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Version 2

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# Table of Contents

- Course Overview .............................................................................................................. 5
  - Joint Interest Billing (JIB) System Description .......................................................... 5
- Course Description ............................................................................................................. 5
- Audience, Course Level and Prerequisites ...................................................................... 5
- What You Will Learn ......................................................................................................... 5

## Lesson One: JIB SYSTEM OVERVIEW ........................................................................... 6
- Screen-by-Screen .............................................................................................................. 6
- Overview ............................................................................................................................... 7

## Lesson Two: JIB System Setup ....................................................................................... 9
- Setup Step 1: Define Element Positions .......................................................................... 9
- Setup Step 2: Set Processing Parameters ....................................................................... 10
  - Parameters Tab: Mode .................................................................................................. 10
  - Parameters Tab: Options ............................................................................................ 12
  - Parameters Tab: Accounting Method ......................................................................... 12
  - Example ......................................................................................................................... 13
  - Base Currency Tab ........................................................................................................ 14
  - Local Currency Tab ......................................................................................................... 15
- Setup Step 3: Define Cutback Parameters ...................................................................... 16
  - Setup Parameters Tab .................................................................................................. 17
  - Setup Parameters > Base Currency Accounts Subtab .................................................... 17
  - Setup Parameters > Local Currency Accounts Subtab ................................................... 18
  - Setup Parameters > Defaults Subtab ........................................................................... 19
  - Distribution Tab ............................................................................................................ 20
  - Distribution Tab > Distribution Accounts Subtab ......................................................... 20
  - Distribution Tab > Distribution Departments Subtab ................................................... 20
  - Distribution Tab > Intercompany Accounts Subtab ....................................................... 21
- Setup Step 4: Select Cutback Journals .......................................................................... 22
  - Cutback Journals ........................................................................................................... 22
- Setup Step 5: Miscellaneous Parameters ........................................................................ 23

## Lesson Three: JIB PROCESSING ..................................................................................... 24
IDEAS
Joint Interest Billing Training Guide

Process Step 1: Ownership Administration ................................................................. 24
  Owner Tab ............................................................................................................ 24
  Address Tab ......................................................................................................... 25
  Address Tab > Remittance Address Subtab ............................................................ 25
  Address Tab > Correspondence Address Subtab .................................................... 26
Process Step 2: Division of Interest ............................................................................ 27
Process Step 3: Create Initial JIB ............................................................................. 29
Process Step 4: Reset JIB ......................................................................................... 31
Process Step 6: Finalize Statement ......................................................................... 32

Lesson Four: INQUIRY AND REPORTING ................................................................. 33
  Cross Check Report .............................................................................................. 33
  Division of Interest Reports .................................................................................... 33
  JIB Reports ............................................................................................................ 34
  Name and Address Reports .................................................................................... 35

Lesson Five: TOOLKIT ............................................................................................ 36
  Bill Code Table Maintenance ................................................................................. 36
  Create Statement Report Writer Files .................................................................... 37
  JIB Master Entity-Owner Map ................................................................................ 37

Lesson Six: UTILITY ................................................................................................. 39
  Purge Unbilled Items ............................................................................................. 39
  JIB Year End Processing ......................................................................................... 39
Course Overview

Joint Interest Billing (JIB) System Description

The Joint Interest Billing (JIB) system gives you the ability to process, control, allocate and bill joint venture expenses. The JIB module receives data from the Accounts Payable and General Ledger modules to create billable transaction records for each AFE/property-bill code combination. If the AFE/property-bill code has an associated, valid and active Division of Interest (DOI), JIB bills expenses to joint interest partners and prepares the necessary entries to automatically update the Accounts Receivable and General Ledger modules. The journal entries for related entities are automatically prepared, relieving the user from the task of recording these transactions manually.

Course Description

This course covers the IDEAS Joint Interest Billing system setup, processing, reporting, toolkit, and utilities.

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS JIB module. The prerequisites for this course are the Core New User series: IDEAS UI Navigation I and II, and IDEAS Product Overview.

