

EXPENSE SIDE ACCOUNTING

A 1-day Program

Up to 8 hours of CPE Credit are awarded

Who Should Attend:

Newer employees or experienced employees who would like a refresher in **A/P, AFE, JIB, A/R & G/L** who perform any of the following functions:

- Invoice coding & entry
- Joint Interest Billing, Review and Correction
- AFE coding, integration and approval
- A/R entry, reconciliation and analysis
- G/L subledger reconciliation, analysis and JE coding
- Creation, Maintenance and use of Divisions of Interest (DOIs)
- Management and reporting associated with Operational and Overhead Expenses
- IT support, Division Order & Deck creation and support of Expense Side processes
- Financial reporting folks hoping to learn how to ask for information effectively

Prerequisites:

- You should be an accountant, or performing oil and gas accounting functions

Advance Preparation: None

Program Level: Basic

Delivery Method: Group Live, Group Internet

Based Field of Study: Accounting

Upon Completion of this Program Participants will be able to:

- Code invoices correctly based on G/L and other file considerations
- Coordinate among the various Expense Side functions
- Understand what information can be retrieved for problem resolution
- Demonstrate understanding of Expense Side system flow
- Create, use and modify an Expense DOI

Key Topics Covered:

- The Concept of a "Joint Venture"
- The Chart of Accounts, Master Files and Ledgers
- Reporting Considerations – Initial and Revisited
- Elements, maintenance and use of the Expense Side (JIB) Division of Interest (DOI) deck
- Expense Transaction Processing
- JIB Processing, Netting, Suspense & reconciliation
- Handling of Non-Operated JIB's

Registration Instructions:

Visit us online at [PDX Calendar](#). Click on register now next to any class and it will take you to a secure site where you can register and pay safely with a credit card. For other registration//payment options, please contact Tami Russell at tamara.russell@unt.edu. For questions about quality programs offered on-site and adapted for your company, contact Jim Hoffman at 214.763.9644 or via email james.hoffman2@unt.edu for more details.

Refund//Cancellation Policy:

- Cancellations ~ A participant may receive a full refund by providing to PDX written cancellation 10 or more business days prior to the starting date of the program. No refunds will be granted within 10 business days of the starting date of the program. No refunds will be granted after the start of the program.
- Substitutions ~ Substitutions are accepted at any time up to and including the starting date of the program. For more information regarding refund, substitutions and/or program cancellation policies, please contact Tami Russell at tamara.russell@unt.edu.

Complaint Resolution Policy:

PDX will make every effort to resolve complaints within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit complaints to:

Samantha Nikolai
Director
PDX/DSI
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Denton, TX 76203
samantha.nikolai@unt.edu