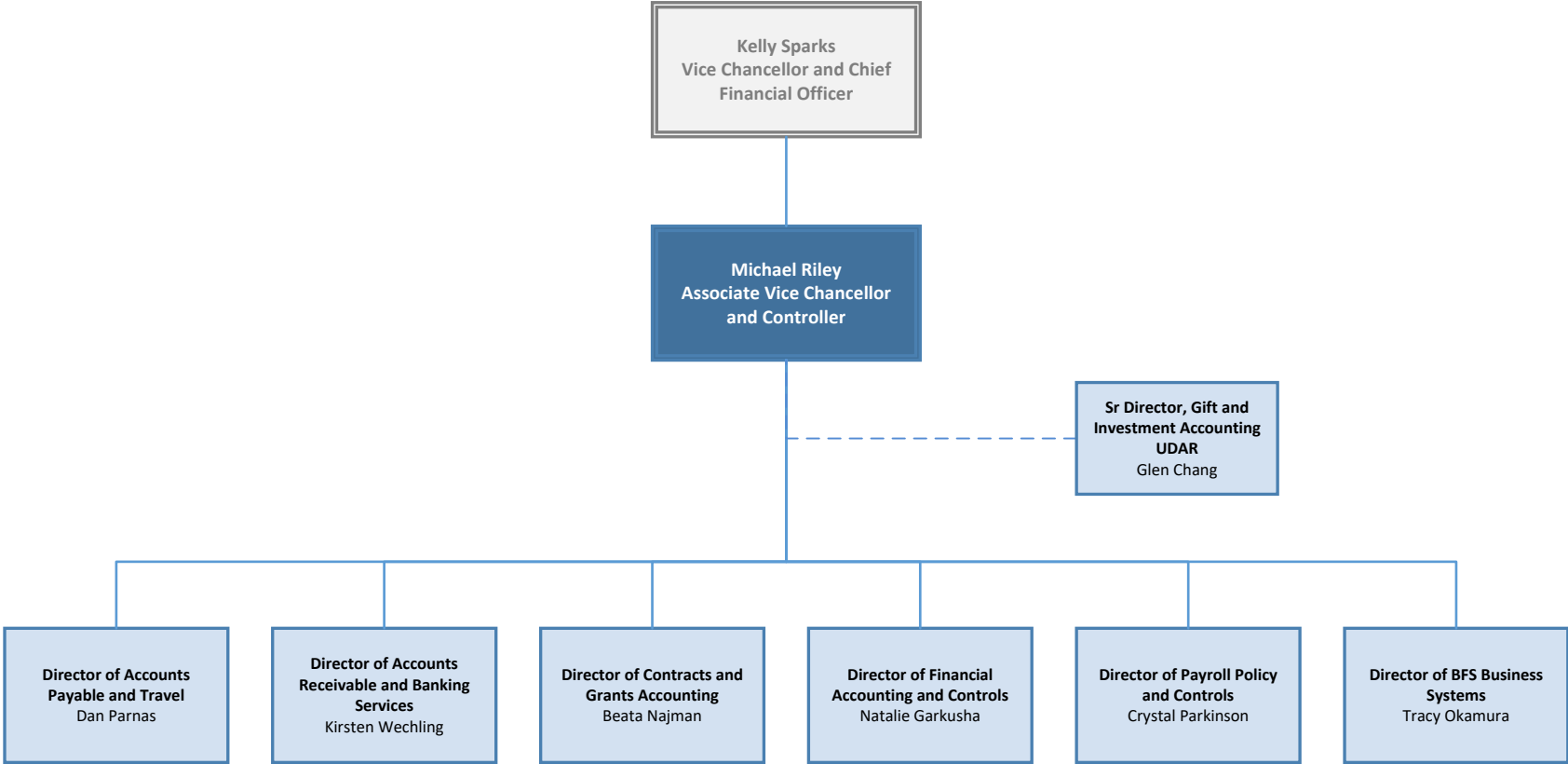
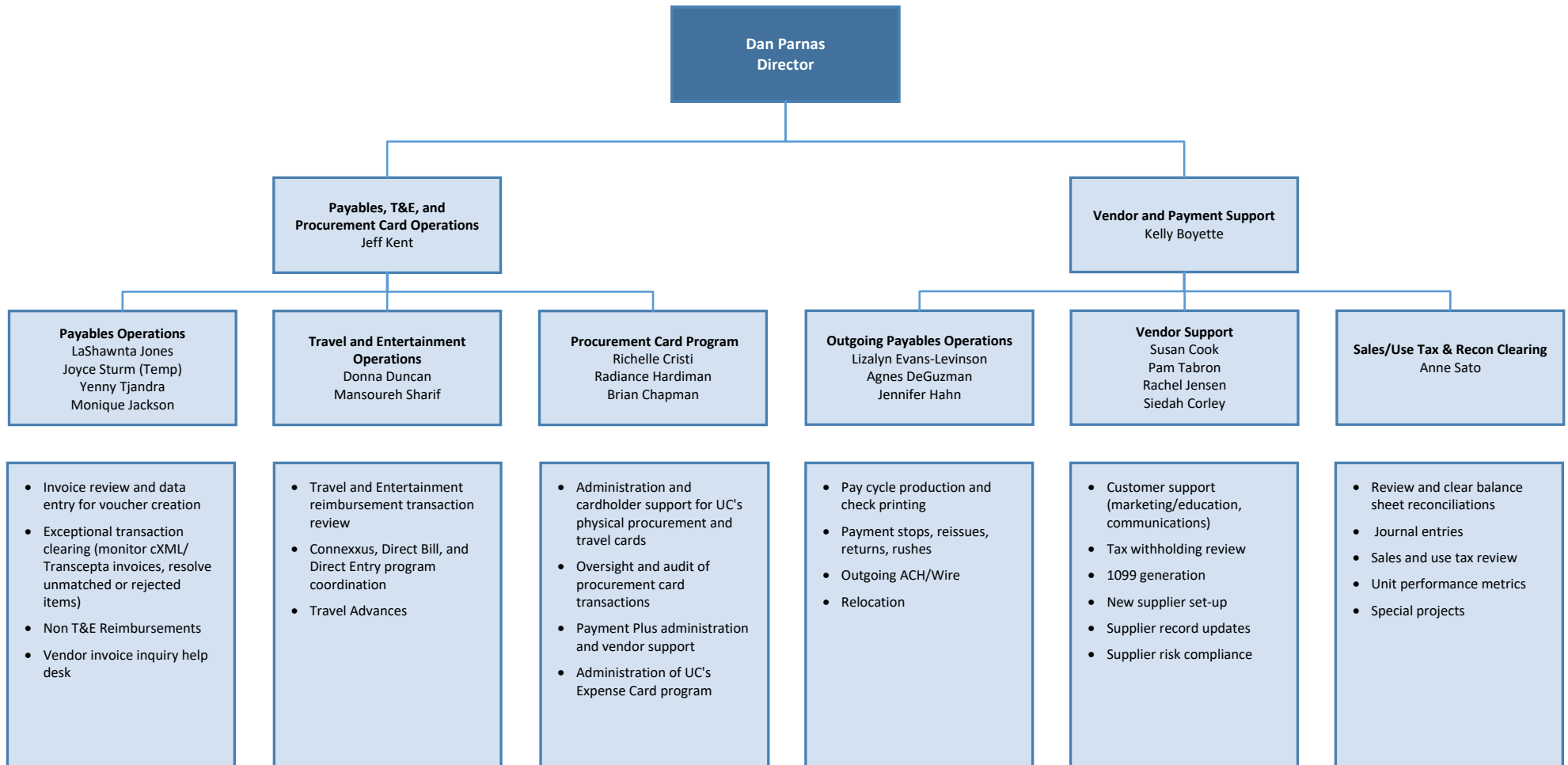




