**Length:** 8-hour program

**CPE credit:** Up to 8 hours awarded

**Field of Study:** Accounting

**Program Level:** Basic

**Advance Preparation:** None

**Prerequisites:** None

**Delivery Method:** Group Internet Based

**Who Should Attend**

New 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 and entry
* Joint Interest Billing (JIB), review, and correction
* A/R entry, reconciliation, and analysis
* G/L subledger reconciliation, analysis, and JE coding
* Creation, maintenance and use of Divisions of Interest (DOI’s)
* Management and reporting associated with operational and overhead expenses
* IT support, division order and deck creation and support of expense side processes
* Financial reporting professionals hoping to learn how to effectively request information

**Upon Completion of 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
* Expense transaction processing
* JIB processing, netting, suspense, and reconciliation
* Handling of non-operated JIB’s

**Attendance Requirements**

To receive full CPE credit, participants must respond to at least three attendance checks per hour (one per CPE credit) via the Zoom group chat.

**Registration Instructions**

Visit us online at [UNT ProLearning](https://prolearning.unt.edu/unt/course/course.aspx?catId=33). Click on **add to cart** next to any class and log into 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](mailto:tamara.russell@unt.edu). Quality programs offered on-site and adapted for your company. Contact Jim Hoffman at 214.763.9644 or via email [james.hoffman2@unt.edu](mailto:james.hoffman2@unt.edu) for more details.

**Refund/Cancellation Policy**

* **Cancellations:** A participant may receive a full refund by providing written cancellation to PDX at least 10 business days prior to the program’s start date. No refunds will be granted within 10 business days of the start date or after the program has begun.
* **Substitutions:** Substitutions are allowed at any time up to and including the program’s start date. For more information about refunds, substitutions, or program cancellation policies, please contact Tami Russell at [tamara.russell@unt.edu](mailto:tamara.russell@unt.edu).

**NASBA Sponsor Statement**

UNT PDX Professional Development Experience is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Concerns regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](https://www.nasbaregistry.org/).

**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:

Rhiannon White

Associate Director of ProLearning

1155 Union Circle #305101

Denton, TX 76203

[rhiannon.white@unt.edu](mailto:rhiannon.white@unt.edu)