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Introduction

About P2 Energy Solutions Excalibur Education Program

P2 Energy Solutions offers an ongoing relationship with end users to ensure product development is focused on the evolving needs of the market. An important part of this relationship is our continuing professional education program. Users need to know how to use the software to its maximum potential. The Excalibur Education Program offers training options at all levels to improve your proficiency with any application.

Excalibur Education Program Features

- Skilled trainers supporting a diverse curriculum
- Hands-on practice that mirrors how you will use each application in your own office environment
- Continuing education credits for professionals
We are registered with several professional accreditation boards
- Denver and Houston training centers, as well as the option of training at your company site
- The option of scheduling custom classes for your specific company needs

Excalibur Class Categories and Delivery Method

Formal classes are organized into four major user categories. Your job responsibilities may overlap more than one area. You can find complete course descriptions for each category in the course description sections of this catalog. All of our courses are designed to be delivered as instructor-led, group-live training.

- **Excalibur Financials** - These classes focus on the Excalibur financial applications that help you manage cost and revenue accounting.
- **Excalibur Operations** - These classes cover applications that handle the management of land, production, and gas control.
- **Excalibur System Administration** - These classes aid system administrators and IT personnel in hardware maintenance, system operations, individual user management, and user interface.
- **Excalibur Tools and Basics** - These classes highlight basic Excalibur and foundational oil and gas knowledge needed by all end-users, reporting tools to use with Excalibur data and with interfaces to third-party software packages, and recommended Basic Training information for outsourcing clients.

Continuing Education for Professionals

Accounting Professionals

Most classes in the P2 Energy Solutions Excalibur Education program are registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education. Accredited classes accrue 8 credits per full day and 4 credits per half day, based on a 50-minute hour.



P2 Energy Solutions, Inc. 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. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417 or by visiting the web site: www.nasba.org

NASBA Categories and Excalibur Classes

- Type of delivery method for all Excalibur courses is **Group-live**.
- Field of Study for all Excalibur courses is **Specialized Knowledge and Applications** except for those classes listed below:

Class	Field of Study
MS Query and Access with Excalibur	4 credits Computer Science 4 credits Specialized Knowledge and Applications
System Administration Management - HP	8 credits Computer Science 8 credits Business Management and Organization

Excalibur Land Professionals

The P2 Energy Solutions Excalibur Education program is registered with the American Association of Professional Landmen (AAPL), the National Association of Division Order Analysts (NADOA), and the National Association of Lease and Title Analysts (NALTA). Credits are available for approved courses. Contact the P2 Energy Solutions client training department at education@p2es.com for details.

Approved Excalibur classes accrue:

- 6 CPL or 6 RLP credits per full day and 3 credits per half day
- 8 CDOA credits per full day and 4 credits per half day

CPLTA credits for approved classes are available upon request from NALTA.

Introduction

Scheduled Excalibur Courses at our Training Centers

For a complete calendars scheduled at our Denver and Houston training centers, choose the **Calendar** link after accessing **Excalibur** Training at www.p2energysolutions.com. You can view up-to-date information about our continuing Excalibur Education program on the website, including registration and billing information, course catalog and calendars. *We reserve the right to cancel our scheduled classes if we have not received a minimum number of registrations four weeks prior to the class date.* The course content for our scheduled courses follows the course description listed in this catalog. If you need to customize a class for your employees, please see the *Customized Training* section later in this catalog.

Training Centers

We have training rooms at both our Denver and Houston offices. We will also conduct classes at your offices, provided training environment requirements are met to support a hands-on training experience.

Denver Address

216 16th Street, Suite 1700
Denver, Colorado 80202

Phone 303-292-0990, **Fax** 303-292-1812, **E-mail** education@p2es.com

Houston Address

1221 Lamar Street, Suite 1400
Houston, Texas 77010

Phone 713-787-6300, **E-mail** education@p2es.com

Class Times

Morning: 8:30 a.m. - 12:00 p.m.

Afternoon: 1:00 p.m. - 4:30 p.m.

Full Day: 8:30 a.m. - 4:30 p.m.

A 10 minute break is given during the morning and a 10 minute break during the afternoon. Each course description provides a detailed agenda, and hands-on exercises are incorporated into each class at appropriate times for practice and reinforcement.

Registration and Pricing

Scheduled Excalibur classes at our training centers are billed at the class rate and include one course book for each registered student. To register for a class, fax or mail a copy of the Class Registration form at the end of this catalog to the Education Department in Denver, Colorado. If you are traveling to Denver or Houston from out of state, *do not* make travel arrangements until you receive a confirmation back from P2 Energy Solutions. Occasionally we must change our published class dates or cancel a class that does not meet registration requirements for minimum number of attendees. To schedule classes at alternate times, arrange for on-site training, or schedule custom classes, contact the Denver client training department at 303.292.0990. *We reserve the right to cancel classes scheduled on our website four weeks in advance, if minimum registration requirements are not met.* However, you can request us to guarantee a class in advance, at no additional charge, if you are traveling from out of state. We will then send you a guaranteed confirmation.

Scheduled Excalibur Class Prices

These prices apply only to classes scheduled on the published class calendar on our website. For custom-scheduled and on-site class fees, please refer to the *Customized Training, Billing Guidelines* section of this catalog.

Scheduled class fees are \$600 per student per full-day class and \$325 per student per half-day class. When several students from the same company attend the same class on the same day, we offer these discounts:

Number of Students	Full Day	Half Day
1st and 2nd students	\$600 each	\$325 each
3rd and 4th students	\$300 each	\$150 each
5th through 12th students	\$200 each	\$100 each

Note: Two-day classes are the full day prices x 2 (\$1,200 each for 1-2 students, \$600 each for a 3rd and 4th student, and \$400 each for additional students).

Cancellation, Refund and Complaint Resolution Policies

For your convenience, we will bill you for your class at the end of the month following the class date. In the event that you must cancel your registration, we require notification in writing to avoid billing. If you must cancel your registration within 48 hours of the class, you will be billed for the class; however, you will be given a credit toward another class. This credit must be used within one year, and will apply toward any of our regularly scheduled classes in the Denver or Houston training centers. If you fail to attend a class without giving prior written notification, you will be responsible for the full class tuition, with no credit for future classes.

For more information regarding administrative policies such as complaint and refund, please contact the client training department at our Denver office at 303.292.0990.

Hotel Information

We have discounted rates with several conveniently located downtown Houston and Denver hotels. When you make reservations, mention that you will be attending classes at P2 Energy Solutions to receive the Corporate Rate discount. For Denver and Houston travel and hotel information, please contact the client training department at 303.292.0990.