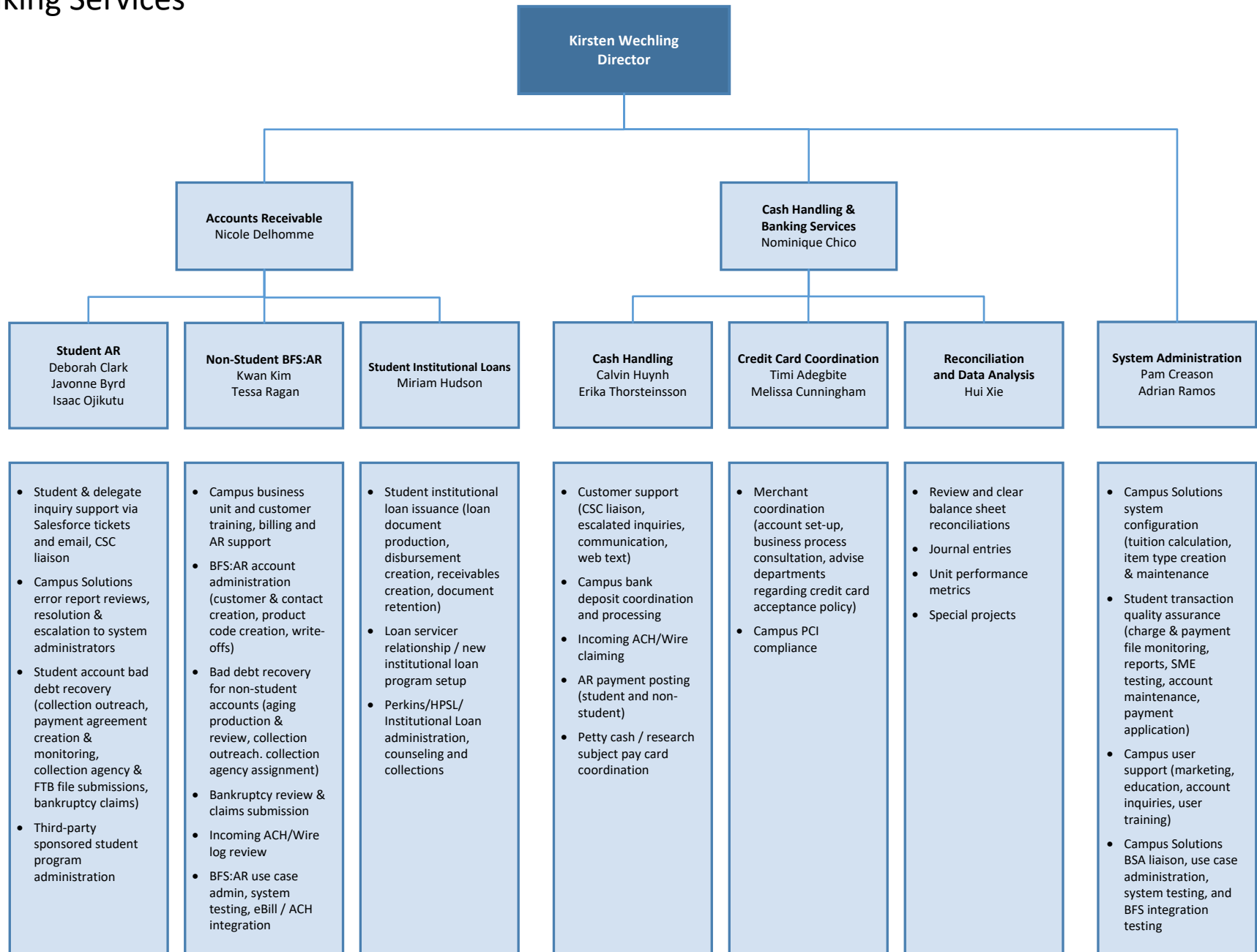
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Accounts Payable and Travel



