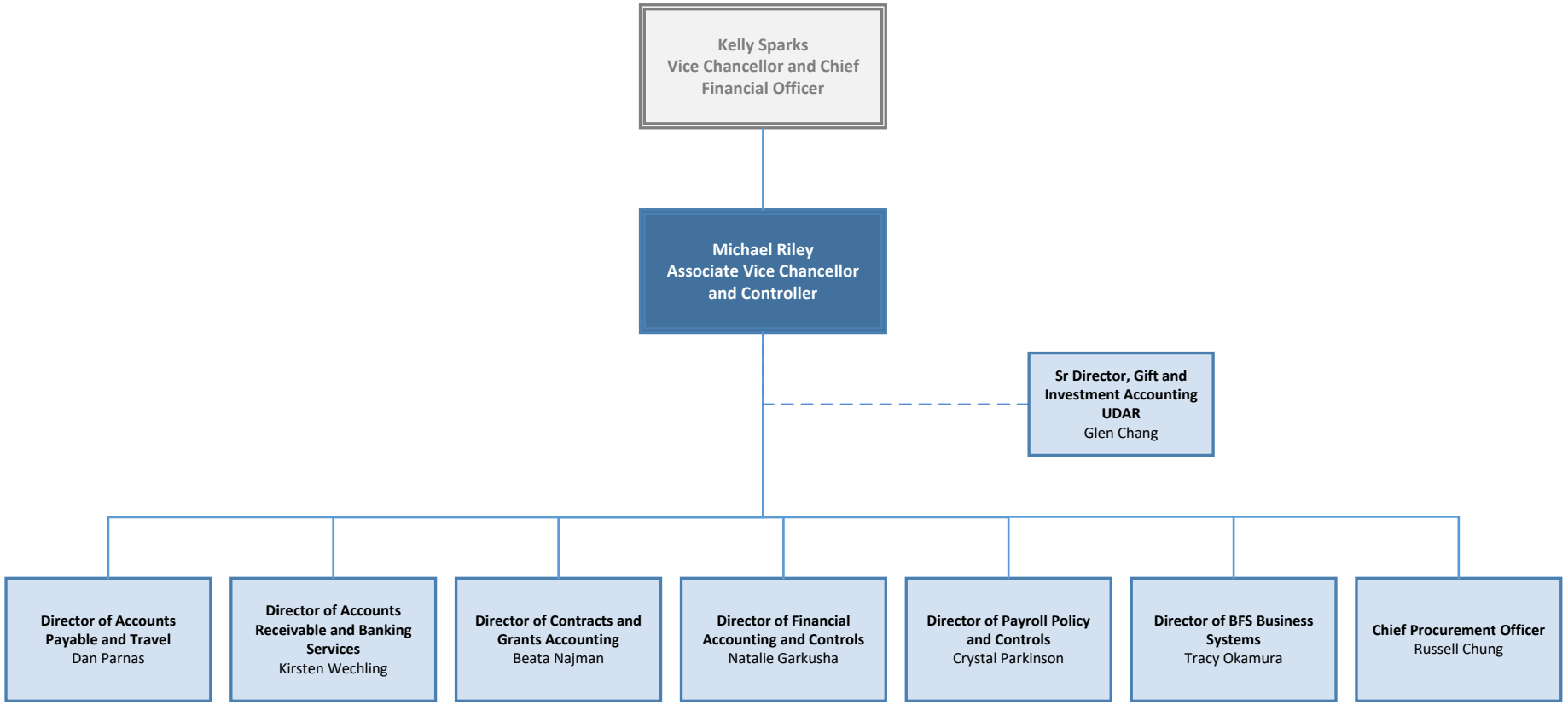
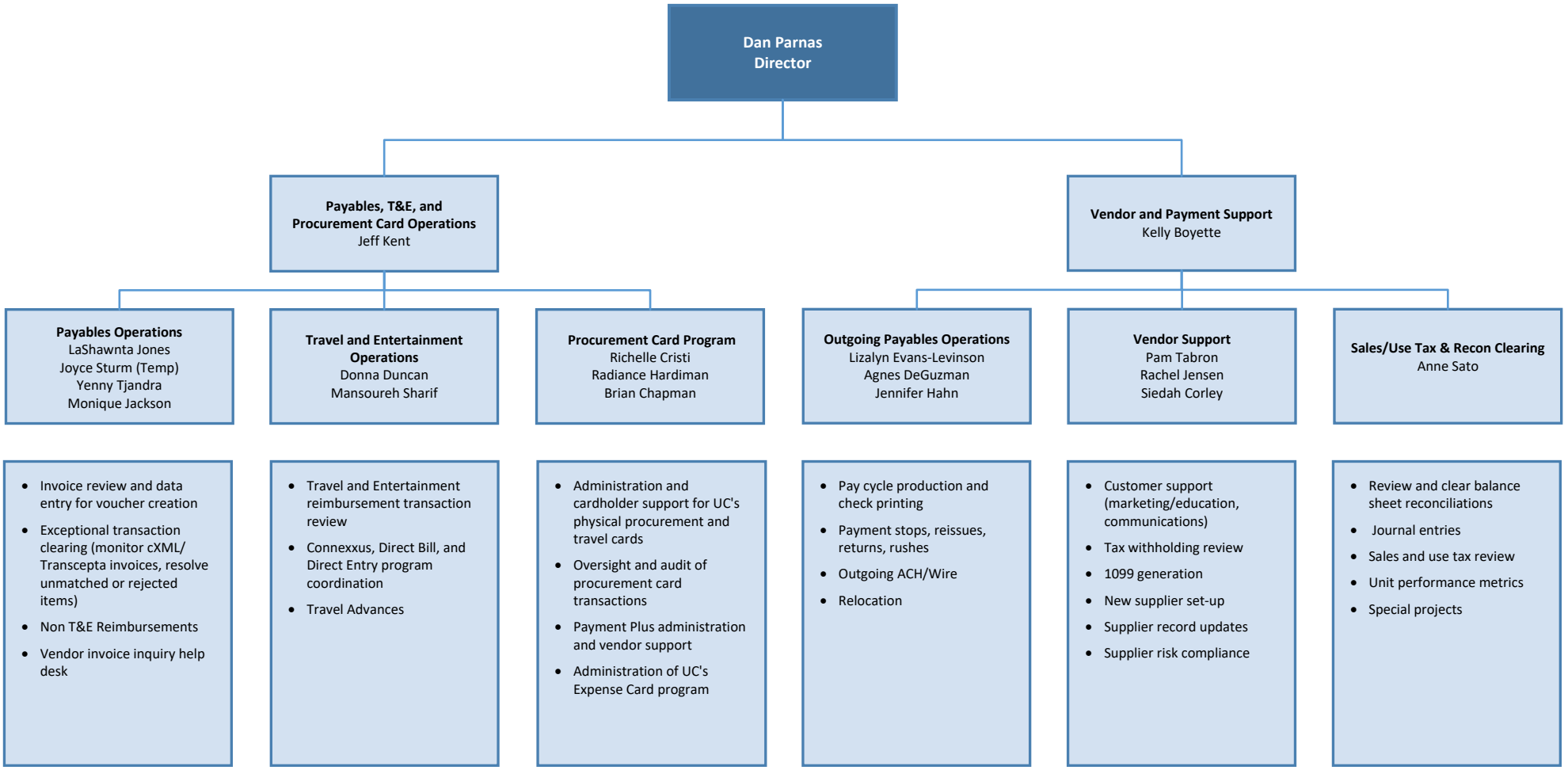
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Controller's Office



