



- This process document is current effective 1/20/2015
- If you have questions about this document please contact ptimaps@lists.berkeley.edu



CSS RA Monthly Financial Reporting RACI

Responsible: owner of the task.

Accountable: the one ultimately answerable for the correct and thorough completion of the task.

Consulted: provides information and/or expertise necessary to complete the task .

Informed: needs to be notified of results

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|--------|--------|----|
| CSS RA | CSS HR | PI |
|--------|--------|----|

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| Run all reports using BAIRS for PI portfolio of current use funds and C&G funds. |
| If expenditures are not correct, make corrections in Financial Journals. |
| Reconcile projections and payroll lien report to actual BAIRS detail report noting any discrepancies and verifying the discrepancies with HR. |
| Make adjustment to projections/liens. |
| Update previous month's summary sheet with new direct cost data from BAIRS and projections. |
| Compile Report and send to PI. |
| SAS 115 review completed and signed off by RA. |
| Review report and report errors and/or ask questions within 30 days. |
| Correct errors and make adjustments noted during report review within 30 days of notification. |
| In SmartSheet upload reports, enter date summary report was provided to each PI, and the date the SAS 115 was signed |

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|-----|---|-----|
| A/R | | |
| A/R | | C |
| A/R | C | I |
| A/R | | |
| A/R | | |
| A/R | | I |
| A/R | | |
| C | | A/R |
| A/R | I | I |
| A/R | | |

Daily/Weekly Monthly

PI

