IDEAS PRODUCT OVERVIEW

Training Guide
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Course Overview

IDEAS Product Overview is designed for new users of IDEAS software and is part of the Core New User Training series. This course provides a high-level overview of IDEAS, including information about IDEAS partners, why IDEAS is a standard finance and administration solution for international oil and gas operations, and a review of major features and functionality.

Audience and Prerequisites

We recommend that you take this class if you are new to IDEAS software. There are no prerequisites for this course. We recommend that all new users also take the IDEAS User Interface Navigation series, immediately before or after taking this course.

Course Objectives

When you successfully complete this course, you will have a basic understanding of the features, scope and partners base of the IDEAS solution.

Agenda

- IDEAS Overview
- Applications Overview
- Data Warehouse
- IDEAS Accounting and Financial Management
- International Payment Process
- Electronic Workflows
- Partner Relationship Management
Lesson One IDEAS OVERVIEW

P2 provides software to manage and grow your upstream oil and gas business. The P2 Platform has solutions in four domains, Accounting, Production, Land, and Data.

Accounting for International Business Complexity

When it comes to international accounting, we deliver that solution through P2 IDEAS which accounts for the money and supplies in international ventures.

Most international oil and gas companies struggle to manage tax, currency, and supplies. The IDEAS software was created to handle the complexities of international business so that you can close your financial books quickly and focus on growing your business.
IDEAS Accounting for international business provides the following functionality:

1. Manage and account for complex partnership agreements
2. Fulfill statutory reporting for both home and operating countries
3. Track and control the supply chain for mid-size operations
**Designed for International Business**

The entire solution is built to be used internationally.

You can easily record and report in multiple currencies. IDEAS software works in multiple languages. It is designed to suite the preferences of users from around the world. For example, it can be set to use European date formats rather than U.S. formats.

The system has been used for over 20 years. It has been deployed in over 320+ instances across 200+ unique clients in over 60 countries.
Inclusive Software and Support Package

Global Support, software maintenance and routine upgrades are included in one Maintenance and Support charge.

Delivered to Fit Your Business

The entire IDEAS offering can be delivered either on-premise or in the P2 Cloud, depending on your business needs.
IDEAS Software Capabilities Overview

IDEAS software provides robust capabilities for international business.

1. You can manage and account for complex partnership agreements.
2. You can fulfill statutory reporting for both home and operating countries.
3. You can track and control the supply chain for mid-size operations.

The following sections will examine each of these areas in detail. We will look at what customers want the most, and how IDEAS software provides the solutions.
Manage Oil and Gas Ventures

This section covers how IDEAS provides the ability to manage your Oil and Gas international ventures.

When it comes to managing their oil and gas ventures, one of the key things customers look for is that they want to **operate with excellence**. For accounting, that means they want to **control costs**.

*Control Costs*

By giving you the ability to input budgets and forecasts, you can maximize cost recovery with all the proper tracking. You can also compare the budgets and forecasts to the actuals.

*Get Visibility of Netback*

IDEAS software lets you track CAPEX by project, manage OPEX by account, and see revenue by project.
Navigate the Business

Customers need reports to navigate the business.

IDEAS provides pixel-perfect financial reports, ad-hoc reports and many standard reports in the system. A few of these reports are shown below.

- Financial reports
- Ad-hoc reports
- System reports

AP Aging
Balance sheet
Consolidated Income statements
Budget vs. Actual
AP Reconciliation
Exception reporting
Trial balance
JIB owners
Manage Partners

Another very important requirement for customers is that you want to efficiently manage partners.

Automate Statements

You can automatically generate statements for operators and partners. You can report it in detail or in summarized formats and view it in any currency for reporting. Your reports can provide gross/net amounts for each partner.

Make Timely Cash Calls

IDEAS functionality allows you to make timely cash calls by letting you track cash call invoices and payment, verify the status of cash calls and book cash calls to the General Ledger.

In summary, to manage the international venture, IDEAS software allows companies to operate with excellence and manage partners.
Fulfill Statutory Reporting

This section covers how IDEAS provides the ability to fulfill statutory reporting requirements.