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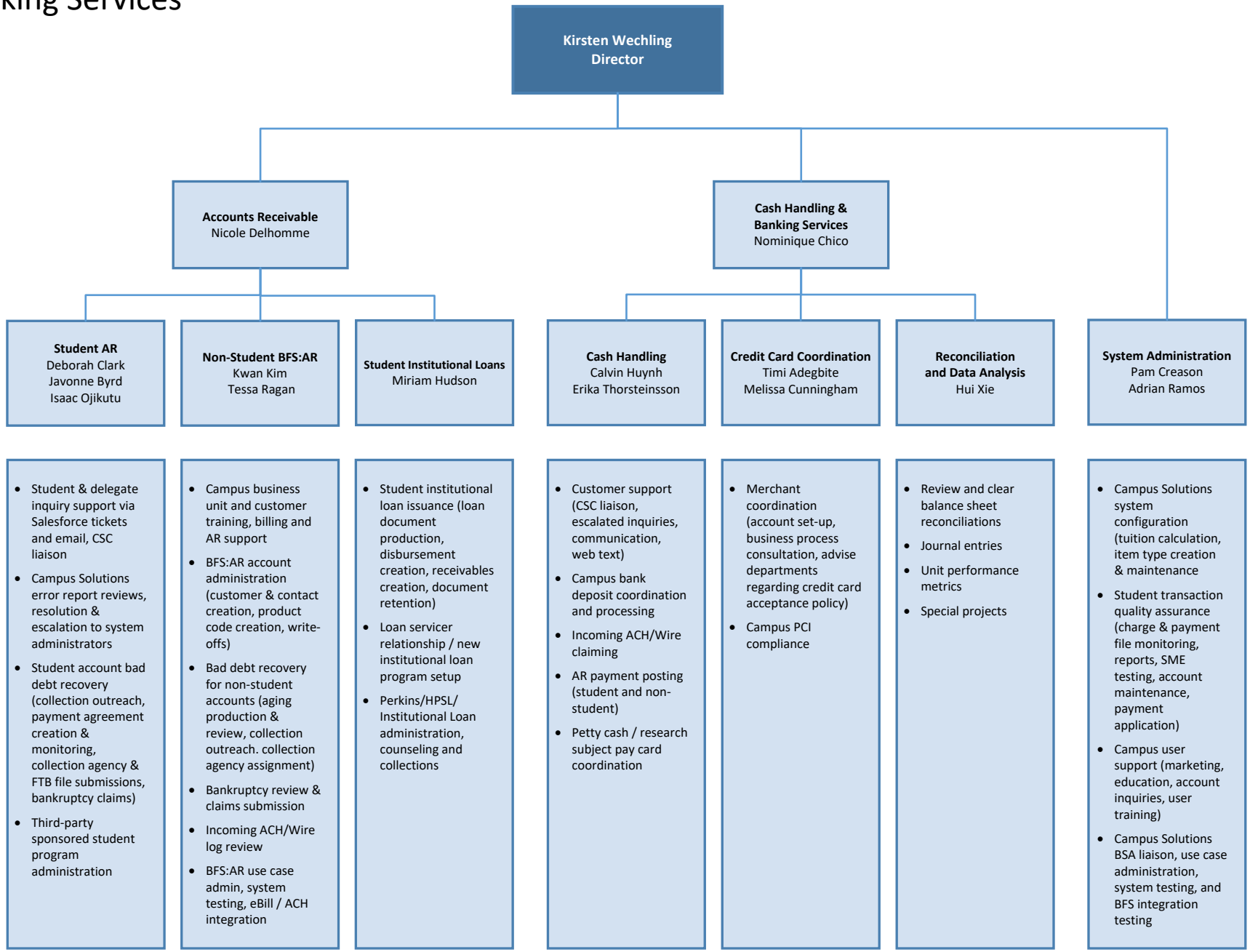
Accounts Payable and Travel