Customized Excalibur Training

In addition to our formal, scheduled classes held in the Denver and Houston training rooms, we offer several customization options. Our goal is to work with you to provide solutions to your company's specific training needs.

Custom Scheduling

You can custom-schedule classes to be held at our Denver or Houston training centers or at your company offices. Custom-scheduled classes also give you the opportunity to use your own data for class exercises and to modify the class agenda to suit your specific needs. To arrange a custom class, contact the client training department at 303.292.0990, or call your P2 Consulting Representative, who will arrange the training through the training department. The class is confirmed when you receive a written confirmation from the training department.

Introduction

Informal On-Site Training

Our Support Representatives also conduct on-site one-on-one training or teach small groups on a more informal level. This training covers concepts, features, and procedures of Excalibur application software within your work environment, and does not necessarily follow a course agenda, although selections from training materials may be used. Professional accreditations may not apply to this training, depending on departures from the accredited agenda and other factors. For more information about this training option, please contact the client training department at 303.292.0990 or call your Consulting Representative.

Excalibur Outsourcing: Recommended Basic Training

If you work for an Excalibur outsourced or hosted company, chances are you have limited involvement with much of the data entry and processing tasks covered in the formal Excalibur classes. To better meet your needs, we have designed custom training specifically for you. The content and flow of this training has evolved from training outsourced clients and listening to their feedback. Training applies to users of Financials and Land modules. For a detailed description of this training, please see ***Excalibur Outsourcing: Recommended Basic Training*** in the ***Tools and Basics Courses*** section of this catalogue.

Billing Guidelines

Custom-scheduled training and on-site training are billed at the regular hourly support rate quoted on your Excalibur support contract.

To ensure the highest quality of hands-on training, class size is subject to teacher discretion. Our general policy is to limit a class to 10 students for classes held in our training centers. Class size should generally be smaller for training done at client offices, depending on the availability of a training area with networked PCs. A PC should be available for every one to two students for hands-on exercises.

Additional Costs

Additional costs associated with custom-scheduled training:

- If the training requires that a teacher travel either to the client site or to one of the P2 training rooms, the client is responsible for all associated travel expenses.
- If the training is done at your company site, course exercises designed to be used with our training data will need to be modified to accommodate your company data. Teacher preparatory time to make modifications will be billed at the hourly consulting rate.
- If the training is for a custom class not offered through our Course Catalog, requiring preparation of class content, exercises, setting up training data, or preparing handouts, the preparatory time will be discussed with the client prior to the training and then billed at the hourly consulting rate.

P2 Conference Education Opportunities

Our annual P2 Conference provides valuable training and information you can take back to work. Not only do we cover a variety of topics, we also provide an atmosphere away from office distractions to share and learn from other Excalibur users.

Ascend Conference Features

Product Training Classes	Annual Golf Tournament
Welcome Reception	Breakout Sessions
Resort Activities	Welcome Reception
User Forums	Dinner and Entertainment
General Conference Sessions	Luncheons with Industry Speakers

Product Training and Conference Professional Credits

P2 Energy Solutions registers with professional accreditation boards to provide credits for attending both Product Training classes and the conference sessions. Details are provided each year on the P2 Energy Solutions conference website.

1099 Processing

This class teaches you how to set up and process 1099s. It includes a summary of 1099 filing requirements, an explanation of how this sub-system accumulates 1099 information, recommendations for efficient methods of reviewing data, and an overview of upcoming enhancements. You will also practice maintaining 1099 information. We offer this class twice each year, in December and in January.

Take this class if you are responsible for processing 1099s.

What You Will Learn

Overview of 1099s

Excalibur Data Accumulation

Reviewing Data

Processing 1099s

Prerequisites and Class Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # FN101

Half Day

Accounts Receivable Data Flow and Files

This class covers the relationships between files, how data that you enter flows to other data, and where Excalibur stores the data. You will also learn about data and virtual attributes for each file, and which attributes to use for creating custom UniQuery or Adhoc Query reports.

What You Will Learn

Accounts Receivable file relationships, attributes and descriptions of AR files:

- OPEN_AR
- AR_ADJ
- DISTRIBUTION
- OPEN_AR_DETAIL
- CUSTOMER_DETAIL
- AR_HISTORY
- DEPOSIT_MASTER
- PURCHASER_CHECKS
- OPEN_RAR
- RAR_ADJ

Prerequisites and Class Level

Take this class after taking the Accounts Receivable System and either Basic Adhoc Query or UniQuery for Power Users. This class is for users having at least six months experience using Excalibur financial software. No advance preparation is necessary for this course.

Class Level: Advanced

Class Code # FN210

Half Day

Financials

Asset Management System

This class covers implementation, processing, and reporting, including setup, material transfer, and depreciation tasks. You will review monthly processing procedures and learn how the Asset Management system interfaces with other systems. Take this class if your position falls into one of the following categories: materials control personnel, property accountant, or tax accountant.

What You Will Learn

Initial Setup

- System Defaults
- Chart of Accounts
- Inventory
- Assets
- UOP Interface Controls
- Balance Forwards

Processing

- Additions Posting
- Material Transfers
- Mass Transfers
- Inventory Allocations

Depreciation and Depletion

- Depreciation and Depletion Calculation
- Depreciation Allocations

Reporting

Interfaces with Other Systems

Monthly Processing Procedures

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. You should have a working knowledge of your company's general ledger before taking this class. No advance preparation is necessary for this course.

Class Level: Intermediate

Class Code # FN102

Two Days

Common System

This class covers setup of the Common system master files, code files, reports, and processes. It provides critical information for starting up the Excalibur system and controls many of the interfaces with other Excalibur systems.

Take this class if you are responsible for implementation of the licensed systems, or if you are responsible for setup, data entry, processing or reporting tasks.

On-Site, Custom Approach

This class is taught on-site for new Excalibur clients during or following system implementation training. For new employee training call the Denver training department at 303.292.0990 to custom schedule this class.

What You Will Learn

Menus and Processes

System Setup

File Setup

Reports

Purges

Theory

Prerequisites and Course Level

This class is designed to follow the Excalibur Navigation class. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # FN103

Cost Setup and Processing

This class covers setup and processing for the cost suite base financial modules:

- Accounts Payable (AP)
- Authorization for Expenditure (AFE)
- Joint Interest Billing (JIB)
- Accounts Receivable (AR)

We review monthly processing procedures and how these four modules interface with each other.

What You Will Learn

Initial System Setup

AP Invoice Data Entry

Delay Rental Processing

AP System Processing

AFE Reporting

JIB Processing

Accounts Receivable Processing

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take Cost Setup and Processing class during system implementation training or if you are a new Excalibur user. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # FN104

Two Days

Gas to Revenue Interface

This class covers the benefits of the interface, describes the gas file structure and setup, and demonstrates steps for processing gas and transferring information to Revenue. We will resolve any problems listed on error message reports and review data created in Revenue. You will actually process a well from Gas Control to the Revenue system.