Customers need to fulfill statutory reporting for both home and operating countries. When navigating oil and gas joint ventures, there are complexities that come with meeting partners’ financial and tax reporting requirements.

To help fulfill statutory reporting in both your home and operating countries, IDEAS enables you to:

- Comply with International IFRS (Financial Reporting Standards), US GAAP (generally accepted accounting principles) and local standards simultaneously.
- Manage foreign exchange
- Adhere to tax requirements
Manage Foreign Exchange

Additionally, customers want to manage foreign exchange.

With IDEAS, you can automate realized and unrealized gains, track gains and losses separately and it is entirely automated based on your selected accounts.

Comply with IFRS, US GAAP and Local Standards

IDEAS software lets you:

- Maintain multiple books per Chart of Account (COA), all from a single transaction
- Reorganize the Chart of Accounts for financial, statutory, tax and management reporting
- Completely automate the process based on selected accounts

Maintain multiple books per COA, all from a single transaction

Reorganize COA for financial, statutory, tax and management reporting

Entirely automated based on selected accounts
Adhere to Tax Requirements

Our customers must adhere to tax requirements.

- Capture Purchase Tax, VAT, WHT and local taxes
- Process multiple depreciation methods for a single asset

To help with taxes, IDEAS allows you to capture Purchase Tax, VAT (value added tax), WHT (withholding tax) and local taxes.

You can also process multiple depreciation methods for a single asset to meet IFRS and Fiscal Tax reporting requirements.
Track and Control the Supply Chain

This section covers how IDEAS provides the ability to track and control the supply chain.

Tracking and controlling the supply chain means that you must be able to manage supply chain performance, control spend and allocate costs.

Manage Supply Chain Performance

In IDEAS you can track and control the supply chain, integrated with your accounting.

When it comes to tracking and controlling the supply chain, one of the first things we hear from our customers is that they want to manage their supply chain performance. Specifically, they want to ensure that stock is on hand, see what is going on in the procurement process, handle multiple contracting types and control spend.
Ensure Stock is on Hand

IDEAS functionality allows you to ensure stock is on hand to keep operations running.

With IDEAS you can ensure stock is on hand because you can:

- Review consumption trends by project
- Place automatic rule-based reorders
- Accelerate procurement through field requisitions
- Make sure the right parts are available at the right time with Bill of Materials
- See Freight Forwarder, on site, consignment and repair inventories.
See What is Going on in the Procurement Process

You need to see what is going on in the procurement process.

In IDEAS, you can see everything from Material Requisition to Material Issue.

Handle Multiple Contracting Types

Most of our customers need to handle multiple contracting types, like Purchase Order, Service Order, Blanket PO, Price Agreement and Contract.

IDEAS can help you contract in various currencies, pay invoices in different currencies and track payment terms, exchange rate to use, clause and other information.
Control Spend

The second big thing we hear from our customers is that they want to control spend.

- Put delegation of authorities in place for currency, department, purchase size, and so forth
- Review budgets prior to making commitments
- Accommodate Service Order, Contract and various procurement methods
- Ensure what is delivered is what you paid for with 3-way match

To help control spend, IDEAS allows you to:

- Put delegation of authorities in place for currency, department, purchase size, and so forth
- Review budgets prior to making commitments
- Accommodate Service Orders, Purchase Orders, Contracts and various other procurement methods
- Ensure that what is delivered is what you paid for with 3-way match
Allocate Costs

Finally, our customers want to Allocate costs. With IDEAS you can perform centralized procurement and distribute costs, allocate costs to different projects and focus on logistics while the accounting is done by the system. For stock transactions, the Warehouse and Operations teams do not have to worry about Cost Centers, Accounts or Valuations.
Comprehension Questions: Lesson One

1. List three functionalities provided by IDEAS Accounting for international business:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Another very important requirement for customers is efficiency in managing partners. Name three ways that IDEAS helps with this.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. When Accountants say that they want software they can operate with excellence, what do they mean?

________________________________________________________________________

4. Name three ways that IDEAS software helps fulfill statutory reporting in both your home and operating countries.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. “Tracking and controlling the supply chain means that you must be able to manage supply chain performance, control spend and allocate costs.” True or False? If false, correct this statement to be true.