Last updated: June 2026

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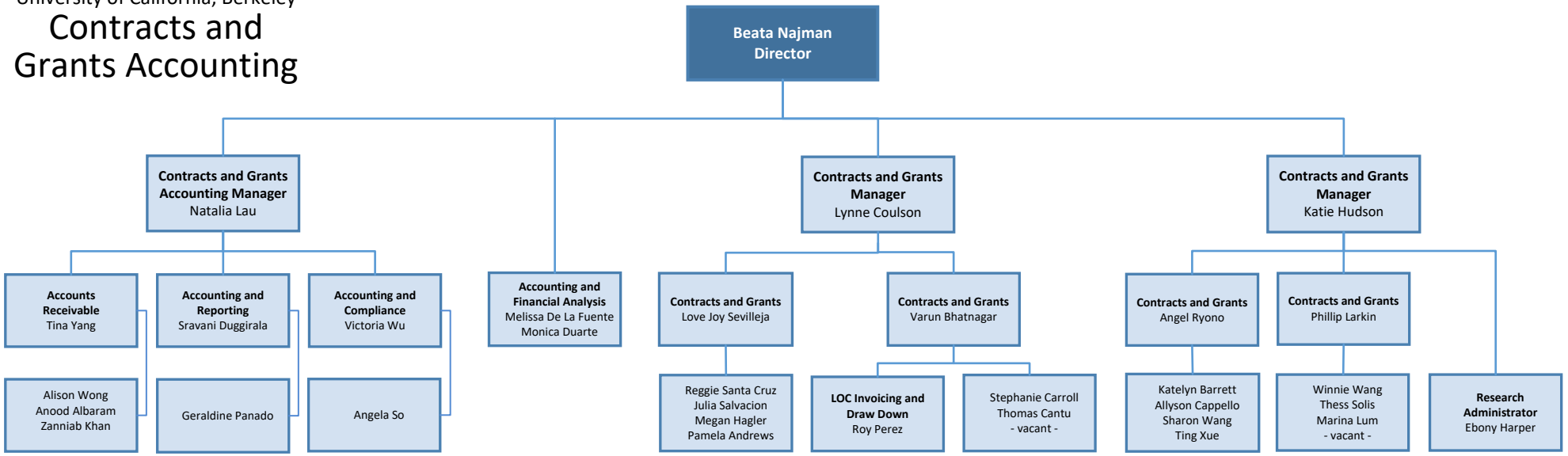
Accounts Receivable and Banking Services



Last updated: March 2025

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

- Deficit clearing
- Intercampus requests for reimbursement and reporting
- IRR monitoring and collection
- Intercampus Financial Control recon review
- Review, monitor, and adjust for GAEL insurance assessment
- Fiscal year-end close
- Federal Liability Refunds
- Escheatment Monitoring
- CIEE Management Fee and CalTrans Overhead Distributions
- Cga_ar_help@berkeley.edu departmental email

- High Risk Salary Cost Transfers
- External and internal audit coordination
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
- Sponsored award statistics
- cgaawards@berkeley.edu departmental email
- cgahelp@berkeley.edu departmental email

- Quarterly variance analysis
- Internal controls for ICTRL
- ICTRL Budget
- HCM maintenance
- Balance sheet review and reconciliation
- SEFA/CAFP report maintenance
- System Management Administrator
- Process documentation
- Fiscal year-end close
- Fund inactivation
- BFS PC systems:
  - Testing
  - Monitoring
  - Maintenance
  - Training
  - Reconciling