Take this class if you are responsible for revenue accounting or if you use Gas Accounting, Gas Master Files, or Gas Contracts.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Benefits of the Interface

Gas File Structure and Data Flow for Gas to Revenue Accounting

Master File Setup

Gas Processing

Revenue Transfer Processing and Reporting

Handling Errors

Reviewing New Revenue Data

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take Gas to Revenue Interface during system implementation training or if you are a new Excalibur user. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # OP104

Half Day

Financials

General Ledger System

This class includes entering the chart of accounts and vouchers, posting, transfers, and reporting, including a very brief look at the functionality offered by the Excalibur spreadsheet interface.

Take this class if you are responsible for setup, data entry, processing, or reporting tasks.

What You Will Learn

Data Entry

- Chart of Accounts Setup
- Group Maintenance
- GL Voucher

Processing

- GL Voucher Posting
- System Posting
- Transfer to History
- Spreadsheet Uploads

Reporting

- On-line
- Printed
- Report Generators
- Brief description of spreadsheet Interfaces functionality

Common Client Issues and Troubleshooting

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take General Ledger System during or following system implementation training, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # FN105

Full Day

Land Division Orders and Revenue Integration

This class offers a hands-on approach to advanced LDO / Revenue functions, including interfaces and troubleshooting LDO data and processes. Class activities cover more complex types of LDO setups and changes with their effects. We will review in depth critical new functions and interfaces such as component management and suspense release. The class also covers LDO files, data structure, process warnings, and required actions. You will also learn about a broad spectrum of reports available, and you will be able to identify or create the appropriate Excalibur reports to ensure LDO / Revenue integrity.

What You Will Learn

Data File Structure

- Land Division Orders (LDO)
- Revenue

Well Master DOI Well ID

Suspense Release in LDO and Revenue

Component Management

Reporting

- LDO
- Revenue

Prerequisites and Course Level

If you work in the land area of your company, we recommend that you take this class after taking LDO System Data Entry and Reporting, LDO Maintenance and Troubleshooting, and Basic Adhoc Query. If you work in Revenue, we recommend that you first take Revenue System Setup, Revenue Data Entry and Processing, and Basic Adhoc Query. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # OP208

Full Day

Excalibur NexGen Financials New Functionality

This class is designed for users of the Excalibur Financial modules. Take this course for an overview of new functionality, features and benefits in the Financials modules of the Excalibur NexGen release, particularly within the General Ledger (GL) and the Joint Interest Billing (JIB) modules.

What You Will Learn

Navigating Grids

- Input Grids
- Find (Selection Control) Grids
- Query (Read-only) Grids

NexGen Expanded Financials Functionality

General Ledger Transaction Detail (GLTXA)

Drill Down Reporting (GL556)

Custom Invoice Inquiry and Drill Down (JIB860)

Prerequisites and Course Level

The target audience and context of the course is to train current Excalibur users of the GL and JIB modules on the new release functionality. We believe that new users of these modules need the in-depth, introductory courses that teach GL and JIB. These prerequisite courses are the *General Ledger System* course and the *Cost Setup and Processing: AFE, AP, AR and JIB* course.

Course Level: Basic

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Class Code #FN108

Half Day

Responsibility Reporting System

This class helps you to conceptualize, design, and set up your cost center rollup scheme. It also reviews user-defined report setup and cost center allocation features in responsibility reporting.

Take this class if you are responsible for setup, data entry, processing, or reporting tasks.

What You Will Learn

Cost Center Rollup Schemes

- Theory
- Design

Setup of Cost Center Rollup Schemes

Allocation Setup and Processing

Report Generator

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take Responsibility Reporting during or following system implementation training, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Class Level: Basic

Class Code # FN106

Full Day

Financials

Revenue Accounts Receivable

The Revenue Accounts Receivable (RAR) system provides a method for reconciling cash received with revenue processed. This class highlights features, setup, processing, analysis of data, and reporting of accounts receivables.

Take this class if you are responsible for setup, processing, or reporting analysis.

What You Will Learn

Setup of Excalibur for RAR

Subledger Analysis

Reports

Prerequisites and Course Level

We recommend that you take this class after taking Revenue System Setup and Revenue Data Entry and Processing, or comparable Excalibur revenue experience. No advance preparation is necessary for this course.

Class Level: Advanced

Class Code # FN211

Full Day

Revenue Data Flow and Files

This class helps you understand how data that you enter flows to other data, where Excalibur stores data, and which attributes to use for UniQuery or Adhoc Query reports.

This class is for users with at least six months experience on Excalibur financial software.

What You Will Learn

Revenue Data Flow

File Relationships

Attributes and Descriptions of Excalibur Files:

- PURCHASER_PROPERTY_MASTER
- DIVISION_ORDER_MASTER
- REVENUE_BATCH_MASTER
- GROSS_SALES_LEDGER
- DETAIL_SALES_LEDGER
- OWNER_DETAIL
- OWNER_INDEX
- CHECK_REGISTER

Prerequisites and Course Level

Take this class after taking the following prerequisite courses: Revenue System Setup, Revenue Data Entry and Processing, and either Basic Adhoc Query or UniQuery for Power Users. This class is for users having at least six months experience using Excalibur financial software. No advance preparation is necessary for this course.

Class Level: Advanced

Class Code # FN212

Half Day

Revenue System

Day 1: Revenue System Setup

Revenue System, Day One covers setup of the Revenue system master files and codes files. It provides critical information for implementing the Revenue system as it interfaces with other Excalibur systems.

Take this class if you are responsible for revenue file setup, data entry, processing, or reporting tasks.

What You Will Learn, Day One

Revenue Code and Master Files Setup

Common Issues and Recommendations for:

- Land Division Orders (LDO) System
- Split Stream (SS)
- Gas to Revenue Interface
- Excalibur Data Interchange (EDI) System

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take this 2-day class during or following system implementation training, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # FN107

Two Days

Day 2: Data Entry and Processing

Revenue System, Day Two covers revenue data entry and processing. It includes procedures for daily data entry, monthly processing, and monthly reconciliation. It also provides an introduction to Revenue system reports.

Take this class if you are responsible for setup, data entry, processing, or reporting tasks.

