University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Accounts Receivable
Nicole Delhomme

- Student Loans
  Miriam Hudson

- Student AR Analyst
  Aaliyah Jones
  Deborah Clark
  Open SR Collector

- Non-Student AR
  Kwan Kim

Cash Handling & Banking Services
Nominique Chico

- Payments & Credit Card Acceptance
  Melissa Cunningham
  Calvin Huynh
  Timi Adegbite

- Analytics & Reconciliation
  Hui Xie

AR Systems Analyst
Pam Creason
John Aczon

Student AR Analyst
Aaliyah Jones
Deborah Clark
Open SR Collector

Student AR Analyst
Kwan Kim

Analytics & Reconciliation
Hui Xie

- Student and Non-Student Cashiering
- Petty Cash and Human Subject Fund Management
- Campus Bank Deposit Coordination
- Student and Campus Inquiry Management
- New Payment Product Evaluation
- Merchant Coordination
- Campus PCI Compliance
- Reconciliation Clearing
- Journal Entries
- Data Analysis

- Student and Non-Student Cashiering
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- Journal Entries
- Data Analysis

- Student AR System Configuration and QA
- Training and Support
- System Testing

Last updated: Dec 2021
Grants Accounting

University of California, Berkeley

Contracts and Grants Accounting Manager
Natalia Lau

Accounts Receivable
Tina Yang

Accounting and Reporting
Sravani Duggirala

Accounting and Compliance
Victoria Wu

• 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
• 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 GAIL insurance assessment
• CIEE management fee distribution
• Fiscal year-end close
• STIP refunds to DHHS
• GL to PC reconciliations and monitoring
• High Risk Direct Retros
cga_ar_help@berkeley.edu departmental email

• 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
cgawards@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
• SIFA/CAFP report maintenance
• System Management Administrator
• Process documentation
• Fiscal year-end close
• Fund inactivation
• BFS PC systems – Testing – Monitoring – Maintenance – Training – Reconciling

LOC Invoicing and Draw Down
Holly Xu

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

Contracts and Grants Manager
Lynne Coulson

Contracts and Grants
Love Joy Sevilleja

Contracts and Grants
Varun Bhatnagar

Contracts and Grants
Esther Chang

Contracts and Grants
Julio Rodriguez

• 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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• 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)
• Campus support (controllers.ucpath@berkeley.edu)

• Journal entry processing (including Intercampus, ITDF)
• 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

Crystal Parkinson
Director

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 netcalc

Foreign Tax Compliance
- vacant

Payroll Support Reporting and Foreign Tax
- Jerri Rausse

Pay Analysis / Customer Service
- Shanmei Yue

Foreign Tax Compliance
- Sofia Nekmal

Payroll Taxes/MLA’s
- Anne Sato

Postdoc Billed Direct / Imputed Income
- Katy Lai Nei Chung

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: October 2020
University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

AP Analyst
- vacant -

GL Analyst
Richard Burge
Mauricio Sosa

Automated Testing

FIS Financials
Chanden Deep

FIS Program
Gopi Margam

FIS Grants
Anoop Hirdani

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
Rajesh Koppanathi

- System Access Review
- BFS security
- SARA request system

- General ledger module
- UCOP reporting
- Month end close coordination
- Chartfields
- Combo edit maintenance
- Batch interfaces – journals
- HCM interface
- BIBS module
- 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

- Grants, contracts, projects and commitment control modules
- Phoebe interface
- CBR processing
- PPS Payroll Suspense Clearing
- 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
- UCPath Integration for employee data
- CGA Month end close
- Effort Reporting Interfaces

- Campus application integrations
- Business process improvement and mapping
- Special Projects
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPath ChartField and COA Validation Interfaces

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