University of California, Berkeley
Accounts Payable and Travel

Payables, T&E, and Procurement Card Operations
- 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
- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination
- Travel Advances

Procurement Card Program
- 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
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation
- Travel Advances

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

Dan Parnas
Director

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

Project/Recon Clearing
Laura Pan

Dan Parnas
Director
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Accounts Receivable
Nicole Delhomme

Student AR Analyst
Deborah Clark
Javonne Byrd
Sr Collector
Isaac Ojikutu

Non-Student BFS:AR
Kwan Kim

Faculty Home Loans and Student Institutional Loans
Miriam Hudson
Calvin Huynh
-vacant-

Cash Handling
Melissa Cunningham
Calvin Huynh

Credit Card Coordination
Timi Adegbite

Reconciliation and Data Analysis
Hui Xie

System Administration
Pam Creason
John Aczon

Faculty Home Loans and Student Institutional Loans
Miriam Hudson
-vacant-

Non-Student BFS:AR
Kwan Kim

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

• 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

• Faculty home loan program coordination
• Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
• Loan servicer relationship / new institutional loan program setup
• Perkins/YPSL/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

• 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: Aug 2022
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
DFU/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 (financialeshoot@berkeley.edu and itof@berkeley.edu)
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: Jan 2022
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Security
Michael Cooper
Justin Whitmer

FIS Manager
Anoop Hirdani

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

AP Analyst
Karthik Gunasekaran
Dan White

GL Analyst
Richard Burge
Mauricio Sosa

Automated Testing

Project Coordinator
Elissa Anderson

• 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
• UCPATH Integration for employee data
• Accounts payable module
• Batch interfaces – vouchers
• BearBuy interface to AP/PO
• Supplier interfaces

• Grants, contracts, projects and commitment control modules
• Phoebie interface
• CBR processing
• PPS Payroll Suspense Clearing
• AR, billing, and eBill modules
• Billing interfaces
• Invoice formats
• Aging and dunng processes
• Billing and AR month end close
• New billing and AR business.unit setup
• CGA Month end close
• Effort Reporting 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