____________________________________________________________________

____________________________________________________________________

6. “With IDEAS you can perform centralized procurement and distribute costs, allocate costs to different projects and focus on logistics. Accounting must be done separately and integrated manually by using spreadsheets.” True or False? If false, correct this statement to be true.

____________________________________________________________________

____________________________________________________________________

7. IDEAS software provides standard financial reports in the system, but if you need something a little different, you must request a custom report. True or False? If false, correct this statement to be true.

____________________________________________________________________

____________________________________________________________________
Comprehension Question Answers

1. List three functionalities provided by IDEAS Accounting for international business.

   1. Manage and account for complex partnership agreements
   2. Fulfill statutory reporting for both home and operating countries
   3. Track and control the supply chain for mid-size operations

2. Another very important requirement for customers is efficiency in managing partners. Name three ways that IDEAS software helps with this.

   Your answers should include three of the following:

   1. Automatically generate statements for operators and partners
   2. Reports in detail or in summarized formats
   3. May be viewed in any currency for reporting
   4. Reports can provide gross/net amounts for each partner

3. When Accountants say that they want software they can operate with excellence, what do they mean?

   For accounting, that means they want to control costs.

4. Name three ways that IDEAS software helps fulfill statutory reporting in both your home and operating countries.

   1. Automatically comply with IFRS, US GAAP and local standards
   2. Manage foreign exchange
   3. Adhere to tax requirements
5. “Tracking and controlling the supply chain means that you must be able to manage supply chain performance, control spend and allocate costs.” True or False? If false, correct this statement to be true.

True

6. “With IDEAS you can perform centralized procurement and distribute costs, allocate costs to different projects and focus on logistics. Accounting must be done separately and integrated manually by using spreadsheets, with good communication between the Warehouse and Operations teams.” True or False? If false, correct this statement to be true.

False.
Corrected statement:
With IDEAS you can perform centralized procurement and distribute costs, allocate costs to different projects and focus on logistics while the accounting is done by the system. The Warehouse and Operations teams do not have to worry about Cost Centers, Accounts or Valuations.

7. IDEAS software provides standard financial reports in the system, but if you need something a little different, you must request a custom report. True or False? If false, correct this statement to be true.

False.
Corrected statement:
IDEAS provides standard financial reports and ad-hoc reports.
Lesson Two APPLICATIONS OVERVIEW

This lesson provides an overview of the IDEAS applications (the software modules). The IDEAS modules can be divided into six categories:

1. Financial Management
2. Operations Management
3. Business Intelligence
4. Supplier Relationship Management
5. Partner Relationship Management
6. Electronic Workflow

IDEAS Modules

IDEAS software is purchased by module so that customers can implement the components that they need.

1.1.1.1 IDEAS Oil and Gas Accounting System Modules

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management</td>
<td>• General Ledger</td>
</tr>
<tr>
<td></td>
<td>• Budgeting</td>
</tr>
<tr>
<td></td>
<td>• Allocations</td>
</tr>
<tr>
<td></td>
<td>• Currency Management</td>
</tr>
<tr>
<td></td>
<td>• Fixed Assets</td>
</tr>
<tr>
<td></td>
<td>• Spreadsheet Link</td>
</tr>
<tr>
<td></td>
<td>• Commitment Accounting</td>
</tr>
<tr>
<td></td>
<td>• Account Reconciliation</td>
</tr>
<tr>
<td>Operations Management</td>
<td>• Materials Management</td>
</tr>
<tr>
<td></td>
<td>• Asset Tracking</td>
</tr>
<tr>
<td>Business Intelligence</td>
<td>• Electronic Report Distribution</td>
</tr>
<tr>
<td></td>
<td>• Visual Report Writer</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>MODULES</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Supplier Relationship Management | • Requisitioning  
• Purchasing  
• Accounts Payable and Electronic Banking  
• Purchases Taxes and Tax Withholding Management |
| Partner Relationship Management  | • Joint Interest Billing  
• Authorization for Expenditure  
• Partner Accounts Receivable |
| Electronic Workflow              | • IDEAS Electronic Workflow Management (iApprove)                      |
Effective Financial Management of International Oil and Gas Projects

International oil and gas projects require certain capabilities of software to meet business needs.