What You Will Learn, Day Two

Daily Data Entry

Revenue Calculation and Distribution

Revenue Detail Analysis

Revenue Reconciliation

- Before Check Process
- After Check Process

Reports

Production System: EPA and PRR

This two-day class covers Energy Production Accounting (EPA) features, well and facility setup, entering production information, month-end close processing, and how to set up state regulatory reports. We also cover troubleshooting techniques and basic file structure and relationships. Take this class if you are in any of the following categories: production accounting personnel, engineering technical staff, operations personnel (tracking or regulatory reporting of oil, gas, or water production), or accounting personnel responsible for oil and gas production reporting.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Initial Setups

- General System
- EP Code Files
- Land Code and Well Files

Master File Setups

Data Entry and Processing

- Sequence and Examples
- Data Entry Reports
- Monthly Close Sequence and Reports
- Troubleshooting Techniques and Reports

Production Regulatory Reporting (PRR)

- Setups, Reports and Troubleshooting

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # OP101

2 Days

Gas Balancing System and Files

This class covers the procedures for setting up data before using the Gas Balancing system. We review the flow of data from the Energy Production, Split Stream, and Gas Accounting systems into Gas Balancing. You will enter balance forward data for owners and process that data through the Gas Balancing system.

Take this class if you are responsible for volumes in the Energy Production system, you are responsible for the gas accounting system, you are involved with working interest or marketing percent in land or LDO, or you are directly responsible for gas balancing statements.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Overview of the System

Interface with the Energy Production, Split Stream, and Gas Accounting Systems

Setting up Balance Forwards for Owners

Gas Balancing Ledger Update Processing and Reports

Period Prior Adjustments

Common Error Messages

File Structures

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend Gas Balancing System and Files during implementation of the Gas Balancing system, or if you are a new Excalibur user. You should be familiar with the Gas Accounting system if that is your area of responsibility. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # OP103

Full Day

Operations

Gas Control Data Flow and Files

This class covers how data that you enter creates transactions and transfers data to other systems. We also address where Excalibur stores data, and which attributes to use for UniQuery or Adhoc Query reports.

Take this class if your performance could be enhanced by a thorough understanding of how the data you enter creates transactions and transfers data to other systems, or if you need more knowledge for efficient UniQuery reporting.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Gas Control Data Flow

Attributes and Descriptions for these Excalibur Files:

- DEAL.MASTER
- SUPPLY.MARKET.MASTER
- NOMINATION.DETAIL
- METER.TRANSACTIONS
- METER.DETAIL
- CONTRACT.TRANSACTIONS
- PURCH.SALES.LEDGER
- INVOICE.LEDGER
- INVOICE.HISTORY

Prerequisites and Course Level

This advanced class is for users who have three to six months of experience on the Excalibur gas systems. We recommend that you take this class after taking Gas to Revenue Interface and either Basic Adhoc Query or UniQuery for Power Users. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # OP210

Half Day

Gas to Revenue Interface

This class covers the benefits of the interface, describes the gas file structure and setup, and demonstrates steps for processing gas and transferring information to Revenue. We will resolve any problems listed on error message reports and review data created in Revenue. You will actually process a well from Gas Control to the Revenue system.

Take this class if you are responsible for revenue accounting or if you use Gas Accounting, Gas Master Files, or Gas Contracts.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Benefits of the Interface

Gas File Structure and Data Flow for Gas to Revenue Accounting

Master File Setup

Gas Processing

Revenue Transfer Processing and Reporting

Handling Operations Course Descriptions Errors

Reviewing New Revenue Data

Prerequisites and Course Level

Excalibur Navigation or equivalent experience with Excalibur software is a prerequisite for this class. We recommend that you take Gas to Revenue Interface during or following system implementation training, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # OP104

Half Day

Land Division Orders System

Day 1: Data Entry and Reporting

LDO System, Day One teaches how to implement the setup required by the Excalibur LDO system to build a division of interest (DOI). You will learn how to create Contractual Maintenance (SS) marketing decks and revenue decks. You will also gain familiarity with specific standard Excalibur reports and be able to run the reports. Take this class if you are responsible for any phase of division order administration. We also recommend this class for personnel with responsibilities in gas administration, gas balancing, or revenue.

What You Will Learn, Day One

Land and LDO Systems Overview

LDO Data Entry

- Create DOI from Division Order
- Interface from Revenue to LDO
- Excalibur Data Interchange (EDI)
- Build DOI: LDO to Revenue
- Build DOI: LDO to Contractual Maintenance (SS) to Revenue
- Other Data Entry Programs

Standard Reports

Checklists and Special Situations

Prerequisites and Course Level

If you are new to Excalibur software, take this class after taking Excalibur Navigation. We recommend that you take this class during or following system implementation training, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Course Level: Basic

Day 2: Maintenance and Troubleshooting

LDO System, Day Two teaches how to process changes within the Excalibur LDO System, including changes that may be necessary to the Split Stream marketing decks and revenue decks. Using class Troubleshooting worksheets, you will be able to identify appropriate actions for error conditions.

What You Will Learn, Day Two

DOI Mass Change Overview and Process

- LDO Mass Change Overview
- Pay Code Change
- Change of Ownership
- Extinguishment of Overriding Royalty
- Tract Level Changes
- Components

Effects of Mass Change on Inside Revenue Decks, SS WI Groups, and on Outside Revenue DOIs

Troubleshooting: Errors and Warnings

Units and Payouts

Standard Reports

Class Code # **OP107**

Two Days

Operations

Land Division Orders System and Revenue Integration

This class offers a hands-on approach to advanced LDO / Revenue functions, including interfaces and troubleshooting LDO data and processes. Class activities cover more complex types of LDO setups and changes with their effects. We will review in depth critical new functions and interfaces such as component management and suspense release. The class also covers LDO files, data structure, process warnings, and required actions. You will also learn about a broad spectrum of reports available, and you will be able to identify or create the appropriate Excalibur reports to ensure LDO / Revenue integrity.

What You Will Learn

Data File Structure

- Land Division Orders (LDO)
- Revenue

Well Master DOI Well ID

Suspense Release in LDO and Revenue

Component Management

Reporting

- LDO
- Revenue

Prerequisites and Course Level

If you work in the land area of your company, we recommend that you take this class after taking LDO System Data Entry and Reporting, LDO Maintenance and Troubleshooting, and Basic Adhoc Query. If you work in Revenue, we recommend that you first take Revenue System Setup, Revenue Data Entry and Processing, and Basic Adhoc Query. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # OP208

Full Day

Land Lease Records System

This class covers enhanced features, data entry, and reporting of the Land Lease Records system, with emphasis on tracting abilities, obligation data entry, reports, and documentation. We also include troubleshooting techniques and an overview of payment processing.

Take this class if you are responsible for any phase of lease records administration.

