University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

Payables/T&E Operations
William Litteral

Payables Operations
Lorane Washington
Brian Chapman
Erecka Dunn
Yenny Tjandra

T&E Operations
Donna Duncan
Agnes DeGuzman

Payment Card Program Coordination
Jeff Kent
Richelle Cristi

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen

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
• Connexxus, Direct Bill, and Direct Entry program coordination

• Administration and cardholder support for procurement card, event planner card, travel study card and travel charge card programs

• Pay cycle production and check printing
• Payment stops, reissues, returns, rushes
• Outgoing ACH/Wire
• US Bank card maintenance
• Relocation
• Travel Advances

• 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: August 2019
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

System Administration
Pam Creason
John Aczon

- 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
Nomi Chico
Miriam Hudson
-vacant-

- 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
Timi Adegbite
Robyn Hegarty (interim)

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
University of California, Berkeley
Financial Accounting and Controls

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

- Journal entry processing (including bank fees, all plant funds-related, depreciation)
- Account analysis and reconciliation (including cash, capital assets)
- Chart of account maintenance
- 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**
Sonali Wickramasinghe
- Janet Hui
- Leo Shevyakov
- Joseph Wong

- 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**
Ariana Lightner
- Marissa Ortega
- Tammee Tan
- vacant

- 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**
Natalia Lau
- Amanda Cai
- Mario Estrella
- Jenny Huynh

- Journal entry processing (including Intercampus, ITOP)
- 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)

**Reconciliation and Analysis**
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- Joseph Wong

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

Team 2 – Grants, AR, Billing
Anoop Hirdani
Gopi Margam
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

- 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: July 2019