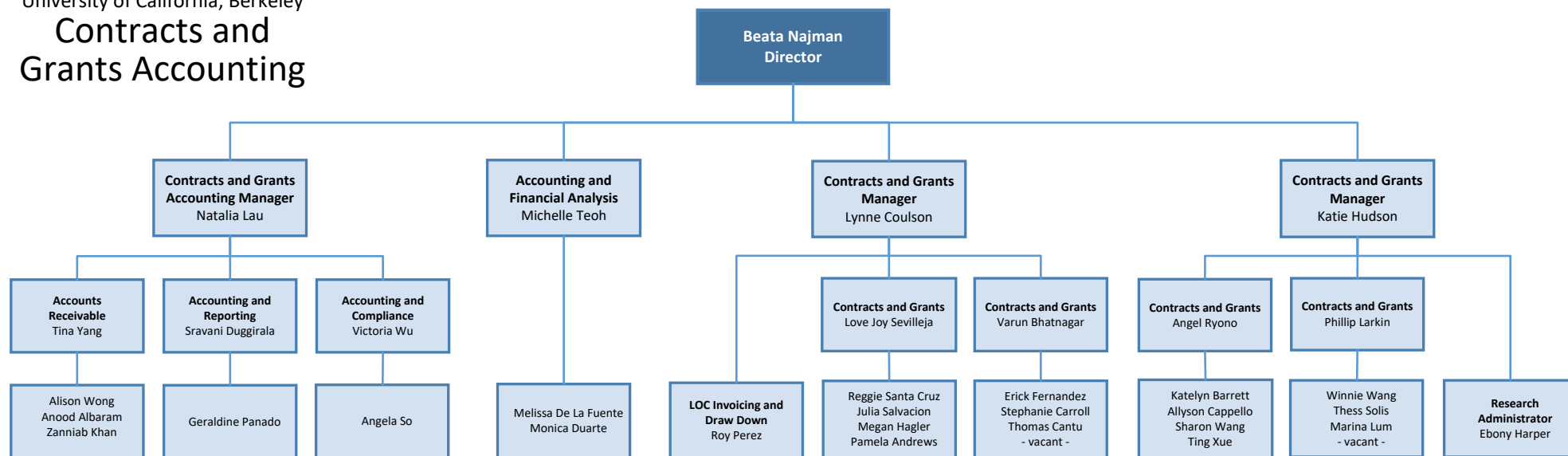
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Accounts Receivable and Banking Services