What You Will Learn

- Joint Interest Billing Overview
- Joint Interest Billing Setup
- Joint Interest Billing Processing
- Inquiry and Reporting
- Toolkit
- Utility
Lesson One: JIB SYSTEM OVERVIEW

Screen-by-Screen

The Joint Interest Billing (JIB) module offers functions to support all activities required to perform JIB processing. The IDEAS software organizes functions into drop-down menus. Click once on a menu name to display the dropdown menu and then select a function.

The following table shows the seven drop-down menu names and the functions that fall under each.

<table>
<thead>
<tr>
<th>OWNERSHIP</th>
<th>JIB</th>
<th>REPORTS</th>
<th>FINALIZE</th>
<th>TOOLKIT</th>
<th>UTILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ownership Administration</td>
<td>Create Initial JIB</td>
<td>Cross Check Report</td>
<td>Journalization</td>
<td>Bill Code Table Administration</td>
<td>JIB Processing Parameters</td>
</tr>
<tr>
<td>Division of Interest</td>
<td>Reset JIB</td>
<td>DOI Reports</td>
<td>Finalize Statement</td>
<td>Create Statement Writes Files</td>
<td>Cutback Account Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JIB Reports</td>
<td></td>
<td>JIB Master Entity – Owner Map</td>
<td>Purge Unbilled Items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name and Address Reports</td>
<td></td>
<td></td>
<td>Delete Prior Period Transactions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Year End Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JIB Journal Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Define Element Positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JIB Miscellaneous</td>
</tr>
</tbody>
</table>
Overview

The Joint Interest Billing (JIB) module gives you the ability to process, control, allocate and bill joint venture expenses. The JIB module receives data from the Accounts Payable and General Ledger modules to create billable transaction records for each AFE/property-bill code combination. If the AFE/property-bill code has an associated, valid and active Division of Interest (DOI), JIB bills expenses to joint interest partners and prepares the necessary entries to automatically update the Accounts Receivable and General Ledger modules. The journal entries for related entities are automatically prepared, relieving the user from the task of recording these transactions manually. Any unbillable transactions are saved for reprocessing in the next period.

The Joint Interest Billing process is run monthly. All billable, current month transactions related to an AFE/property are selected and stored. These current month transactions are combined with the unbilled transactions from the previous period, if any, to create a billable universe. A report is generated showing all potentially billable transactions sorted by account code within AFE/property.

Each selected transaction is flagged as billable if the account to which the expense was allocated matches an existing DOI, and the DOI status is active. Otherwise, the transaction is recorded as unbillable in the current period. Control reports showing billable and non-billable items are generated. The sum of the billable and non-billable items should equal the total transactions in the billing cycle (that is, the total of billable universe transactions).

All billable transactions are summarized to the account level. These summary amounts are then allocated to each owner based upon their DOI percentage.

Note: If you are running JIB in dual currency mode, the JIB process will occur in each currency.

A proof report is generated to show all billings prior to invoice printing. The report presents all billable costs, allocated costs and remaining prepayments for each owner. If errors are discovered by the user, the JIB cycle can be rerun.

Note: JIB may only be rerun prior to the final billing process.
Rerunning JIB will clear all current month JIB files and allow reprocessing of Initial Joint Interest Billing.

After all the data is acceptable, JIB is finalized and invoices are printed. During this step, the JIB module creates journal vouchers according to defined internal cutback accounts to record ledger distributions, accounts receivables, prepayments and promotion income, as well as inter or intra-company transactions. Summary invoices are printed for each owner, listing all allocated charges at the AFE/property and bill code level for the period. Attachments are printed which list all detail transactions (gross amount) with allocated amounts shown at the cost category level. If you are running JIB in dual currency mode, you may print invoices in either currency depending upon parameters set when establishing the DOI.