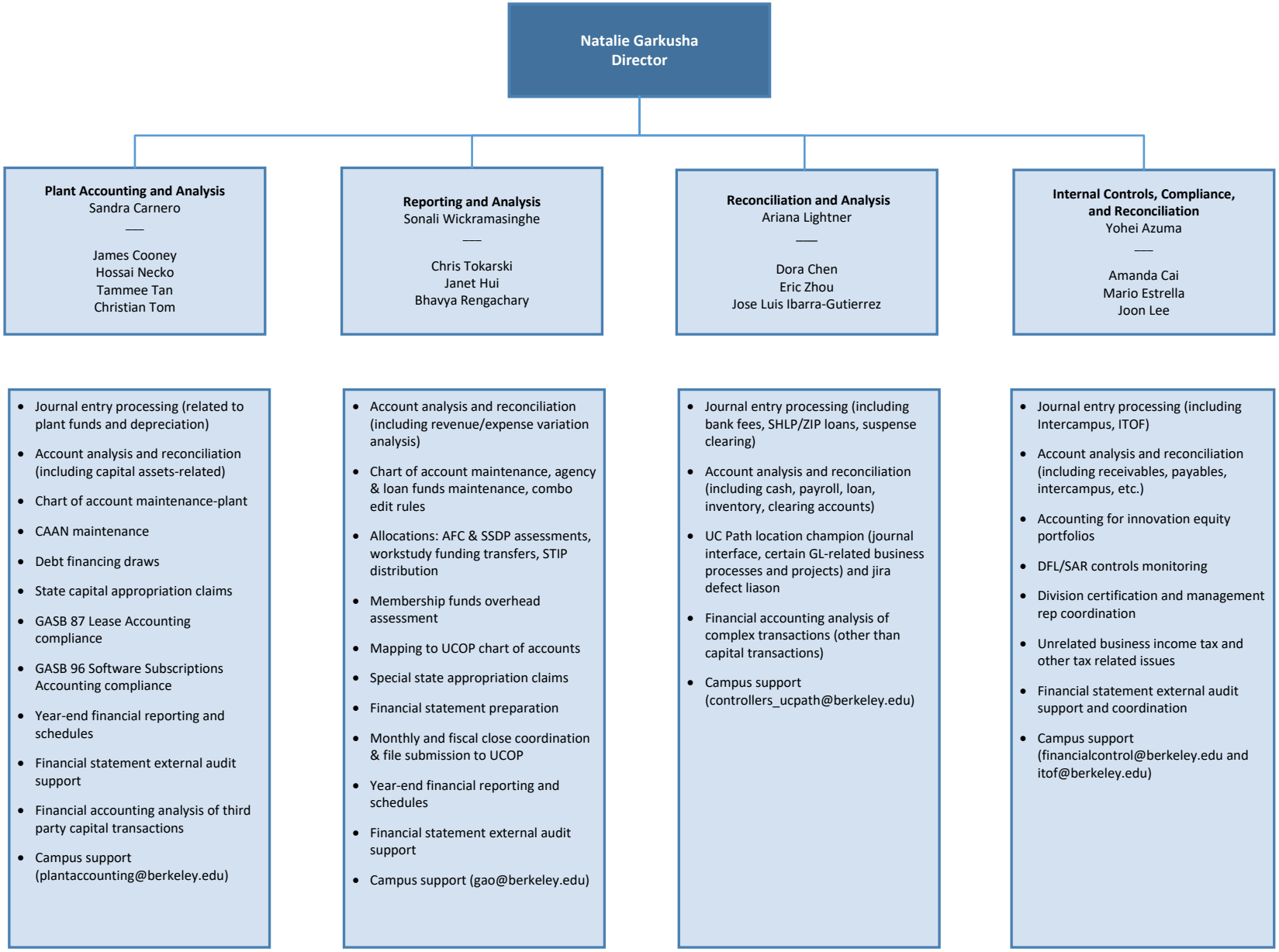
- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
- System access tracking

- 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: Sep 2026

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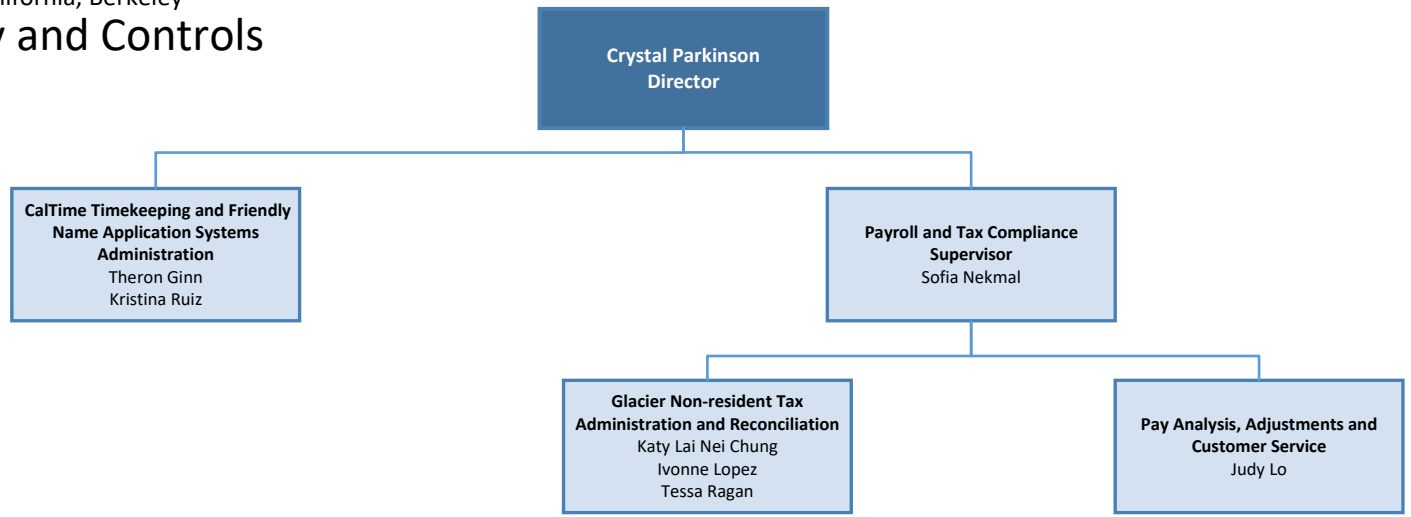
Financial Accounting and Controls



