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

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

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

Vendor and Payment Support
Kelly Boyette

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen

Invoice review and data entry for voucher creation
Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
Reimbursement and invoice scanning

Payment 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

Projects/Recon Clearing
Laura Pan

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

Last updated: October 2019
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

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 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
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

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

Payroll System
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

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
- Over 120 PET
- Billing Journals
- PPS Check reissuance
- Imputed Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: July 2019
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

FIS Financials
Chanden Deep

GL Analyst
Richard Burge
Mauricio Sosa
- vacant-

Automated Testing
Rahul Kuruvilla
Valentine Todorow
Vernon Givens

Digital Communications Specialist
Roy McNeill

FIS Grants
Anoop Hirdani

AP Analyst
Matt White
- vacant-

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
- vacant-
- vacant-

FIS Security
- vacant-

FIS Financials
- vacant-

- 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
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces

- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Special Projects
- 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
- UCPATH Integration for employee data
- CGA Month end close
- Effort Reporting Interfaces

Campus application integrations
Business process improvement and mapping
Requirements gathering & modifications
Query writing
System documentation
UCPath ChartField and COA Validation Interfaces

Last updated: September 2019