The JIB module uses the following invoice number sequence:

<table>
<thead>
<tr>
<th>COMPANY NUMBER</th>
<th>INVOICE TYPE</th>
<th>MONTH LETTER</th>
<th>YEAR</th>
<th>INVOICE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>XXX</td>
</tr>
<tr>
<td>J = JIB bill</td>
<td>Jan = A</td>
<td>Last digit</td>
<td>Start at 0001 each month for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb = B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mar = C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apr = D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May = E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun = F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jul = G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aug = H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(I is not used)</td>
<td>Sep = J</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct = K</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nov = L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dec = M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lesson Two: JIB System Setup

Setup Step 1: Define Element Positions

JIB > Utility > Define Element Positions

It is necessary to provide the JIB module with a map to the elements within the account coding block you defined for the system. This map allows JIB to determine how each element of your account code relates to data required by JIB.

You must define the start position and element or relative position of each element in defined in the ledger.

On the JIB Elements Maintenance screen, you select a ledger, then specify the start position of each element. In the following example, the Company element starts at position 1, the Account element starts at position 5, the Department element starts at position 11, and so on.
Setup Step 2: Set Processing Parameters

JIB > Utility > JIB Processing Parameters > Parameters

Parameters Tab: Mode

Mode refers to the billing and journalization options available for Joint Interest Billing. There are six billing modes and for each one there is an associated journalization mode.

Dual Currency Billing Modes
Dual Currency modes allow owners to be billed in a selected base or local currency. JIB bills will be prepared for each owner in their selected currency. The billing currency election is made for each AFE/property-bill code and owner in the Division of Interest Administration screen.

Mode 1: JE Billing Currency
This mode creates two converting journals: One for amounts billed in the base currency and another for amounts billed in the local currency. The journals are flagged to convert at the billing date rate.
Mode 2: JE Source and Converted Currencies
This mode creates four non-converting journals, one for each type of data included in the billing. The journals are: base currency source, base currency converted, local currency source and local currency converted.

Single Currency Billing Modes
Single Currency modes bill all owners in the base currency.

Mode 3: Single Currency System
This mode is used for single currency systems where no converted transactions exist. One base currency journal is prepared. No conversion flag is available in single currency systems.

Mode 4: Convert JIB Journals
This journalization mode is used for dual currency systems. One base currency journal is prepared. This journal is flagged to convert at the billing date rate.

Mode 5: Do Not Convert JIB Journals
This journalization mode is used for dual currency systems. One base currency journal is prepared. This journal is flagged for no conversion.

Expended Currency Billing Mode
Expended Currency mode prepares two bills for each owner. One bill contains all items transacted in the base currency, the other bill contains all items transacted in the local currency.

Mode 6: JE Billing and Converted Currencies
This mode creates two converting journals. One for amounts billed in the base currency and another for amounts billed in the local currency. The journals are flagged to convert at the billing date rate.
Parameters Tab: Options

Options designate the base and local currencies, an accounting Method and an option to include AFE and bill codes of all zeros.

Base Currency - Enter the name of the base currency or select one from the list.
Local Currency - Enter the name of the local currency or select one from the list.

Parameters Tab: Accounting Method

Click to select one of the accounting methods described below.

Net Accounts
This accounting method should be selected to record the operator’s net share in separate net accounts. JIB calculates the net amount as the operator’s working interest times the gross cost.

Example of the Net Accounts method calculation:

<table>
<thead>
<tr>
<th>Gross Cost</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator’s Interest</td>
<td>35%</td>
</tr>
<tr>
<td>Net Amount</td>
<td>$350</td>
</tr>
</tbody>
</table>

Offset Gross
This accounting method should be selected to record the amount when combined with the gross amount yields the operator’s net share. JIB calculates the net amount as the non-operators working interest times the gross cost (times –1). Using the offset gross amount; net amount reports are prepared by adding the offset amount to the gross costs.

