University of California, Berkeley
Controller’s Office
May 2019

Rosemarie Rae
Associate Vice Chancellor
& Chief Financial Officer

Delphine Regalia
Assistant Vice Chancellor and Controller

Financial Operations
- Accounts Payable
- Accounts Receivable
- Cash Handling & Loan Programs
  Joyce Sturm

Contracts & Grants Accounting
  Elizabeth Chavez

Financial Accounting & Controls
  Natalie Garkusha

Payroll
  Crystal Parkinson
  Debby Haskell
  Jerri Rausse

BFS Business Systems
  Tracy Okamura

Training & Communications
  Rob Cannon
University of California, Berkeley

Financial Operations

Joyce Sturm
Director

Accounts Receivable and Cash-Handling
Kirsten Wechling

Billing and Payment Operations
Nicole Delhomme

- Customer support (liaison with One Stop Student Service center, escalated inquiries, communication, web text)
- Bad debt recovery for student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Petty cash/research subject pay card coordination
- Student and non-student AR system transaction quality assurance (produce invoices and statements, reports, create customers, maintain item/product codes, SME testing, account maintenance, payment application)
- Customer support (marketing, education, account inquiries, user training)
- CDS administration. System security, SME testing

Faculty Home Loans Student Institutional Loans
Nominique Chico Devika Anand Miriam Hudson

- 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/HPSL/Institutional Loan administration, counseling and collections
- Bad debt recovery for non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)

Reconciliation Clearing/Data Analysis
Hui Xie

- Review and clear balance sheet reconciliations
- Journal entries
- Unit performance metrics
- Special projects

Credit Card Coordination
Robyn Hegarty (interim)

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepts invoices, resolve unmatched or rejected items)
- Reimbursement transaction review
- Receipt of mail and invoice scanning
- Travel and Entertainment reimbursement transaction review
- Connexus, Direct Bill and Direct Entry program coordination

Payables/T&E Operations
William Litteral

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge cards
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

Outgoing Payables Operations
Gloria Smith Ellen Wilson

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge cards
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

Vendor Support
Susan Cook Pam Tabron

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge cards
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

Projects/Recon Clearing
Laura Pan Carie Saxton

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge cards
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

- Review and clear balance sheet reconciliations
- Journal entries
- Sales and use tax review
- Relocation
- Travel Advances
- Unit performance metrics
- Special projects

Last updated: May 2019
Contracts & Grants Accounting

Elizabeth Chavez
Director

Contracts & Grants Manager
Jennifer Jones

Accounts Receivable
Tina Yang

Accounting & Compliance
Yoheil Azuma

Accounting & Reporting
Sraavani Duggirala

Accounting & Financial Analysis
Michelle Teoh

Accounting & Systems
Mauricio Sosa

LOC Invoicing & Draw Down
Love Joy Sevilleja

Contracts & Grants
Julio Rodriguez

Contracts & Grants
Varun Bhatnagar

Contracts & Grants
−vacant−

Contracts & Grants
Esther Chang

Stephen Burch
Paul Carter
Wendy Nokes
Alison Wong

Bhakti Jinjuwadia
Paul Howl

Mark Roderick
Stefan Fan
Thess Solis
−vacant−

Dave Beza
Enrique Fernandez
S. Martin Mustafa
Julia Salvacion

Rana Burroughs
Marrecio Coleman
Reggie Santa Cruz
Glenda Smith

Sharon Wang
Holly Xu
Phillip Larkin
Marina Lum

RA 2
−vacant−

• AR aging
• Statement of accounts to sponsors
• Receivables collections
• Research requests and respond to inquiries
• Year-end financial reporting - bad debt review
• Review and monitor suspense and credit balances
• Update accounts receivable policies and procedures
• Check receipts
• AR cash deposits & application
• Validation query reporting
• cga_receivables@berkeley.edu departmental email

• External and internal audit coordination
• Effort Reporting System
• Post-award compliance monitoring
• Month-end close including data validations
• Fiscal year-end close
• cgawards@berkeley.edu departmental email
• cgahelp@berkeley.edu departmental email

