University of California, Berkeley
Accounts Payable and Travel

Payables, T&E, and Procurement Card Operations
Jeff Kent
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation

Vendor and Payment Support
Kelly Boyette
- 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

Payables Operations
Lorane Washington
LaShawnta Jones
Erecka Dunn
Yenny Tjandra
- 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 Operations
Donna Duncan
Mansoureh Sharif
- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination
- Travel Advances

Procurement Card Program
Richelle Cristi
Brian Chapman
- 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

Outgoing Payables Operations
Lizalyn Evans-Levinson
Gloria Smith
Agnes DeGuzman
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Siedah Corley
- Review and clear balance sheet reconciliations
- Journal entries
- Sales and use tax review
- Unit performance metrics
- Special projects

Projects/Recon Clearing
Laura Pan
- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination
- Travel Advances

Dan Parnas
Director

Last updated: Oct 2022
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Accounts Receivable
Nicole Delhomme

- Student inquiry support
- Departmental billing, Accounts Receivable
- Student account bad debt recovery
- Collection

Cash Handling & Banking Services
Nominique Chico

- Reconciliation and Data Analysis
  Hui Xie

- Student AR
  Deborah Clark
  Javonne Byrd
  Isaac Ojikutu

- Non-Student BFS:AR
  Kwan Kim

- Student Institutional Loans
  Miriam Hudson

- Student AR
  Deborah Clark
  Javonne Byrd
  Isaac Ojikutu

- Cash Handling
  Melissa Cunningham
  Calvin Huynh
  - vacant -

- Credit Card Coordination
  Timi Adegbite

- Reconciliation and Data Analysis
  Hui Xie

- System Administration
  Pam Creason
  Adrian Ramos

- Student Institutional Loans
  Miriam Hudson

- Institutional Loan Issuance
  Loan document production, disbursement creation, receivables creation, document retention

- Loan servicer relationship
  New institutional loan program setup

- Perkins/HPSL Institutional Loan administration, counseling and collections

- Merchant coordination
  Account set-up, business process consultation, advise departments regarding credit card acceptance policy

- Campus PCI compliance

- Incoming ACH/Wire log review

- Bad debt recovery
  Non-student accounts

- Bankruptcy review & claims submission

- Campus business unit
  Customer training, billing and AR support

- BFS:AR account administration
  Customer & contact creation, product code creation, write-offs

- Student business unit
  Campus bank deposit coordination and processing

- Bankruptcy review & claims submission

- Student institutional loan issuance
  Loan document production, disbursement creation, receivables creation, document retention

- Loan servicer relationship
  New institutional loan program setup

- Perkins/HPSL Institutional Loan administration, counseling and collections

- Student AR
  Deborah Clark
  Javonne Byrd
  Isaac Ojikutu

- Non-Student BFS:AR
  Kwan Kim

- Student Institutional Loans
  Miriam Hudson

- Reconciliation and Data Analysis
  Hui Xie

- System Administration
  Pam Creason
  Adrian Ramos

- Review and clear balance sheet reconciliations

- Journal entries

- Unit performance metrics

- Special projects

- Third-party sponsored student program administration

- Student & delegate inquiry support via Salesforce tickets and email, CSC liaison

- Campus Solutions error report reviews, resolution & escalation to system administrators

- Student account bad debt recovery (collection outreach, payment agreement creation & monitoring, collection agency & FTF file submissions, bankruptcy claims)

- Third-party sponsored student program administration

- Campus Solutions system configuration (tuition calculation, item type creation & maintenance)

- Student transaction quality assurance (charge & payment file monitoring, reports, SME testing, account maintenance, payment application)

- Campus user support (marketing, education, account inquiries, user training)

- Campus Solutions BSA liaison, use case administration, system testing, and BFS integration testing

Last updated: Oct 2023
Plant Accounting and Analysis
Sandra Carnero
James Cooney
Hossai Necko
Tammee Tan
Christian Tom

Reporting and Analysis
Sonali Wickramasinghe
Chris Tokarski
Janet Hui
Leo Shevyakov
Bhavya Rengachary

Reconciliation and Analysis
Ariana Lightner
Dora Chen
Eric Zhou
Jose Luis Ibarra-Gutierrez

Internal Controls, Compliance, and Reconciliation
Yohei Azuma
Amanda Cai
Mario Estrella
Jenny Huynh

- 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, 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
- 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: Jan 2022