Example of the Offset Gross method calculation:

<table>
<thead>
<tr>
<th>Gross Cost</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Operator’s Interest</td>
<td>65%</td>
</tr>
<tr>
<td>Net Amount</td>
<td>($650)</td>
</tr>
</tbody>
</table>
Example

Gross Billable Expense
01-24020-100-93400-10 2000
(Operator - 25%, Partner 1 - 25%, and Partner 2 - 50%)
Billcode for Gross Books - 10
Billcode for Net Books - 11
Cutback account - 29999

Cutback Entries generated when the "Net Accounts" Option is Selected:
Debit Credit
01-24020-100-93400-11 – Operator 500 2000
01-29999-100-93400-10 – Cutback 1500
01-AR000-000-00000-00 – Partners

Cutback Entries generated when the "Offset Gross" Option is Selected:
Debit Credit
01-24020-100-93400-11 – Operator 1500
01-AR000-000-00000-00 – Partners

By default, JIB excludes AFE and Bill Codes of all zeroes. If billable costs are charged to these codes, check this option.

Include Zero for AFE in JIB – JIB to include AFE of all zeroes (for example: AFE 00000).

Include Zero for Bill Code in JIB – JIB to include Bill Codes of all zeroes (for example: Bill Code 00).
**Base Currency Tab**

JIB > Utility > JIB Processing Parameters > Base Currency

The Base Currency tab is used to define source and converted transaction codes to be included in JIB as the base currency.

**Source** – Select the source transaction codes for the base currency.

**Converted** – Select the converted transaction codes for the base currency.
Local Currency Tab

JIB > Utility > JIB Processing Parameters > Local Currency

The Local Currency tab is used to define source and converted transaction codes to be included in JIB as the local currency.

**Source** – Select the source transaction codes for the local currency.

**Converted** – Select the converted transaction codes for the local currency.
Setup Step 3: Define Cutback Parameters

JIB > Utility > Cutback Account Administration

Use Cutback Account Administration to establish the accounts and/or departments to be used during the JIB journal creation process. Amounts are allocated from detail expense accounts and/or departments to specified owners. Based on the status of these owners, amounts are recorded on the defined accounts and/or departments on the ledger.

Use Cutback Account Administration to establish company relationships. The relationship must be created for both companies to be active.

There are two tabs, the Setup Parameters and Distribution tabs, each of which has three subtabs.
Setup Parameters Tab

Use the Setup Parameters tab to establish various accounts such as Accounts Receivable for both base and local currency if you are running dual currency JIB. In addition, the set-up Parameters Screen allows for definition of a default distribution account and department. After you specify the Set-up Parameters, use the Distribution tab to specify the accounts, departments and entities to allocate the operator’s portion of billable expenditures. When appropriate, use toolbar buttons to perform certain actions.

Setup Parameters > Base Currency Accounts Subtab

The Setup Parameters > Base Currency Accounts subtab defines the accounts for the base or source currency selected in the JIB Processing Parameters.

**Pre-Payment Account** – No longer used.
**Suspended A/R Account** – No longer used.
**Prepaid Expense Account** – No longer used.

**Accounts Receivable Account** – This is the operator’s receivables account for outside working interest partners on invoices generated by JIB processing.

**Promotion Income Account** – No longer used.
Setup Parameters > Local Currency Accounts Subtab

The Setup Parameters > Local Currency Accounts subtab defines the accounts for the local currency selected in the JIB Processing Parameters.

**Pre-Payment Account** – No longer used.

**Suspended A/R Account** – No longer used.

**Prepaid Expense Account** – No longer used.

**Accounts Receivable Account** – This is the operator’s receivables account for outside working interest partners on invoices generated by JIB processing.

**Promotion Income Account** – No longer used.
Setup Parameters > Defaults Subtab

Cutback Account – This is a contra-account of the expense accounts. This account records the amounts billed to joint owners and transferred to the operator’s own ledger accounts. The cutback account maintains the integrity of the ledger while allowing the detail accounts to retain historical records of expenditures.

