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

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

T&E Operations
Donna Duncan
Agnes DeGuzman

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

Procurement Card Program
Jeff Kent
Richelle Cristi

• 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

Vendor and Payment Support
Kelly Boyette

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

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

Vendor Support
Susan Cook
Pam Tabron
Radvel Jensen
Brian Chapman

• 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

Projects/Recon Clearing
Laura Pan

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

Last updated: November 2019
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting and Analysis
Sandra Camero
- James Cooney
- Hosai Necko
- vacant
- vacant

Reporting and Analysis
Sonali Wickramasinghe
- Janet Hui
- Leo Shevyakov
- Chris Tokarski
- vacant
- Joseph Wong

Reconciliation and Analysis
Ariana Lightner
- Marissa Ortega
- vacant
- Tammee Tan

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)

- 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)

Last updated: December 2019
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
- Page Center access and inquiries
- Daily System checkout

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 recals

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Over 120 PIT
- Billing journals
- PPS Check reissuance
- Imputed in come
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: July 2019
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
  • Special Projects
  • 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
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPATH ChartField and COA Validation Interfaces