University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

Payables/T&E Operations
William Litteral

Payables Operations
Lorane Washington
Erecka Dunn
Yenny Tjandra

T&E Operations
Donna Duncan
Agnes DeGuzman

Procurement Card Program
Jeff Kent

Procurement Card Program
Richelle Cristi

Send and Payment Support
Kelly Boyette

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Brian Chapman

Projects/Recon Clearing
Laura Pan

- Review and clear balance sheet reconciliations
- Journal entries
- Sales and use tax review
- Unit performance metrics
- Special projects

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement and invoice scanning

- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination

- Administration and cardholder support for UC's physical procurement and travel cards
- Oversight and audit of procurement card transactions
- Payment Plus administration and vendor support
- Administration of UC's Expense Card program

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation
- Travel Advances

- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation
- New supplier set-up
- Supplier record updates
- Supplier risk compliance
University of California, Berkeley
Contracts and
Grants Accounting

Contracts & Grants
Accounting Manager
Natalia Lau

Accounting & Financial
Analysis Manager
Michelle Teoh

Contracts & Grants
Manager
Lynnne Coulson

Contracts & Grants
Manager
Katie Hudson

Contracts & Grants
Manager
Julio Rodriguez

Accounts Receivable
Tina Fang

Accounting & Reporting
Srivani Duggirala

Accounting & Compliance
Victoria Wu

LOC Invoicing & Draw Down
Holly Xu

Marresia Coleman
Reggie Santa Cruz
Glenda Smith
Julia Salvacion

Erick Fernandez
Winnie Wang
S. Martin Mustafa
Katelyn Barrett
Philip Larkin
Marina Lum
Sharon Wang

Paul Carter
Wendy Nokes
Alison Wong
‐ vacant‐

Bhakti Jinjuwadia

Paul Howl

Last updated: October 2020

• 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_receivable@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
• cgaawards@berkeley.edu departmental email
• cgahelp@berkeley.edu departmental email

• Deficit clearing
• Intercampus requests for reimbursements 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 DHS
• Cga_ar_help@berkeley.edu departmental email

• 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

• Quarterly variance analysis
• Internal controls for CGA
• AVFEC Budget
• AVFEC HCM maintenance
• Balance sheet review and reconciliation
• UAR/AR WIP and financial analysis
• Fund inactivation

• 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
• 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 (gao@berkeley.edu)

• Journal entry processing (including Intercampus, ITOF)
• 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

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
- UCMPath 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: October 2020