Note: All cutback accounts must be defined as Nonbillable type i.e.: A (Asset), L (Liability), O (Owner's Equity), R (Revenue) or E (Expense) using Element Maintenance in the General Ledger module. Accounts incorrectly defined as type S or T (Work in Progress) will be accessed by JIB as billable and cause invoices to be generated with negative amounts.

Distribution Accounts

• Use Distribution Accounts – Use this option to enable mapping of source accounts to target accounts (See Distribution Tab).
• Do Not Use Distribution Accounts – This option uses the account in the original transaction.
• Default Distribution Account – This is used as the default account if no distribution account is specified for an account receiving a JIB charge.
IDEAS

Joint Interest Billing Training Guide

Distribution Departments

- **Use Distribution Departments** – Use this option to enable mapping of source departments/cost centers to target departments/cost centers (See Distribution Tab)
- **Do Not Use Distribution Departments** – This option uses the department in the original transaction.
- **Default Distribution Department** – This is used as the default department if no distribution department is specified for a department receiving a JIB charge.

**Distribution Tab**

![Distribution Tab](image)

**Distribution Tab > Distribution Accounts Subtab**

The Distribution > Distribution Accounts subtab allows the user to specify accounts to allocate the operator's portion of billable expenditures. For defined ranges of detail accounts, JIB will transfer the operator's share to the corresponding distribution account.

**Distribution Tab > Distribution Departments Subtab**

The Distribution > Distribution Departments subtab allows the user to specify departments to allocate the operator's portion of billable expenses. For defined ranges of detail departments, JIB will transfer the operator's share to the corresponding distribution department.
Distribution Tab > Intercompany Accounts Subtab

The Distribution > Intercompany Accounts subtab shows the Intercompany receivables and payables accounts for the operator and related (inside) entities.

**Related Entity** – Specify the Entity which relates to the Entity shown at the top of the form.

**Base Currency Account** – Specify the Intercompany Account (such as Due to Parent Company) on the Related Company’s books to be used in creating the JIB Intercompany Journal Entry.

**Local Currency Account** – Specify the Intercompany Account (such as Due to Parent Company) on the Related Company’s books to be used in creating the JIB Intercompany Journal Entry.

The relationship must be created in both directions to be valid.
Setup Step 4: Select Cutback Journals

JIB > Utility > JIB Journal Administration

Use JIB Journal Administration to define the journal IDs to be used for JIB Journalization. The JIB mode specified in the JIB Processing Parameters screen determines whether a journal is required.

**Cutback Journals**

Define the journal IDs to be used during the JIB journalization process. The JIB mode specified in the JIB Processing Parameters screen determines whether a journal is required.

**Base Currency Source** – Enter the base currency source journal.

**Converted** – Enter the converted journal.

**Local Currency Source** – Enter the local currency source journal.

**Converted** – Enter the converted journal.
Setup Step 5: Miscellaneous Parameters

JIB > Utility > JIB Miscellaneous

Code: **ACCOUNT_TYPES** - Identify the account types to be considered for JIB processing. Field 1: ST

Code: **BILLCODE_CHANGES** - Set this flag to invoke the feature which alters the Bill Code on the Operator's JIB journal. This is usually done to distinguish Gross from Net based on the Bill Code. For example, if gross costs are in recorded as bill codes 1-10, Bill Code 99 might represent Net. Use the Bill Code Administration feature to map the codes. Field 1: YES

Code: **DEFAULT_LEDGER** - This is the Ledger ID into which gross costs are recorded. Field 1: WIP

Code: **OFFSET_GROSS** – (System Maintained).
Field 1: YES

Code: **STATEMENT_DATE** – (System Maintained).
Field 1: Y
Lesson Three: JIB PROCESSING

Process Step 1: Ownership Administration

JIB > Ownership > Ownership Administration > Owner

Use Ownership Administration for the maintenance of owner name and address records. Each record is specified by an owner ID and contains names, tax IDs, addresses, and telephone numbers.