What You Will Learn

Overview of Land Lease Records

Initial Setup and Data Entry

- Tracting/Lease Setup
- Initial Lease Data Entry
- Initial Tract Data Entry

Wells and Units

- Well Setup
- Initial Well Data Entry
- Unit Setup
- Initial Unit Data Entry

Reporting

- Lease and Owner Reporting
- Monthly Obligation Reporting
- Monthly Acreage Reporting

Common Client Issues

Prerequisites and Course Level

We recommend that you take this class during or following system implementation training, or if you are a new Excalibur user. Take Excalibur Navigation before taking this course. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # OP106

Full Day

Land Legal Contracts System

This class provides an overview of Land Legal Contracts (LLC) features, data entry, and reporting, with emphasis on obligation and provisional data entry, reports, and administrative contract models. Take this class if you are responsible for administering contracts of any nature for your organization. The instruction is geared toward both new users and supervisory or managerial level users.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Overview of Land Legal Contracts

Initial Setup and Data Entry

- Participants (Business Associates)
- Codes
- Initial Contract Data Entry

Processing

- Contract Mass Change
- Mass Update of LC/WM
- Lease Contract

Reporting

Administrative Models

Common Client Issues

Prerequisites and Course Level

We recommend that you take Excalibur Navigation or gain some experience with Excalibur menus and programs before taking this class. Attending the LLR Systems class and the Adhoc Query or UniQuery reporting classes would also be beneficial. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # OP212

Half Day

Land Maintenance Programs

This advanced class covers the maintenance programs in the Land Lease Records and Land Contracts systems. You will learn common maintenance functions that enable you to increase your efficiency in maintaining your land records.

Take this class if you are responsible for 1) updating lease records due to assignments, changes of operator for wells, or any other type of ongoing mass maintenance, or 2) updating contract records.

What You Will Learn

Features and instructions for using the following maintenance programs:

- **Copy Leases, LLR150**
Copy leases from one company to another
- **Lease/Tract Copy, LLR147**
Copy tract information within a lease and from one lease to another
- **Lease Assignment Data Entry, LLR154**
Update leases with assignment information
- **Lease Deletion, LLR151**
Delete an entire lease from the system
- **Lease Mass Update, LLR190**
Update specific fields, including remarks, of leases, wells, and contracts with the same information
- Issues and Concerns

Prerequisites and Course Level

This advanced class is for users who have at least six months of Excalibur land systems experience. We recommend that you take this class after taking the Land Lease Records (LLR) System class or the Land Legal Contracts (LLC) System class. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # OP213

Half Day

Operations

Payment Processing for Land and Accounting

This class focuses on the elements required to generate checks into AP and AR. We start with system and data setup, move to monthly processing, and conclude with check generation interface to AP and AR. We also review when the system updates Land system files. As this directly impacts Financial journals and reports, it is vital that accountants understand the processing.

Take this class if you are responsible for lease payments or for processing checks for Land, reversing rental entries, or financial reporting. This class will help to increase efficiency and effectiveness between Land and Accounting.

What You Will Learn

Before Payment Processing

- Initial Setup Procedures
- Payment Process Prerequisites
- Preprocess Reports

Payment Processing

After Payment Processing

- Post-process Reports
- Voided Check Process
- Reissued Check Process

Exercises

Processing Checklist

Common Client Issues

Prerequisites and Course Level

We recommend that Land folks take the Land Lease Records System class. We recommend that Accounting folks take the Cost Setup and Processing class (AR and AP systems). All attendees should have an understanding of either the Land file setup or the Accounting master files setup. No advance preparation is necessary for this course. Course Level: Intermediate

Class Code # OP214

Half Day

SB Land Navigation

This is the introductory course for new users of the Excalibur LLR Suite in SB Client. We teach beginners how to navigate through the menus and programs; how to use the menus, cross-reference and online help; and how to execute commands within SB land processes.

What You Will Learn

Getting Started in Excalibur Land

- Overview
- Program Tool (Icon) Bar
- Program Buttons
- Data Entry Programs
- Keyboard Commands
- Grid Navigation
- Entering Formatted Data

SB Land Programs

- General Changes from Cue-Win to SB
- Well Master (LLR100)
- Lease Master (LLR118)
- Tract Master (LLR134)

On-Site, Custom Approach

This class is taught on-site for new Excalibur clients during system implementation training or for new employees. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

We recommend that you take this class during system implementation, or if you are a new Excalibur Land software user. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # OP105

Half Day

Excalibur SQL Transfer Utility (ESTU) for System Administrators

This class covers an overview of ESTU features and architecture, ESTU component breakdown (SQL server, SSIS, ETL process, extractor components, and data destination), and ESTU deployment process. It also covers SSIS packages and how to run them.

What You Will Learn

ESTU description and key features

Architectural Overview

Component Breakdown

- SQL Server
- SQL Server Integrations Services (SSIS)
- ETL process (Extract, Transform and Load)
- Extractor Components
- Data destination and model, licensing model

ESTU deployment process

SSIS packages

How to run a package

Prerequisites and Course Level

Working knowledge of SQL Server and SQL Server Integration Services (SSIS); Excalibur *UniData Files* course or working knowledge of UniData database architecture

Course Level: Intermediate

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Class Code # SA217

Full Day

Report Manager for System Administrators

This class describes the Report Manager features available to Excalibur users and how to manage Report Manager functions as a system administrator. It begins with a brief overview of general user functions. We then cover system administration tasks including printer model definitions, Queue set management, and Applications Master (SAM116) maintenance.

Take this class if your responsibilities include form setups, print destinations, or other responsibilities needed to meet the print requirements of your company.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Report Manager Benefits

Generating Reports

Customizing Report Manager

- System Administration Tasks
- Printer Model Definitions
- Print Destinations
- Queue Set Management
- Applications Master Maintenance
- RM Print Units
- Desktop Applications - Output

Prerequisites and Course Level

This class is for technical users with system administration or IT experience. We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # SA211

Half Day

System Administration

System Administration Management - HP

This class addresses advanced concepts and methods and shows you how UNIX operates behind the commands. Take this class if you will be making administration management decisions, setting up users, establishing security, or making system administration management decisions.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Logical Devices and Device Files

Terminals and Modems

Printer Configuration

System Operations

- Start up, Shut down, Back ups

File System

- Concepts, Creation and Management

Users and Their Environments

Reconfiguring the Kernel (HP only)

Customizing Scripts

- Communication with Users
- Security
- Scheduling Programs

The Network

Tools: Monitoring System Performance

Prerequisites and Course Level

We recommend that you take this class after taking the UniData Files and Report Manager for System Administrators classes. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # SA213-HP

Two Days

System Builder User Setup, Security and Menus

This class covers the hierarchy of System Builder groups and users, how to set up those groups and users, and how to build profiles of processes and establish security restrictions. You will create unique menus from processes in other systems, enabling you to group frequently used processes into one menu for increased user efficiency. You will also learn how to apply user restrictions. Take this class if you are responsible for setting up new users, building their profiles of processes, and establishing or maintaining security restrictions, or if you need to create menus.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

SB System Overview

SB Security

- Group Security Setup
 - Account restrictions
 - Security Options
- User Security Setup (Shell/Verb Security)
- Additional Excalibur User Security
- Security Reports

Excalibur Read/Write Access

- Excalibur Access Reports

SB Menus,

- User Specific Menus

Prerequisites and Course Level

This class is for technical users. We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # SA214

Half Day

UniData Files

This class explores the structure of the UniData database and the advantages of using it. We identify how the system stores data and programs, how to administer files, and how the new dynamic files change size automatically.