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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.edu departmental email

- Deficit clearing
- Inter-campus requests for reimbursement and reporting
- IRR monitoring and collection
- Inter-campus 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
- cgaahelp@berkeley.edu departmental email

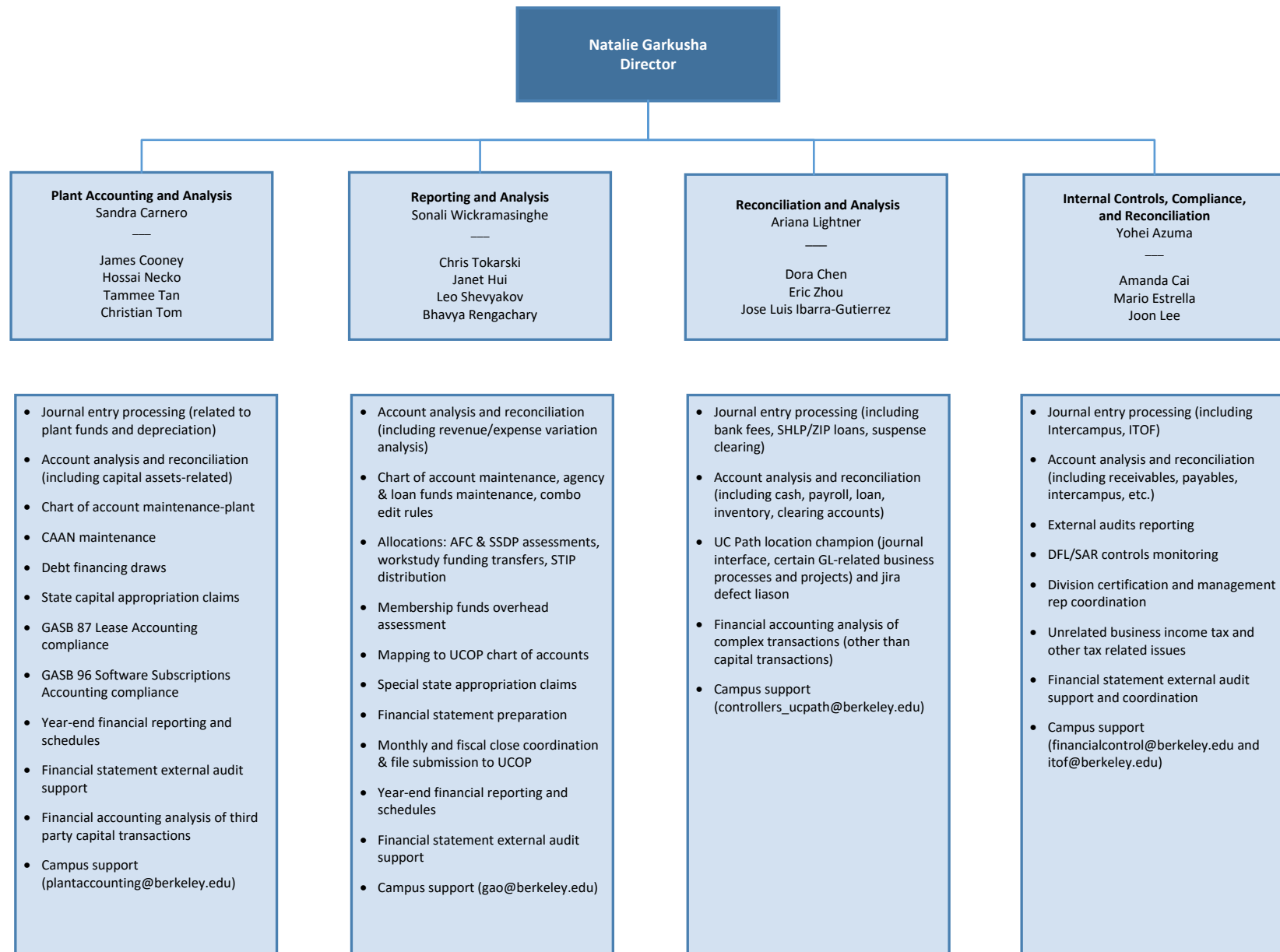
- Quarterly variance analysis
- Internal controls for ICTRL
- ICTRL Budget
- HCM maintenance
- Balance sheet review and reconciliation
- SEFA/CAFP report maintenance
- System Management Administrator
- Process documentation
- Fiscal year-end close
- Fund inactivation
- BFS PC systems:
 - Testing
 - Monitoring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

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Financial Accounting and Controls



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Payroll Policy and Controls