Last updated: Oct 2026

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Payroll Policy and Controls



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

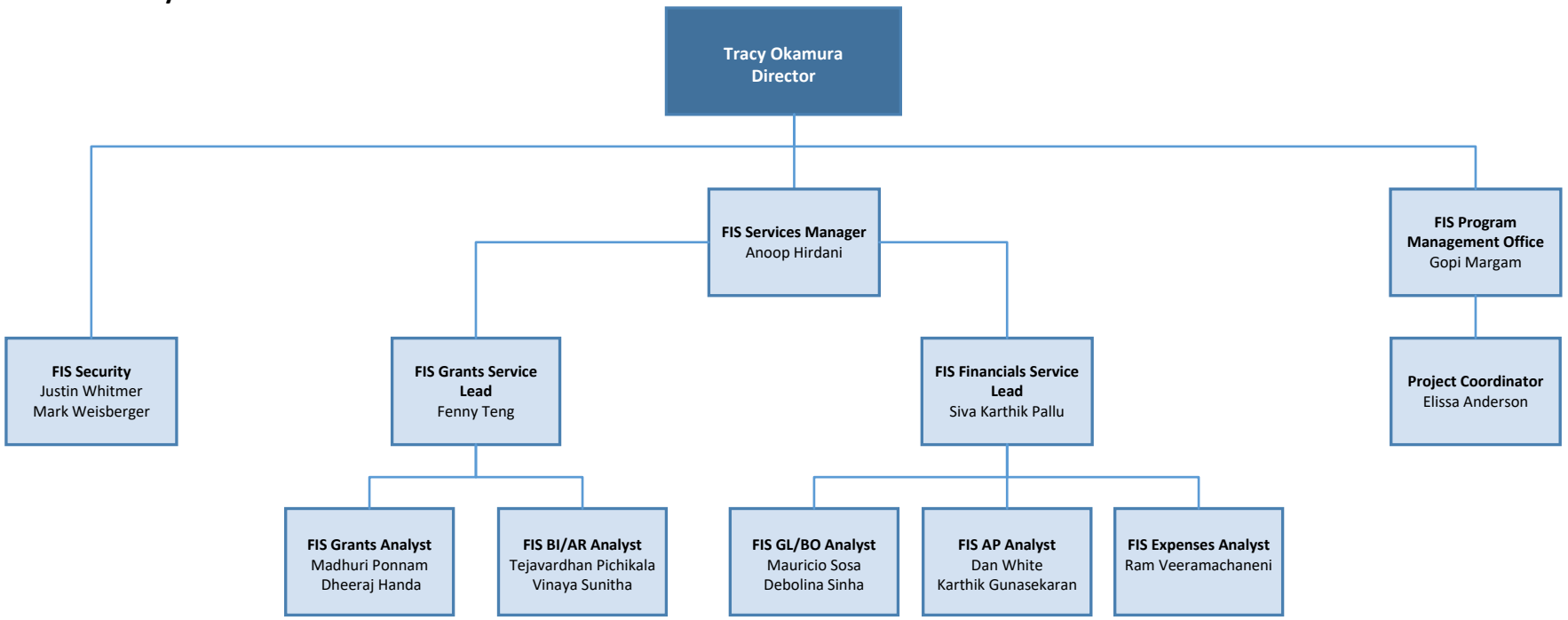
Audit and Reporting

- 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: Apr 2026

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BFS Business Systems



- 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
- CGA Month end close
- Effort Reporting Interfaces