1.1.1.2 Requirements and Capabilities

### Cost Accounting
- AFEs/Projects
- Inception to Date
- Billable/Non-billable costs
- Recoverable/Non-Recoverable Costs
- Gross and Net Costs

### Financial Accounting
- Book/Statutory/Tax Reporting
- Foreign Exchange Management
- Local/Corporate Reporting

### Management Accounting
- Budget Control
- Commitment Tracking
- Responsibility Reporting

### Enterprise
- Allocations
- Consolidation
- Analysis
- Control

### Cost Accounting
- Flexible Coding Formats
- Financial Data Warehouse
- Integrated Joint Venture Accounting

### Financial Accounting
- Reporting Hierarchies
- Multiple Charts of Accounts
- Multi-currency, multi-book

### Management Accounting
- Integrated Budgeting
- Integrated Commitment
- Flexible Report Writer

### Enterprise
- Integrated Allocations
- Integrated Consolidations
- Web Enabled Reporting
- Web Enabled Approval
- Comprehensive Security

International Oil and Gas Projects Requirements

This section covers typical requirements for international oil and gas projects. There is typically a large amount of Cost Accounting that needs to be captured by AFE, and it needs to be on an inception to date basis. Other elements are necessary to the extent that there are partners. They must track billable and non-billable costs, and various divisions of interest.
Financial accounting is needed for corporate and local statutory reporting needs. Foreign exchange must be managed and controlled to ensure financial reporting precision. For management accounting, tools for cost control are necessary to maximize netback per barrel. For complex enterprise arrangements where multiple legal entities constitute a corporate client, allocations and consolidation allows for gauging financial performance at a summarized level.

IDEAS Functionality Meets Requirements

Flexible Coding

Flexible coding organizes data to meet your needs. One of these is a flexible coding scheme that is user-defined. Figure 1.1.1.6 shows a typical configuration with five elements. There may be additional break-down due to reporting requirements or corporate business requirements. Each IDEAS Ledger allows a coding scheme which may contain up to 10 elements of up to 14 characters each and full account code of 60 characters. In addition to entering transactions using this user defined account code string, the data can be summarized and grouped to facilitate analysis due to the possibility of defining unlimited reporting structures with up to 10 summarization levels per structure.

1.1.1.3 IDEAS Flexible Coding

![IDEAS Flexible Coding Diagram]
Data Warehouse

Another feature is the concept of a financial data warehouse. IDEAS Financial Data Warehouse provides comprehensive cost management information. This is an expandable data repository containing unlimited user defined data of any type. Any number of currencies and years of history can be shown. Users can define the rows shown in Figure 1.1.1.7. The rows represent the various types of data to store in IDEAS. This allows customers to have a full set of books denominated in both local currency and foreign currencies. All the data is available for inquiry and reporting.

Other types of data in addition to financial data can be captured in the warehouse. Examples are commitments and statistical data such as volumes produced.

1.1.1.4 IDEAS Financial Data Warehouse

<table>
<thead>
<tr>
<th></th>
<th>Begin</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year USD Converted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Local</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Local Converted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Year USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Budget USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Budget LC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Commitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Estimate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reporting Hierarchies

Reporting hierarchies are another feature of IDEAS software. It provides multiple hierarchies or “trees” for each dimension of the account code. Each hierarchy may contain up to 10 levels. Benefits from ten-dimensional data analysis, summarization and filtering with IDEAS hierarchies are shown in Figure 1.1.1.8.

On top of each of the coding scheme elements defined, you can also define one or more views (also called hierarchies or trees). These are aggregations or roll-ups. For example, in Figure 1.1.1.8, the Account coding element has various views that allow different ways of organizing Account data for reporting. In the following example, Financial, Statutory, Tax and Management are aggregates (roll-ups). For AFEs, they can be organized and viewed by Manager, by Type of AFE, by type of expenditure (CAPEX, OPEX, G&A) or any other grouping logic the business requires.

