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

- 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

- 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

Procurement Card Program
Richelle Cristi
Brian Chapman

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

Vendor and Payment Support
Kelly Boyette

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

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

Accounts Receivable
Nicole Delhomme

- Student AR
  Deborah Clark
  Javonne Byrd
  Isaac Ojikutu

- Non-Student BFS:AR
  Calvin Huynh
  Erika Thorsteinsson

- Student Institutional Loans
  Miriam Hudson

- Cash Handling
  Melissa Cunningham
  Timi Adegbite

- Credit Card Coordination
  Hui Xie

- Reconciliation and Data Analysis
  Pam Creason
  Adrian Ramos

Cash Handling & Banking Services
Nominique Chico

- Student AR
  Deborah Clark
  Javonne Byrd
  Isaac Ojikutu

- Non-Student BFS:AR
  Calvin Huynh
  Erika Thorsteinsson

- Student Institutional Loans
  Miriam Hudson

- Cash Handling
  Melissa Cunningham
  Timi Adegbite

- Credit Card Coordination
  Hui Xie

- Reconciliation and Data Analysis
  Pam Creason
  Adrian Ramos

- System Administration
  Kirsten Wechling

- 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 & FTB file submissions, bankruptcy claims)
- Third-party sponsored student program administration
- Campus business unit and customer training, billing and AR support
- BFS:AR account administration (customer & contact creation, product code creation, write-offs)
- Bad debt recovery for non-student accounts (aging production & review, collection outreach, collection agency assignment)
- Bankruptcy review & claims submission
- Incoming ACH/Wire log review
- BFS:AR use case admin, system testing, eBill / ACH integration
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- Loan servicing relationship / new institutional loan program setup
- Perkins/HPSL/Institutional Loan administration, counseling and collections
- Customer support (CSC liaison, escalated inquiries, communication, web text)
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Petty cash / research subject pay card coordination
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
- Review and clear balance sheet reconciliations
- Journal entries
- Unit performance metrics
- Special projects
- 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: Feb 2024
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
- UCPay 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

Payroll System
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Friendly Name Application
- Access and System maintenance
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UCPath
- 181/618/185 file submission and error triage
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Manager
Anoop Hirdani

FIS Grants Supervisor
Fenny Teng

FIS Financials
Supervisor
- Interim
Siva Karthik Pallu

FIS Security
Michael Cooper
Justin Whitmer
Mark Weisberger

FIS Grants Analyst
Tejavedan Pichikala
Madhuri Ponnam

FIS BI/AR Analyst
Neeran Sharma
- vacant -

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
- CGA 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

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

- Requirements gathering & modifications
- Query writing

- System documentation
- UCPATH ChartField and COA Validation Interfaces

Last updated: May 2024