Take this class to gain an understanding of the structure of the UniData database and dynamic files. You will also learn how the system stores data and programs, and how to administer files.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

UniData Database Structure

File Types

VOC File

Static Hashed Files

- Storage
- Overflow
- Administration Commands

Dynamic Files

- Structure
- Splitting and Merging
- Administration Commands

Prerequisites and Course Level

This class is for technical users with system administration or IT experience. We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # SA215

Half Day

UNIX Basics

This class provides an introduction to the UNIX operating system through basic commands. You will learn commands for locating data, identifying types of files, recognizing security, moving around in UNIX, using the UNIX editor, and building scripts to execute commands.

Take this class if you need an introduction to the UNIX operating system, or if you need a working knowledge of basic UNIX commands for system administration tasks. The two-day System Administration Management class includes the UNIX Basics course content, so you do not need to take both classes.

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

Commands

Path Structure

Vi Editor

Scripting

Prerequisites and Course Level

This class is for technical users with system administration or IT experience. We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # SA216

Half Day

Acquisitions and Divestitures Due Diligence and Conversion Tools

Our industry is in a constant cycle of acquisitions and divestitures; it often seems impossible to maintain control. This class provides guidelines on what to look for when making an acquisition and how to incorporate the newly acquired data into Excalibur in a timely and cost-efficient manner. We provide check lists for acquisition title, data due diligence and divestiture data extracts, and identify the types of analysis the client can do pre-conversion to expedite the project and contain costs. We explore examples of data testing guidelines for converted Excalibur master files, and demonstrate Excalibur's reporting tools to create extracts for divestitures.

If you handle division orders, lease records, revenue, or accounting; you need to generate information for data rooms or due diligence; you would benefit from guidelines, checklists, and learning more about due diligence do's and don'ts, then this class is for you.

What You Will Learn

Data Conversion Guidelines for Acquisition Discovery

Project Management and Efficiencies for Incorporation of New Data

Acquisition Title, Data Due Diligence and Divestiture Data Extract Check Lists

Pre-conversion Analysis for Cost Containment and Project Timeline

Data Testing Guidelines and Examples

Reporting Tools Demonstrations: Creation of Extracts for Migrating into Access, Excel Spreadsheets, and ASCII Flat Files for Divestitures

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

No advance preparation is necessary for this course.
Course Level: Overview

Class Code # TB119

Advanced Reporting with Adhoc Query

This class covers advanced Adhoc Query topics that will allow you to create more complex reports with Excalibur data. You will learn how easy it is to create multi-sentence queries with list processing and file indexes, create labels and advanced custom headings, and use TCL commands to increase your knowledge of the Excalibur files and data. You will also learn some advanced calculations and examine sample reports used by Excalibur clients. Hands-on exercises allow you to create each new report component and gain experience that you can take back to work and apply to your reporting tasks.

What You Will Learn

List Processing

File Indexes

Create Labels

Advanced Custom Headings

Extended Command Line (TCL) Commands and Utilities

Advanced Calculations

Prerequisites and Course Level

We recommend that you take Basic Adhoc Query and have some experience creating Adhoc Query reports in the workplace before taking this class. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # TB219

Full Day

Tools and Basics

Basic Reporting with Adhoc Query

This course introduces technical and non-technical users to Adhoc Query, Excalibur's native point-and-click report generating tool. We teach beginners how to create basic queries from the Excalibur files, set query permissions and how to output reports to the PC screen, Microsoft (MS) Excel or Word, a printer, or internet browser. You will experience how easy it is to create reports with data sequencing, specific selection criteria, total and subtotal calculations, and to apply custom formatting and security to your report.

What You Will Learn

Create Reports with Data Sorting
Create Reports with Selection Criteria
Add Total and Subtotal Calculations
Apply Custom Formatting and Security to Reports
Export Report Data to Report Manager, MS Excel, Word, or an HTML File for Browser Access

Prerequisites and Course Level

We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # TB103

Full Day

Browser Queries

This course is designed for anyone who needs to access Excalibur data over their internal network or over the Internet. This includes both Excalibur users and occasional users who want the freedom of immediate access to their data without going through an accounting or land department.

In this class students get hands-on practice as they access vendor, well, cost center, AFE, and lease data, using the inquiries and options provided by Browser Queries.

What You Will Learn

Getting Started

- System Requirements
- Accessing Browser Queries
- Getting Help

Vendor Inquiry

Well Inquiry

Cost Center Inquiry

AFE Inquiry

Lease Inquiry

Customer Inquiry

Practice Reports

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

There are no prerequisites for this class. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # TB116

Creating Excalibur Dictionaries and Understanding Formulas

This class enables advanced UniQuery users to understand and create the “Interpretative” dictionary items (also called I-Descriptors or Virtual Attributes) using the Create Dictionary Items (SAM125) program. This class is appropriate for UniQuery users who are skilled report creators and need to develop custom translations, calculations, and other formulas for custom Adhoc Query or UniQuery reports. Take this class if you would like to be able to understand virtual attributes used in Adhoc Query and UniQuery reports, or if you would like to be able to create virtual attributes in the Excalibur files for advanced reporting.

What You Will Learn

Elements of a Dictionary Record and I-Descriptor Formula

Create Dictionary Items (SAM125) Program

Understanding I-Descriptor formulas:

- Conversions, Formats, and Calculations
- Concatenating and Extracting Text Strings
- Joining Data from Related Files and Testing Whether Data Meets a Condition
- Converting Data within a Formula, Formulas for Multi-valued Attributes and Nested Formulas

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

This advanced class is for experienced UniQuery reporters with technical aptitude. We recommend that you take this class after taking either UniQuery for Power Users or our formerly offered UniQuery I and II sequence. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # TB350

Two Days

EDI System

This advanced class for technical or experienced users explains the theory behind using the Excalibur Data Interchange (EDI) system for importing external data into the Excalibur database. It also features in-depth explanations of data structures, parsing, and mapping, and provides practice in setting up and running an EDI job.