1.1.1.5 Reporting Hierarchies Benefits

Sample Hierarchies

[Diagram showing sample hierarchies]

Sample Levels

[Diagram showing sample levels]
Comprehension Questions: Lesson Two

1. IDEAS software can be divided into six categories. Complete the list of categories:

   1. Financial Management
   2. ________________________________
   3. Business Intelligence
   4. ________________________________
   5. Partner Relationship Management
   6. ________________________________

2. Another important feature of IDEAS is the concept of a financial data warehouse. Name three features or benefits of a financial data warehouse.

   ________________________________
   ________________________________
   ________________________________
3. Reporting hierarchies are another feature of IDEAS software. It provides multiple hierarchies or “trees” for each dimension of the account code. Each hierarchy may contain up to 9 levels. True or False? If false, correct the statement to make it true.

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

4. IDEAS flexible coding organizes data and allows flexible coding schemes that are user-defined. Each IDEAS Ledger allows a coding scheme which may contain up to 10 elements of up to 14 characters each and full account code of 60 characters. Elements may be subdivided, however, there are a limited number of summarization levels allowed. True or False? If false, correct the statement to make it true.

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________
Comprehension Question Answers

1. IDEAS software can be divided into six categories. Complete the list of categories:

   1. Financial Management
   2. Operations Management
   3. Business Intelligence
   4. Supplier Relationship Management
   5. Partner Relationship Management
   6. Electronic Workflow

2. Another important feature of IDEAS is the concept of a financial data warehouse. Name three features or benefits of a financial data warehouse.

   Your answer should include three of the following:
   - Comprehensive cost management information
   - Expandable data repository containing unlimited user-defined data of any type
   - Any number of currencies
   - Any number of years of history
   - Allows customers to have a full set of books denominated in both U.S. dollars and foreign currencies
   - All the data is available for reporting
3. Reporting hierarchies are another feature of IDEAS software. It provides multiple hierarchies or “trees” for each dimension of the account code. Each hierarchy may contain up to 9 levels. True or False? If false, correct the statement to make it true.

**True**

4. IDEAS flexible coding organizes data and allows flexible coding schemes that are user-defined. Each IDEAS Ledger allows a coding scheme which may contain up to 10 elements of up to 14 characters each and full account code of 60 characters. Elements may be subdivided, however, there are a limited number of summarization levels allowed. True or False? If false, correct the statement to make it true.

**False.**

**Corrected statement:** IDEAS flexible coding organizes data and allows flexible coding schemes that are user-defined. Each IDEAS Ledger allows a coding scheme which may contain up to 10 elements of up to 14 characters each and full account code of 60 characters. Elements may be sub-divided. In addition to the posting level elements unlimited summarization levels are available.
Lesson Three FINANCIAL SUITE OVERVIEW

This lesson provides an overview of the IDEAS modules that make up the Financial suite.

Features

The IDEAS Financial suite, particularly General Ledger, was designed for power and flexibility. Its functionality includes the following features:

- Consolidate information processed by remote subsidiaries
- Automatically maintain multiple books denominated in any currency
- Automatically calculate foreign exchange gains and losses
- Use multiple charts of accounts for different subsidiaries, tax or local accounting
- Prepare summary and detail ledgers for analysis of sales or projects
- Perform bi-directional transfers of data between IDEAS and Excel
- Perform multiple-step allocations for any number of steps
- Perform inter-company allocations with automated inter-company accounting
- Multiple languages: English, Russian, French, Spanish, Brazilian Portuguese
- Regional Features: Former Soviet Union South America
- Asset Management: Multi-currency asset DD&A (Depletion, Depreciation and Amortization), accounting and tracking

Streamline International Financial Operations

- Financial Management - Comprehensive GAAP and International Accounting Standards compliant accounting capability for enterprise and international operations
- Supplier Relationship Management - Management, control and reporting of international expenditures and related purchase taxes and withholdings
- Business Intelligence - Flexible tools for financial, operational, management and enterprise reporting and analysis.
- Partner Relationship Management - The capability to manage multi-national ventures proven effective in decades of deployment around the globe
- Supply Chain Management - Provides tracking and control equipment, materials, capital projects and assets
Financials Examples

This process shows the aggregations (hierarchies). All of it is user-defined. In the example shown below, there is a 5-digit account. In this example the account is 5 characters, but it can be a maximum of 14 alphanumeric characters. The 5s roll up to the 4s, the 4s roll up to the 3s and so on up to the top, which is 01 (all accounts). Those marked D are details: actual stored data. Those marked S are summaries that facilitate grouping information for reporting and data selection needs.

