University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

AR & Payments Operations
Nicole Delhomme
- Payment Analysts
  - Melissa Cunningham
  - Calvin Huynh
- Student AR Analyst
  - Aaliyah Jones
  - Deborah Clark
  - Open SR Collector

Loans & Non-Student AR
Nominique Chico
- Loans
  - Miriam Hudson
- Non-Student AR
  - Kwan Kim

AR & Payment Solutions
- AR Systems Analyst
  - Pam Creason
  - John Azcon
- Payment Solution Analyst
  - Timi Adegbite

Analytics & Reconciliation
Hui Xie

- Student Billing & AR Recovery
- TPC Student Sponsors
- Student & Non-Student Cashiering
- Petty Cash & Human Subject Fund Management
- Student Inquiry Management
- Campus Bank Deposit Coordination

- Student AR system QA & Configuration
- Training & Support
- System Testing

- New Payment Product Evaluation
- Merchant Coordination
- Campus PCI compliance

- Non-Student Billing & AR Recovery
- Student Loan Administration, Counseling, and Collections
- Faculty Home Loan Counseling
- Student Institutional Loan Issuance

- Reconciliation Clearing
- Journal Entries
- Data Analysis

Last updated: November 2021
University of California, Berkeley
Contracts and Grants Accounting

Elizabeth Chavez
Director

Contracts & Grants Accounting Manager
Natalia Lau

Accounts Receivable
Tina Fang

• 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
• cga_help@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
• CEE 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
• BPS PC systems - Testing - Monitoring - Maintenance - Training - Reconciling
• Sponsored award statistics

• Quarterly variance analysis
• Internal controls for CGA
• AVFCF Budget
• AVFCF HCM maintenance
• Balance sheet review and reconciliation
• UAR/AR WIP reporting
• SEFA/CAFP report maintenance
• System Management Administrator
• Process documentation
• Fiscal year-end close
• Fund inactivation

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

Contracts & Grants & Grants
Manager
Lynne Coulson

Contracts & Grants
Manager
Katie Hudson

Contracts & Grants
Manager
Julio Rodriguez

Contracts & Grants
Manager
Varun Bhatnagar

Contracts & Grants
Manager
Esther Chang

Contracts & Grants
Manager
S. Martin Mustafa

Contracts & Grants
Manager
Marreira

LOC Invoicing & Draw Down
Holly Xu

Marissa Coleman
Reggie Santa Cruz
Glenda Smith
Julia Salavacion
Erick Fernandez
Winnie Wang
S. Martin Mustafa
Heather Madison
Katelyn Barrett
Philip Larkin
Marina Lum
Sharon Wang
Mark Roderick
Stefan Fan
Theiss Solis
Angel Ryono

Last updated: May 2021
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)

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)
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
Tracy Okamura
Director

FIS Security
Barbara Scullion

- System Access Review
- BFS security
- SARA request system

FIS Financials
Chanden Deep

- 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

FIS Program
Gopi Margam

- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Automatic test script creation, maintenance and execution
- Coordination of Communications and Change Management

Automated Testing

- Requirements gathering & modifications
- Query writing

FIS Grants
Anoop Hirdani

- 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

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
Rajesh Koppanathi

- Campus application integrations
- Business process improvement and mapping
- Special Projects

- System documentation
- UCPATH ChartField and COA Validation Interfaces