• Deficit clearing
• Intercampus requests for reimbursement and reporting
• Quarterly Federal Cash Transaction verifications
• IRR monitoring and collection
• Intercampus Financial Control recon review
• Membership and Caltrans overhead distributions
• Review, monitor, and adjust for GAEL Insurance assessment
• CEE management fee distribution
• Fiscal year-end close
• STIP refunds to DHHS
• Cga_ar_help@berkeley.edu departmental email

• Quarterly variance analysis
• Internal controls for CGA
• AVFCC Budget
• AVFCC HCM maintenance
• Balance sheet review and reconciliation
• UAR/AR WIP reporting
• SETA/CAP report maintenance
• System Management Administrator
• Process documentation
• Fiscal year-end close
• Fund inactivation

• Late payroll cost transfer review
• Financial reporting & data analysis
• GL to PC reconciliations and monitoring
• Fiscal year-end close
• BFS PC systems - Testing - Monitoring - Maintenance - Training - Reconciling
• Sponsored award statistics

• Invoking, LOC drawdowns, post invoices to website
• Online invoicing
• System access tracking

• 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: April 2019
# Financial Accounting and Controls

**Plant Accounting and Analysis**  
* Sandra Carnero  
  - James Cooney  
  - Hossai Necko  
  - Victoria Wu

**Reporting and Analysis**  
* Sonali Wickramasinghe  
  - Janet Hui  
  - Leo Shevyakov  
  - Joseph Wong

**Reconciliation and Analysis**  
* Ariana Lightner  
  - Wendy Lam  
  - Tammee Tan  
  -Vacant-

**Internal Controls, Compliance, and Reconciliation**  
* Natalia Lau  
  - Mario Estrella  
  - Jenny Huynh  
  - Kay Patterson

<table>
<thead>
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### Plant Accounting and Analysis
- 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 (gao@berkeley.edu and plantaccounting@berkeley.edu)

### Reporting and Analysis
- 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

### Reconciliation and Analysis
- 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)

### Internal Controls, Compliance, and Reconciliation
- 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: May 2019
University of California, Berkeley
Payroll Office

Delphine Regalia
Assistant Vice Chancellor and Controller

Systems & Projects
Crystal Parkinson

CalTime
Theron Ginn
Marvin Harris

Payroll/Personnel System (PPS)
Peyjen Lin
Kristina Ruiz

Pay Production/ Garnishments
Shanmei Yue
Aaliyah Jones
Jill Lam
Bryana McBride
Vincent Samuel

Foreign Tax Compliance
Sofia Nekmal

Leave of Absences
Angela Dizon

Pay Production & Foreign Tax Compliance
Debby Haskell

Payroll Taxes
Anne Sato

Consolidated Billing
Denise Scott
Maria Urbizagastegui

Postdoc Billed Direct/ Imputed Income
Katie Lai Nei Chung

Reconciliations/ Adjustments
Sherryl Brinkley

Benefits & Accounting
Jerri Rausse

Project
UCPATH
Retrofit Caltime

Payroll System
- Release coordination
- System and production maintenance
- Mass Pay Actions, including Retro Pay
- Merit and range adjustments
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

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

Projects
- UCPATH
- Retrofit Caltime

Benefits & Accounting
- Postdoc billing direct and imputed income for foreign students
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing journals
- Check reissuance
- Imputed income

Last updated: April 2019
University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

Team 1 – GL, AP, Security
Richard Burge
Chanden Deep
Barbara Scullion
Matt White

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

Team 2 – Grants, AR, Billing
Anoop Hirdani
Gopi Margam
Deanna Sailor
Neeren Sharma
Fenny Teng

- 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 bus.unit setup

- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces
- System Access Review
- BFS security
- SARA request system

- Campus application integrations
- System implementations, upgrades
- Maintenance patching
- Business process improvement and mapping
- Requirements gathering & modifications
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: January 2019