University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

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

Travel and Entertainment Operations
Donna Duncan
- 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
- Travel Advances

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
- 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

Payables, and Travel and Entertainment Operations
William Litteral

Procurement Card Program
Jeff Kent

Vendor and Payment Support
Kelly Boyette

Projects/Recon Clearing
Laura Pan
University of California, Berkeley
Contracts and Grants Accounting

- Deficit clearing
- External and internal audit coordination
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
- Sponsored award statistics
- cgrawards@berkeley.edu departmental email
- cghelp@berkeley.edu departmental email
- Quarterly variance analysis
- Internal controls for ICTRL
- ICTRL Budget
- HCM maintenance
- Balance sheet review and reconciliation
- SIFA/CAPF report maintenance
- System Management Administrator
- Process documentation
- Fiscal year-end close
- Fund inactivation
- New award and modification set-up in PeopleSoft Contracts and Grants module
- New award and modification budget review and upload
- Interim and final financial reports/Indirect cost exception
- Invoicing (non LOC)
- Coordinate special invoicing requirements
- Maintain award information in PeopleSoft Contracts and Grants module (e.g., No Cost Extension)
- Fiscal compliance with sponsor, agency and UC guidelines
- Cost sharing review and reporting
- Departments and sponsors issue resolution
- Communications related to post-award financial administration
- Service delivery
- Award closeout
- Inactivating funds
- Review and update CGA procedures and manuals

Last updated: Dec 2021
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting and Analysis
Sandra Carnero
—
James Cooney
Hossai Necko
Tammee Tan
Nadia Culinco

Reporting and Analysis
Sonali Wickramasinghe
—
Janet Hui
Leo Shevyakov
Chris Tokarski
Cindy Jin

Reconciliation and Analysis
Ariana Lightner
—
Marissa Ortega
Bhavya Rengachary
Dora Chen

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, ITDF)
- 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: April 2021
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 netcalc

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: October 2020
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

FIS Security
Justin Whitmer

FIS Financials
Dan White
(Interim Manager)

AP Analyst
Karthik Gunasekaran
Dan White

GL Analyst
Richard Burge
Mauricio Sosa

FIS Program
Gopi Margam

Automated Testing

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
Siva Pallu
Madhuri Ponnam

- System Access Review
- BFS security
- SARA request system
- General ledger module
- UCP 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
- 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
- CGA Month end close
- Effort Reporting Interfaces

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

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

Last updated: Dec 2021