1.1.1.6 Chartmaster Structure Analysis

![Chartmaster Structure Analysis - ACCOUNT](chartmaster_structure_analysis_account.png)
Figure 1.1.1.10 (below) shows an example of companies and how they are rolled up. 01 designates a company, 02 designates a regional consolidation, and 03 is the top consolidation.

### 1.1.1.7 Entities (Companies) Example

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Structure</th>
<th>Element List</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY</td>
<td>FIN REPORTS</td>
<td>All</td>
</tr>
<tr>
<td>01</td>
<td>S A C-SUMM</td>
<td>Consolidated</td>
</tr>
<tr>
<td>02</td>
<td>S A C-Amer</td>
<td>Americas</td>
</tr>
<tr>
<td>03</td>
<td>D A C-010</td>
<td>DEAS Exploration, Inc</td>
</tr>
<tr>
<td>02</td>
<td>S A C-AP</td>
<td>Asia Pacific</td>
</tr>
<tr>
<td>03</td>
<td>D A C-045</td>
<td>DEAS International (Moscow)</td>
</tr>
<tr>
<td>03</td>
<td>D A C-075</td>
<td>Kris Energy</td>
</tr>
<tr>
<td>02</td>
<td>S A C-EMEA</td>
<td>Europe MiddleEast Africa</td>
</tr>
<tr>
<td>03</td>
<td>D A C-025</td>
<td>DEAS Exploration Algerie</td>
</tr>
<tr>
<td>03</td>
<td>D A C-035</td>
<td>DEAS International (UK) Ltd</td>
</tr>
</tbody>
</table>
Figure 1.1.1.11 (below) shows AFEs aggregated by manager. 03 is the manager and the reports for AFEs (04, type D) roll up to the correct manager. The general manager (02) receives all reports.

### 1.1.1.8 AFEs by Manager Example

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Structure</th>
<th>Element List</th>
<th>AFE Manager Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFE</td>
<td>AFE_Mgr</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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Inquiries

The Inquiries menu allows you to view inquiries on this data, using the user-defined aggregates as well as the user-defined Financial Data Warehouse rows. Inquiry processes also contain tool bars with functions such as Sort, Filter, Print, Copy, Export to Excel, and so forth.

1.1.1.9 Drill Down Selection, Elements Tab

Search options for Selection fields allow you to select data or aggregates. These are user-defined.
1.1.1.10 Drill Down Selection, Segments Tab

Segment fields are the rows from the Financial Data Warehouse.
1.1.1.11 Inquiry Specifications Example

Summary

The IDEAS system has the ability to maintain a full set of books with all transaction detail denominated in each currency. When auditors at the corporate level need reports, these can be produced in the functional currency (typically U.S. dollars). Equally, when local authorities in the country where the oil and gas asset resides require information, all transaction detail (complete books) denominated in their local currency can also be provided.
Another tool for viewing data is the Report Wizard. The Report Wizard icon is available on the right of the top menu bar.

Report Wizard is available in each IDEAS module and allows us to access information across IDEAS, from other IDEAS modules.

Menu icons allow us to Print, Search, Export to Excel, PDF and other options. It also provides a Selection Criteria tab where we can filter the data for a more specific report.

### 1.1.1.12 Report Wizard

![Report Wizard](image)

### 1.1.1.13 Report Wizard Output

![Report Wizard Output](image)
Lesson Four INTERNATIONAL PAYMENT PROCESS

This lesson provides an overview of the supplier relationship management (payments) side of IDEAS. This includes the whole payment process as well as taxes and work flows. This functionality includes the following features:

- Define check and wire transfer forms through Forms Writer
- Reconcile cash accounts by electronic bank interface
- Interface to electronic payment and cash management systems
- Capture, control and report vendor activity for government compliance (such as U.S. 1099 reporting)
- Process inter-company payables with automated accounting
- Automatically generate recurring invoices
- Comply with local requirements for Value Added and withholding taxes
- Capture, monitor and record Use Tax and other incremental taxes
- Facilitate the approval process through Web Enabled Approval processing
- Electronic Work Flow automates the approval process

Electronic Banking

There are many documents required by the banks (such as checks and paper work to back up electronic transfers). The IDEAS Forms Writer (a drag-and-drop tool) supports this. IDEAS supports electronic banking and can also export files to banks.

