

**From:** [Caffey, Russell J. \(Robert Half\)](#)  
**To:** [Diaz, Rosa T. - Financial Reporting Analyst Sr](#)  
**Subject:** FW: ADP Concerns  
**Date:** Tuesday, November 19, 2019 1:44:36 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)

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These are the ADP concerns that they referenced.

**Russell J. Caffey, CPA** | Controller - Interim | [JEA](#)  
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**From:** Owens, Katura E. - Mgr Technology Project Mgmt <[owenke@jea.com](mailto:owenke@jea.com)>  
**Sent:** Friday, November 15, 2019 10:47 AM  
**To:** Gutteridge Años, Laura A. - Mgr Financial Accounting & Reporting <[guttla@jea.com](mailto:guttla@jea.com)>; Johnson, Akiesha D. - Manager, Project Accounting <[johna@jea.com](mailto:johna@jea.com)>; Caffey, Russell J. (Robert Half) <[caffrj@jea.com](mailto:caffrj@jea.com)>; Wannemacher, Ryan F. - Chief Financial Officer <[wannrf@jea.com](mailto:wannrf@jea.com)>; Goldman, Alan J. - Manager, Tax Administration <[GoldAJ@jea.com](mailto:GoldAJ@jea.com)>  
**Subject:** RE: ADP Concerns

I've escalated that question and am awaiting a response.

Thanks!!

**K. E. Owens**  
ERP Technology Program Manager  
Direct: (904) 665-4215

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**From:** Gutteridge Años, Laura A. - Mgr Financial Accounting & Reporting  
**Sent:** Friday, November 15, 2019 10:41 AM  
**To:** Owens, Katura E. - Mgr Technology Project Mgmt <[owenke@jea.com](mailto:owenke@jea.com)>; Johnson, Akiesha D. - Manager, Project Accounting <[johna@jea.com](mailto:johna@jea.com)>; Caffey, Russell J. (Robert Half) <[caffrj@jea.com](mailto:caffrj@jea.com)>; Wannemacher, Ryan F. - Chief Financial Officer <[wannrf@jea.com](mailto:wannrf@jea.com)>; Goldman, Alan J. - Manager, Tax Administration <[GoldAJ@jea.com](mailto:GoldAJ@jea.com)>  
**Subject:** RE: ADP Concerns

Has the timing of the project changed now that the PUP is delayed indefinitely?

Laura Gutteridge Años, CPA  
Manager, Financial Accounting & Reporting  
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**From:** Owens, Katura E. - Mgr Technology Project Mgmt <[owenke@jea.com](mailto:owenke@jea.com)>  
**Sent:** Friday, November 15, 2019 10:31 AM

**To:** Johnson, Akiesha D. - Manager, Project Accounting <[johna@jea.com](mailto:johna@jea.com)>; Gutteridge Años, Laura A. - Mgr Financial Accounting & Reporting <[guttla@jea.com](mailto:guttla@jea.com)>; Caffey, Russell J. (Robert Half) <[caffrj@jea.com](mailto:caffrj@jea.com)>; Wannemacher, Ryan F. - Chief Financial Officer <[wannrf@jea.com](mailto:wannrf@jea.com)>; Goldman, Alan J. - Manager, Tax Administration <[GoldAJ@jea.com](mailto:GoldAJ@jea.com)>

**Subject:** RE: ADP Concerns

Thanks Akiesha,

Adding your concerns together with Alan's to the Risks and sharing with ADP this morning. Stay tuned.

**K. E. Owens**

ERP Technology Program Manager  
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**From:** Johnson, Akiesha D. - Manager, Project Accounting

**Sent:** Friday, November 15, 2019 10:24 AM

**To:** Gutteridge Años, Laura A. - Mgr Financial Accounting & Reporting <[guttla@jea.com](mailto:guttla@jea.com)>; Caffey, Russell J. (Robert Half) <[caffrj@jea.com](mailto:caffrj@jea.com)>; Wannemacher, Ryan F. - Chief Financial Officer <[wannrf@jea.com](mailto:wannrf@jea.com)>; Goldman, Alan J. - Manager, Tax Administration <[GoldAJ@jea.com](mailto:GoldAJ@jea.com)>; Owens, Katura E. - Mgr Technology Project Mgmt <[owenke@jea.com](mailto:owenke@jea.com)>

**Subject:** ADP Concerns

Here are SOME of my ADP Concerns:

- Incorrect Cost Center: The costing/accounting for labor transactions follow the employee's cost center that is housed in Oracle Human Resource. If an employee enters the incorrect O&M project on the timecard, the costing will still pull the correct information from Oracle HR and post the labor transactions to their budgeted cost center on file. ADP does not have this control. I am concerned that transactions can be charge to incorrect cost centers causing budget issues.
- Capitalizing Incorrect labor expenditures: Capital projects are setup with project controls to prevent certain expenditures from being charged to a capital project. For example annual leave, administrative leave, and holiday pay are not capitalized labor transactions. ADP does not have project controls to prevent this problem. I am concerned that non-capital items will be recorded as fixed assets and depreciated in error. This is an audit issue and will become an audit finding during our year-end audit. This issue can also cause reworks and delay closing the books.
- Only allow certain employees to charge a particular project: We have project controls setup in Oracle Projects that only allows certain employees to charge to a specific capital project. This prevents unauthorized employees from charging the project. This control is used in areas that has a high risk of unauthorized charges. Sometimes it can be merely a keying error or sometimes employees try to shift funding. I am concerned that unauthorized transactions are charged to an incorrect project, may not be capital, and/or affixed to the

incorrect asset. This issue can also cause reworks and delay closing the books.

- Projects are opened and closed daily: I'm concerned that ADP will not have this information in a timely manner and charges will try post to closed projects. This issue will cause errors in Oracle Projects, Budget, PowerPlan, and GL. It will delay closing the books, and become an audit finding.
- Project costing should flow through Oracle Projects. ADP has mentioned having one journal file for job costing and another journal file for GL. Oracle Projects is an application and not a ledger. We will need an interface from ADP to Oracle Projects. All project labor costing should be interfaced into Oracle Projects so burdening can be calculated. Oracle Projects will then distribute the labor transactions to the associated projects, general ledger, and PowerPlan fixed asset system.
  - JEA/ADP must build an interface that allows the accounting of transactions to be applied by Oracle Projects and not ADP. This would prevent costing errors. Projects, cost centers, tasks, and accounting can be changed or disabled at any time. We need to prevent errors in costing
- Project Corrections are needed when items are charged to the wrong project, task, work order, GL costing, etc. We currently have the ability to correct labor transactions immediately. ADP will not be able to correct project issues in a timely manner. Especially when the items need to be corrected prior to month end. This is why the labor transactions will need to be interfaced in Projects and costing applied from Oracle.
- Information will need to flow to Oracle Projects for project tracking by the business
- PowerPlan Interface – all capital labor cost must be interfaced and Oracle Projects and transfer to Powerplan
- We do not have enough time to properly test the change
- Labor costing will need to flow to BI for unitization processing & tracking
- Projects and associated GL costing is created daily. Today, we can setup up a project and employees can use the project on their timecard instantly (Example: **Hurricane Projects**). ADP's system is not updated in real time. Therefore, the information will need to be entered manually. This increases the risk of errors and inefficiencies.
- Task accounting is used at JEA. In our current system tasks can be updated by Project Accounting and used immediately by the business. We need to make sure this functionality is available. If Oracle Projects is not applying the accounting using the project information in Oracle, the risk of incorrect costing is high

**Thank you,**  
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