Take this advanced class if you are responsible for the electronic transfer of external data into the Excalibur database, and need an in-depth knowledge of data structures, parsing, and mapping to set up and run an EDI job.

On-Site, Custom Approach

This class is custom-tailored to each client’s environment and is taught using an informal, one-on-one approach. The class length varies according to your specific needs. Contact the Denver client training department at 303.292.0990 to schedule this class.

What You Will Learn

EDI Theory

- Data Structures
- Transaction Cycle
- Parsing
- Mapping

EDI Operations

- Cycle Overview
- Setup
- Execution

Prerequisites and Course Level

We recommend that you have a working knowledge of EDI, file structures, and some UniBasic programming knowledge. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # TB204

Tools and Basics

ERS with Crystal Reports for Administrators

Excalibur Report Studio (ERS) is Excalibur's newest native report-generating tool. This hands-on class introduces ERS concepts and functions of the ERS Developer, Crystal Reports Developer, and ERS Run-time software. You will experience how easy it is to create a report definition with user prompting in the ERS point-and-click environment, link the definition with a formatted Crystal Reports view, and run multiple views to retrieve Excalibur data.

Take this class if you would like to obtain a full picture of ERS functionality, or if you are a potential ERS power user or administrator.

What You Will Learn

ERS Design and Concepts

Create the Report Definition (ERS Developer)

Format the Report Output (Crystal Reports Developer)

Create Report Views (Join ERS Report Definition and CR Report Format)

Execute Reports (ERS Runtime)

Advanced Reporting

- Multi-statement Reports and Saving Unique
- Selecting from Other Excalibur Files (SAM125 – File Translates)

ERS Scheduler

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

This class is recommended for those who have taken Advanced Adhoc Query or UniQuery for Power Users. No advance preparation is necessary for this course.

Course Level: Advanced

Class Code # TB360

Full Day

Excalibur Navigation

This is the introductory course to Excalibur. We teach beginners how to navigate through the Excalibur software in the SBClient environment. You will learn how to enter or modify data, access Cross Reference, and use on-line help.

Take this class if you are new to Excalibur.

What You Will Learn

Getting Started in Excalibur

Menus

- Main Menu and Icon Bar
- Horizontal Menu Bar
- System Menu

Program Processes

- Program Navigation
- Program Buttons
- Keyboard Commands

Using Cross Reference

- Description
- Cross Reference at Text Boxes
- Various Prompt Types and Cross Reference
- Cross Reference Menu Bar

On-Site, Custom Approach

This class is taught on-site for new Excalibur clients during or following system implementation training, or for new employees. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

We recommend that you take this class during system implementation, or if you are a new Excalibur user. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # TB105

Introduction to Excalibur NexGen

This class gives an overview of the Excalibur NexGen release features and benefits. Take this course to learn key features and benefits of the NexGen user interface. We teach how to navigate Excalibur forms using the new options available, including tool bars, menu options, data entry and processing forms, and functions such as Find, Jump, Branch, Hyperlinks and Grid navigation. You will also learn which Excalibur processes have new functionality provided as part of the NexGen release.

What You Will Learn

NexGen Overview

Excalibur Desktop Options

- Themes, User Flags
- Standard and Personalized Menu Options

User Navigation

- Jump Option and Tool Bars
- Hyperlinks and Grids

NexGen Form Types

Expanded Functionality Overview

- General Ledger Transaction Detail (GLTX)
- Drill Down Reporting (GL556)
- Custom Inquiry Invoice and Drilldown (JIB860)

Prerequisites and Course Level

There are no prerequisites for this course, however, the target audience is current Excalibur users moving to Excalibur NexGen.

Course Level: Basic

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Class Code # TB106

Half Day

Excalibur NexGen Financials New Functionality

This class is designed for users of the Excalibur Financial modules. Take this course for an overview of new functionality, features and benefits in the Financials modules of the Excalibur NexGen release, particularly within the General Ledger (GL) and the Joint Interest Billing (JIB) modules.

What You Will Learn

Navigating Grids

- Input Grids
- Find (Selection Control) Grids
- Query (Read-only) Grids

NexGen Expanded Financials Functionality

General Ledger Transaction Detail (GLTXA)

Drill Down Reporting (GL556)

Custom Invoice Inquiry and Drill Down (JIB860)

Prerequisites and Course Level

The target audience and context of the course is to train current Excalibur users of the GL and JIB modules on the new release functionality. We believe that new users of these modules need the in-depth, introductory courses that teach GL and JIB. These prerequisite courses are the *General Ledger System* course and the *Cost Setup and Processing: AFE, AP, AR and JIB* course.

Course Level: Basic

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Class Code #FN108

Half Day

Tools and Basics

Excalibur Spreadsheet Interface (ESI) - Excel

This class shows you how spreadsheet functions retrieve data from Excalibur while you work in Microsoft Excel. It also covers interface setup, function capabilities, syntax, how to execute functions, and how to use the Drill down function, as well as providing practice in setting up spreadsheets using Excalibur data. You should already be familiar with using a spreadsheet before taking this class. Take this class if you need to import Excalibur financial data into an Excel spreadsheet.

What You Will Learn

Overview of Features and Functions

Preliminary Processes

- Setting up Groups for Functions
- Connecting to the Database

Syntax and Examples of the Functions

- AFE_AMT
- ALED_AMT
- CC_AMT
- CCA_AMT
- GL_AMT
- LLED_AMT
- PLED_AMT
- PRIM_AMT

DrillDown Function

Custom Queries

Prerequisites and Course Level

We recommend that you take this class after taking the Excalibur Navigation class. We recommend that you have experience using both the Excalibur software and Excel before taking this class. No advance preparation is necessary for this course. Course Level: Intermediate

Class Code # TB214

Half Day

Excalibur SQL Transfer Utility (ESTU) for System Administrators

This class covers an overview of ESTU features and architecture, ESTU component breakdown (SQL server, SSIS, ETL process, extractor components, and data destination), and ESTU deployment process. It also covers SSIS packages and how to run them.

What You Will Learn

ESTU description and key features

Architectural Overview

Component Breakdown

- SQL Server
- SQL Server Integrations Services (SSIS)
- ETL process (Extract, Transform and Load)
- Extractor Components
- Data destination and model, licensing model

ESTU deployment process

SSIS packages

How to run a package

Prerequisites and Course Level

Working knowledge of SQL Server and SQL Server Integration Services (SSIS); Excalibur *UniData Files* course or working knowledge of UniData database architecture

Course Level: Intermediate

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Class Code # SA217

Full Day

PaperClip Functions and Administration

The DocVue PaperClip application allows you to scan, store and access your documents, including images, e-mails, Word docs, scanned reports, and spreadsheets from within Excalibur. This class covers how to create, view and link documents, such as lease, well and production information, from Excalibur master file data entry programs. This functionality allows the user to have direct access to information which may not be stored in Excalibur, via the electronic document library. This class provides hands-on training in use of the processes necessary to set up and use the PaperClip imaging solution. Students will learn step-by-step interface setup for windows types, document linking, and image retrieval.