Owner Tab

Complete the Owner fields by entering names, abbreviation, Tax ID, contact and comments. Insider/Outsider – Click to indicate if the owner is an insider or outsider. Any owner ID that is used to identify a company whose accounting is being performed by IDEAS is an insider. Any other owners are
outsiders. JIB creates accounting entries to record insider’s share of expenses. An outsider’s share is recorded as an account receivable.

**Address Tab**

Enter address information in the Remittance Address tab and, if desired, the Correspondence Address tab.

**Address Tab > Remittance Address Subtab**

Use the Remittance Address subtab to record owner’s remittance address information.
Address Tab > Correspondence Address Subtab

Recording information on the Correspondence Address subtab is optional. If you choose to, use this tab to record owner’s correspondence address information.

Copy Address – Click on this button to copy the address information from the remittance address to the correspondence address.
Process Step 2: Division of Interest

JIB > Ownership > Division of Interest

The Division of Interest (DOI) record is specified by company and AFE/property number. Associated with each DOI record are numerous bill codes that specify the billing percentages for various phases of a project. Each bill code contains the ownership percentages for all owners associated with that bill code.

**Note:** When Joint Interest Billing is processed; active DOIs will be billed, while inactive DOIs will be recorded as unbillable.
Company – Enter the owner ID number for the working interest partners.

Name – The owner’s abbreviated name will be displayed automatically.

Status – Enter the owner status Active or Inactive. When Joint Interest Billing is processed, active owners will be billed for their share of expenses and the amounts are recorded on an accounts receivables account. Inactive owners will be automatically assigned a billing interest of 0.0000.

Billing Interest Percent – Enter the billing interest percentage of each owner (.0001 – 1).

Insider/Outsider – The status of the owner, as defined in Owner Administration, will be displayed.

 Billing Currency D/L – If you have a dual currency system, enter either base currency or local currency. The owner will be billed in this currency.
Use Create Initial JIB to allocate expenditures related to AFE/properties to joint owners. The process selects all current billable transactions and merges these with prior period unbilled transactions to create a billable universe. Each item is matched against the available Division of Interest (DOI). If the DOI is found and is active, the expenditure is summarized to the account level and allocated between all DOI owners. Billable and unbillable transactions are created.

If a fully qualified account is to be recognized by JIB as billable to joint owners, the account must be defined as a type S or T.

If you are running JIB for period 01, the system will first select unbilled transactions from period 13. If no transactions are found for period 13, period 12 unbilled transactions will be selected.

**Note:** To process billings to an AFE/property and bill code of all zeros, mark the Include Zero AFE and Bill Codes in JIB check box on the JIB Processing Parameters screen.
Each unbillable transaction is assigned a reason code that indicates why the transaction is not billable in the current period. Reason codes for unbillable transactions are:

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NO DOI on file for AFE</td>
</tr>
<tr>
<td>2</td>
<td>Bill Code not on file for AFE</td>
</tr>
<tr>
<td>3</td>
<td>Bill Code is suspended</td>
</tr>
<tr>
<td>4</td>
<td>Bill Code is inactive</td>
</tr>
<tr>
<td>5</td>
<td>Account is no longer billable</td>
</tr>
<tr>
<td>6</td>
<td>Effective Date of DOI has not been reached</td>
</tr>
</tbody>
</table>

Note: Once you click on the Execute toolbar button to start the Create Initial JIB process you must allow it to run through to completion. Any attempt to stop the process may cause damage to the integrity of your data. Instead, run reset JIB to clear the data created in the previous run. Then, correct errors and rerun Create Initial JIB.
Process Step 4: Reset JIB

JIB > JIB > Reset Jib

Use the Reset JIB function if you entered and processed incorrect information during the Create Initial JIB process. Examples of possible errors are incorrect DOI or inside owners without cross-references.

When you run the Reset JIB function it clears the JIB data from the last JIB processing and allows you to rerun Create Initial JIB. You must run this process prior to rerunning the Create Initial JIB function for the same company and period.

Note: Once final JIB is run this process is no longer available for the period.