IDEAS allows users to navigate the international payment process with built-in experience from the electronic banking functionality provided.

CitiDirect

- Citibank’s web-based banking platform
- Domestic, international payments, letters of credit
- Available in 75 countries, 17 languages
- Integration:
  - User Defined Payment Types
  - Output to web server automatically retrieved and processed
SWIFT
- International standard for bank messaging
- 7000 participating institutions
- 200 countries
- IDEAS outputs SWIFT format file

Electronic Workflow

With IDEAS workflow management, there is a processing cycle for the document flow. The following diagram shows an example of an automated document approval process.

1.1.1.14 Automate Document Approval
Document Flow Process

IDEAS applies electronic workflow technology. The document flow process involves registering the document, notification of approvers by email, approval process, and tracking of everything by the system.

iIDEAS Automated Document Approval Process is a browser-based application. iIDEAS can run on Internet Information Services on a local PC, or on a company’s intranet. Typically, when the approver receives an email notification, it includes a link to the website.

Currently, this process within IDEAS applies to the following customer documents:

- Requisitions
- Purchase Orders
- Vendor Invoices

The IDEAS Document Flow process follows these steps:

Document Registration and Attachments
In this step, the client is entering the data. The document comes into Accounts Payable.

1. Select Approvers individually or by profile
2. Scan document image
3. Attach any number of additional documents of any file type

Any type of document may be attached to an invoice. Examples of types of attached documents are a scan of the invoice, an Excel file that is some type of contract analysis, a Word document which is the contract itself, or any other type of electronic document.

Notification
In this step, notifications for all invoices are sent out only once (one email notification per day).

1. Establish Email notification, reminder text and elapsed time for reminders
2. Disable selected approvers for notification
3. Automatic email notification sent to approver
Approval
In this step, there are two types of approvers: a reviewer and an approver. Reviewers receive their notifications in parallel (all at the same time). Once the reviewers have accepted the document, the approvers are then notified in serial (as each approver approves the document, the next approver in the chain is notified).

1. Review and Approval modes
2. Serial or Parallel approvals
3. Reject option with rejection reason code
4. Validation of approver financial authority
5. Approver PIN verification
6. Review document data and supporting materials
7. Review document image
8. Edit collaborative comments and messages
9. Re-route option

Tracking
The tracking piece means that there is always visibility into the process.

1. Complete notification, routing and status tracking
2. Unresolved rejection tracking
3. Flexible Approval Status Reporting

Administration
The Administrative piece allows IDEAS users to do set up and choose options that work best for their company.

1. Establish Approver codes, define approver types, set authority limits
2. Define Profiles by department, project, other
Comprehension Questions: Lessons Three and Four

1. The IDEAS Financial suite functionality includes features designed for both flexibility and power. List five of these features:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Any type of document may be attached to an invoice. True or False?

________________________________________________________________________

3. Examples of types of attached documents are: _______________________
   a. A scan of the invoice
   b. An Excel file that is some type of contract analysis
   c. A Word document which is the contract itself
   d. Any other type of electronic document
   e. All the above

4. iIDEAS may be run on Internet Information Services on a local PC, or on a company’s intranet. True or False?

________________________________________________________________________
5. The IDEAS document flow process (electronic workflow) follows these steps. Fill in the two missing steps:
   a. Documentation registration and attachments
   b. ________________________________
   c. Approval
   d. ________________________________
   e. Administration
Comprehension Question Answers

1. The IDEAS Financial suite functionality includes features designed for both flexibility and power. List five of these features.

