University of California, Berkeley
Accounts Payable
and Travel

Dan Parnas
Director

Payables, T&E, and
Procurement Card Operations
Jeff Kent

Payables Operations
Lorane Washington
LaShawnta Jones
Erecka Dunn
Yenny Tjandra

Travel and Entertainment Operations
Donna Duncan
Mansoureh Sharif

Procurement Card Program
Richelle Cristi
Brian Chapman

Outgoing Payables Operations
Lizalyn Evans-Levinson
Gloria Smith
Agnes DeGuzman

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Siedah Corley

Projects/Recon Clearing
Laura Pan

• 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
• Connexus, Direct Bill, and Direct Entry program coordination
• Travel Advances

• 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

• 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

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

Last updated: Oct 2022
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
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Manager
Anoop Hirdani

FIS Security
Michael Cooper
Justin Whitmer

FIS Grants Supervisor
Fenny Teng

FIS Grants Analyst
Tejavedhanthi Pichikala
Madhuri Ponnam

FIS BI/AR Analyst
Neeren Sharma
Siva Karthik Pallu

FIS GL/BO Analyst
Richard Burge
Mauricio Sosa

FIS AP Analyst
Dan White
Karthik Gunasekaran

FIS Program Management Office
Gopi Margam

Project Coordinator
Elissa Anderson

- System Access Review
- BFS security
- SARA integration
- Security Access Review system

- Grants, contracts, projects and commitment control modules
- Phoebe interface
- CBR processing
- 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
- CGL Month end close
- Effort Reporting Interfaces

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

- Requirements gathering & modifications
- Query writing
- System documentation
- UCPATH ChartField and COA Validation Interfaces