This class is designed for end-users and administrators who would like to gain knowledge and understanding of the PaperClip document linking solution.

What You Will Learn

Introduction to document options, including file storage architecture.

COM195 – Image interface Setup for window or web

COM196 – Windows application types

COM197 – Image to record link

Document retrieval

Custom Scheduling

This class is scheduled by client request. Contact the Denver client training department at 303.292.0990 to schedule this class.

Prerequisites and Course Level

Course Level: Overview

Class Code # TB107

Report Manager for Excalibur Users

This class describes the Report Manager features available to all Excalibur users. It covers the steps for changing print parameters, and how to view and print generated reports. We also teach you how to customize forms and print assignments.

Take this class if you print from Excalibur software. We give you hands-on practice using and customizing print parameters and forms.

What You Will Learn

Report Manager Benefits

Report Manager Basics

Generating Reports

- Viewing Reports
- Printing Reports

Customizing Report Manager

- Standard forms
- Custom Forms
- Custom Print Assignments
- Output Assignment
- Viewing and Printing UniQuery Reports

Prerequisites and Course Level

We recommend that you take this class after taking the Excalibur Navigation class. No advance preparation is necessary for this course.

Course Level: Basic

Class Code # TB108

Half Day

Tools and Basics

UniQuery for Power Users

This class teaches UniQuery reporting at TCL. We offer versions of this class for users of Excalibur Financials, Land and Production systems. You will learn how to sort and select data, add calculations, work with multivalued data, and build advanced UniQuery statements with custom formatting, headings, footings and run-time prompting. You will also learn to use lists and TCL commands for viewing dictionaries and data items.

What You Will Learn

Description and Features of UniQuery

Database Concepts and Terms

UniQuery Statement Structure

Building UniQuery Statements

List Processing

Building Advanced UniQuery Statements

- Custom Column Formatting
- Headings and Footings
- Prompting

Multivalued and Multi-subvalued Attributes

Prerequisites and Course Level

We recommend that you take this class after taking the Excalibur Navigation class and Adhoc Query Reporting. No advance preparation is necessary for this course.

Course Level: Intermediate

Class Code # TB216

Full Day

Oil and Gas Foundations: Accounting, Land, Production

Designed for those with minimal or no experience in the oil and gas industry, or for those lacking experience in one of the areas covered in this class (Accounting, Land and Operations), this class provides an overview of oil and gas concepts, including exploration, accounting, leasing, drilling, and production reporting for an exploration and production company. This class provides a foundation and core concepts, with no recommended prerequisites.

Custom Scheduling

This class is taught at the annual Product Training program prior to User Conference as a two-day class. As a Product Training class, it is taught by a team of four teachers with expertise in each content area. At other times of the year we will schedule this training by client request, however, each section (*Accounting Foundations, Land Foundations, and Oil and Gas Operations*) must be scheduled separately. Call the Education Department to schedule this training.

What You Will Learn

Brief History of the Oil and Gas Industry

Prospect Generation and Geology (Science and Technology, Prospects)

Land

- The Basics (Land Ownership, Legal Descriptions, Conveyances)
- The Lease (History, Forms, Obligations, Terminology, Agreements)
- Ownership (Types of Interest, Interest Calculations, Ownership Changes)

Drilling and Completion

- Types of Rigs, Vertical and Horizontal Wells
- A Day in the Life of a Rig
- Completion and Life of a Well, Life of a Field

Production Management and Regulatory Reporting

Introduction to Oil and Gas Accounting

- Industry Concepts, Accounting Concepts
- Accounting and Financial Reporting
- Revenue Accounting, Regulatory Reporting
- Joint Interest Billing and Authorization for Expenditure
- Asset Management, Depreciations and Depletions

Oil and Gas Marketing

- Natural Gas Industry in U.S., Supply and Consumption
- Natural Gas Gathering and Processing Plants, Marketing and Selling Natural Gas
- Imbalances on Transportation Agreement
- How Gas Prices are Determined, Crude Oil Marketing and Products, Stocks

Tools and Basics

Excalibur Outsourcing: Recommended Basic Training

If you work for a company with Excalibur outsourcing, chances are you have limited involvement with much of the data entry and processing tasks covered in the formal Excalibur classes. To better meet your needs, we have designed training specifically for you. The content and flow of this class has evolved from training outsourced clients and listening to their feedback. Training is for users of Financials and Land modules.

On-Site, Custom Approach

This training is custom scheduled and typically requires two full days, or we can expand content areas. We can schedule on-site or at our Houston or Denver Training offices. When scheduling this training, the following questions help determine how much time to allocate to each content area of the training.

- What kinds of Excalibur experience has this group of students had?
- What are their functions at the company and how will each be using Excalibur?

What You Will Learn

- **Navigation**
Learn how to navigate through the Excalibur software, enter or modify data, access Cross Reference, and use on-line help. We cover all code and master files within Common and GL due to key setups used in all other modules.
- **Report Manager**
This introductory class covers Excalibur Report Manager features, including steps to change print parameters, view and print generated reports, and customize forms and print assignments. Students also learn how to recover Hold Files from the recycle bin.
- **Browser Queries**
This tool was designed for those who need immediate access to Excalibur data over their internal network or over the Internet. Learn how to access vendor, well, cost center, AFE, and lease data without going through an Accounting or Land department. Although PFI sets up the client's PA110 formats, we include a discussion about customizing them for their LOS reporting.
- **Adhoc Query**
Create basic queries, run reports from multiple files and incorporate all available functionality of Excalibur's native report generating tool. Set query permissions and output report data to the desktop, Microsoft (MS) Excel or Word, a printer, or internet browser. Create reports with data sequencing, specific selection criteria, total and subtotal calculations, and to apply custom formatting and security to your report. Demonstration queries access the Name Address Master, Check Register and Well Master files. We examine additional queries generated from student input and questions.
- **Financial Subroutines**
Learn how to use spreadsheet functions to retrieve Excalibur financial data while you work in Microsoft Excel. We cover subroutine setups, retrieving data with MS Query, and drill down functionality. PFI sets up financial subroutines for each of their clients to use, and will update these as requested.
- **Closing Question-Answer Session**
A summary sessions helps to determine whether additional training is needed for any area.

Prerequisites and Course Level

There are no prerequisites for this training. Course Level: Overview