Process Step 5: Journalization

JIB > Finalize > Create JIB Journals

The JIB Automated Journal Recap, Invoice Register and Control Reports are automatically created because of this process. The journals created using this function must be validated and posted to the database using the Journal Posting function of the General Ledger module.

Note: You must not run this function until the output from Initial JIB is completely correct. You may only run this program once a period for each company.
Process Step 6: Finalize Statement

JIB > Finalize > Finalize Statement

Use the Finalize Statement function to print invoices and detailed attachments for each JIB owner. Each summary gives the associated AFE/property description and status, lists each attachment and gives the total due. If you are running dual currency JIB, invoices and attachments can be printed for each owner in the currency specified in the Division of Interest function or in both currencies.

**Suppress Detail** – To print only the total amount for each cost category on the attachments, click yes. To print both the detail lines and category totals, click No.

**Suppress YTD/CTD** – To suppress the printing of year to date and cumulative to date amounts on the invoices, click Yes. To print the invoices with year to date and cumulative to date amounts, click No.

**Print Billing Currency Only** – To suppress the printing of the invoices and attachments in both currencies (dual-currency JIB only) click Yes. The invoices and attachments will be printed in the billing currency as indicated in the Division of Interest function. To print the invoices and attachments in both currencies click No.
Lesson Four: INQUIRY AND REPORTING

Cross Check Report

JIB > Reports > Cross Check Report

The Cross Check Report allows you to create a report that verifies that the total billable items selected by the JIB system agrees to the data posted during the period.

Division of Interest Reports

JIB > Reports > Division of Interest Reports

DOI Ownership Report – This report prints the current DOI information for a specific AFE/property or range of AFE/properties. All bill codes and the associated owner percentages are printed for each AFE/property.
DOI Maintenance Report – This report prints DOIs that have been created or modified since the last time this report was printed. Information included is the owner ID, name, status, and billing interest percentage.

JIB Reports

JIB > Reports > JIB Reports

Billable Universe – Lists all gross transactions for the period

Billable Items – Lists only those transactions which were validated for billing

Unbillable Items – Lists only those transactions which are not valid for billing

Pre-Invoice Proof – A review summary of the billing statement
Name and Address Reports

JIB > Reports > Name and Address Reports

The Name and Address Reports function allows users to create two reports.

**Name and Address Report** – This report contains information for a specific owner ID or range of owner IDs.

**Name and Address Maintenance Report** - This report contains all name and address records that have been modified since the last time you printed the report.
Lesson Five: TOOLKIT

Bill Code Table Maintenance

JIB > Toolkit > Bill Code Table Maintenance

Use the Bill Code Table Administration function to build a table of bill codes to be used in the conversion process. The bill code conversion process replaces the “From” bill code with the “To” bill code in your JIB journal.
Create Statement Report Writer Files

JIB > Toolkit > Create Statement Report Writer Files

Use the Create Statement Writer Files to prepare billing information, which can be accessed by the Financial Report Writer module.

JIB Master Entity–Owner Map

JIB > Toolkit > Master Entity – Owner Map
Use the JIB Master Entity-Owner Map files to map between the entities and the owners.

- **Company** – Enter the desired company or entity; use the spyglass button to search. When the company is selected, the grid will populate.
- **Owner** – Enter the owner ID or double-click the field in the grid to search.
- **Code** – Enter the desired Code or double-click the field in the grid to search.

The user may select to use the table to map the entity-owner for the JIB Ledger by checking the box at the top of the window.
Lesson Six: UTILITY

Purge Unbilled Items

JIB > Utility > Purge Unbilled Items

Use the Purge Unbilled Items function to clear unbilled items that will not be billed at any future date.

JIB Year End Processing

JIB > Utility > JIB Year End Processing

Use JIB Year End Processing to clear billed transactions for all periods (1-12).
In addition, unbilled transactions for periods 1-11 are cleared. Period 12 unbilled transactions are retained for processing in period 1 of the next year. JIB year end processing also resets year-to-date JIB invoice totals and next available invoice numbers.