Your answer should include five of the following features:
- Consolidate information processed by remote subsidiaries
- Automatically maintain multiple books denominated in any currency
- Automatically calculate foreign exchange gains and losses
- Use multiple charts of accounts for different subsidiaries, tax or local accounting
- Prepare summary and detail ledgers for analysis of sales or projects
- Perform bi-directional transfers of data between IDEAS and Excel
- Perform multiple-step allocations for any number of steps
- Perform inter-company allocations with automated inter-company accounting
- Multiple languages: English, Russian, French, Spanish, Brazilian Portuguese
- Regional Features: Former Soviet Union, South America
- Asset Management: Multi-currency asset DD&A (Depletion, Depreciation and Amortization), accounting and tracking

2. Any type of document may be attached to an invoice. True or False?
   True

3. Examples of types of attached documents are:
   e. all of the above

4. iIDEAS may be run on Internet Information Services on a local PC, or on a company’s intranet. True or False?
   True
5. The IDEAS document flow process (electronic workflow) follows these steps. Fill in the two missing steps:

   a. Documentation registration and attachments
   b. Notification
   c. Approval
   d. Tracking
   e. Administration
Lesson Five PARTNER RELATIONSHIP MANAGEMENT AND REPORTING

This lesson provides an overview of IDEAS Partner Relations Management and related reporting.

IDEAS Partner Relationship Management

IDEAS software meets partner expectation with its Partner Relationship Management.

This is a group of modules with the major two components being Joint Interest Billing (JIB), where IDEAS performs allocations to the partners and generates billing statements to them and Authorization for Expenditure (AFE), where IDEAS defines the AFE, and captures the budget and any supplements.

Joint Interest Billing Module

Joint Interest Billing processes, controls, allocates project costs and automatically bills joint venture partners for a share of these cost based on an agreed upon division of interest.

Multi-currency Feature

The IDEAS Joint Interest Billing (JIB) module is a dual currency billing system. Partners may be billed either in their designated base currency or their local currency. JIB processes transactions for all system currencies and resolves these currencies into one of the billing currencies (either the base currency or the partner’s local currency).

JIB Modes

A JIB “mode” refers to the billing and journalization options available for Joint Interest Billing.

Three billing options are available:

- Dual Currency Billing
- Single Currency Billing
- As Expended Currency Billing
In dual currency billing, all partners are billed in a designated currency, either the base currency or the local currency. The billing currency election is made for each AFE, Bill Code and owner.

In single currency billing, all partners are billed in the system base currency.

As Expended currency billing refers to billing in a local currency. Two bills per partner result from expended currency:

1. One bill contains all items which were transacted in local currency,
2. The second bill contains items for all other currencies converted to the base currency.

Authorization for Expenditure Module

Authorization for Expenditure is a joint project cost tracking application which aids in the control of projects from authorization through project closing. The AFE module records project approvals and budgets, tracks the budget amount versus the actual amount incurred by AFE, and reports transactions and balances on a month-to-date, year-to-date and project-to-date basis.

There is an AFE Administration process allows you to establish AFES in the system. There is an approval component that provides functionality for budget approval, both internally and by partners. There is a budget management component which tracks actual data as well as commitments (committed data). There is an optional time writing component.
AFE Approval Administration

[Image of AFE Approval Administration window with details such as Entity, AFE, Revision, Currency, Budget Amount, Approval Status, Approval Date, and a table showing Partner Approval details including Partner, Interest %, Billing Currency, Request Date, Approved By, Approved, Approval Date, and Remarks.]
1.1.1.15 AFE Overview

Standard Reports Overview

IDEAS software has many options for reporting. Several types of standard reports are provided:

- Inquiries
- Application-built reports
- Pre-defined Crystal reports

Application Built Reports

Application built reports are standard IDEAS reports that provide:

- More detailed reports with search and filter options within the report view
- Customization of report elements such as structure, data selection, data sequencing, formatting and calculation options
- Output options such as creation of audit spreadsheets, search options within the report view, print setting options, and export to Excel
- Ability to save report customizations and access later
Pre-defined Crystal Reports

Pre-defined Crystal reports are standard IDEAS reports. There are over 1,000 pre-defined Crystal reports available with IDEAS software, and they provide:

- A standard look and feel across modules
- A definition screen with report parameters
- Output options including Crystal Viewer, print and export choices such as Crystal report, PDF, Excel, Word document and rich text format
- Search and Tree view navigation options within Crystal Viewer