- Expense Module
- 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

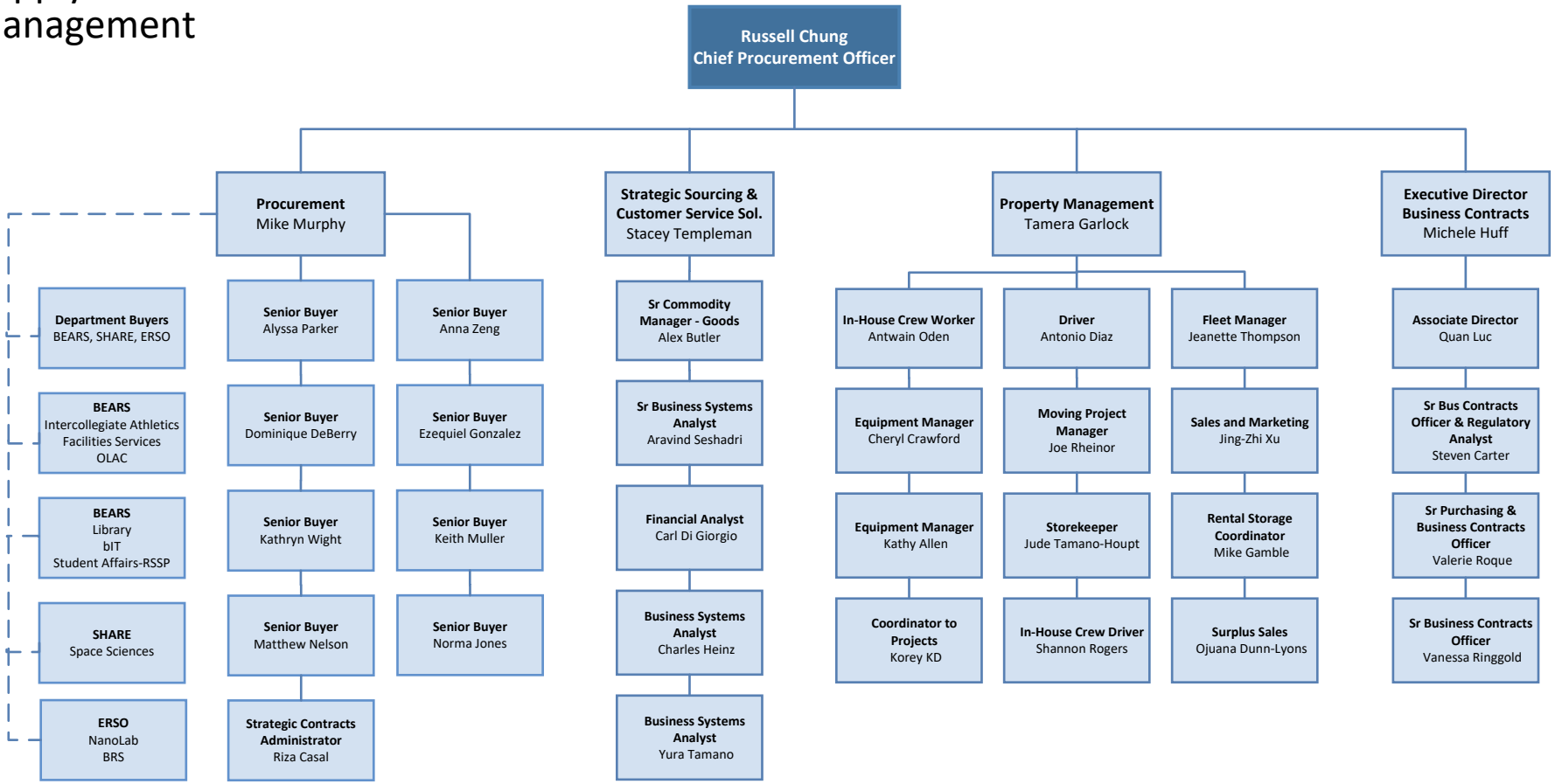
- Requirements gathering & modifications
- Creation and Maintenance of Oracle Guided Learning
- GT eForms

- System documentation
- Query writing
- UCPath ChartField and COA Validation Interfaces

Last updated: Feb 2026

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Supply Chain Management



Last updated: Sep 2026