

## **QBYTE FINANCIAL MANAGEMENT**

### **Introductory TDES**

#### **(Transaction Data Entry Screen) – ½ Day**

This course begins with an overview of key topics and the Qbyte FM product. It covers: navigation through the system, short cut function keys, basic inquiries and an introduction to the Transaction Data Entry Screen (TDES). Students will have hands-on experience entering general journal transactions and Accounts Payable / Receivable invoices into the TDES screen using Qbyte's training database. Students will also learn about duplicating and reversing vouchers, zapping vouchers, offsetting open invoices, posting, cash disbursements, manual cheques, cash receipts and running the voucher coding report.

### **Inquiry & Reporting – ½ Day**

This course is an introduction to the online query screens and reports available in Qbyte FM. Inquiries within Qbyte FM allow you to inquire on every major functional area within the application. Eg. AP/AR, financial, cost centres, authorizations for expenditures, ownership masters (DOI's), and core master data. There are two distinct varieties of inquiry screens; those that report on master file information (Eg. Cost centre, AFE set up) and those that allow you to view summarized transactional data and then drill down to the detailed transactional level (Eg. view a list of all outstanding invoices for a business associate and drill down to see the invoice and voucher level). Students will also learn the tools used to run reports and how to view them online.

### **Spreadsheet Upload – 2 Hours**

This course is designed for users who will be uploading AP, AR and journal entries into the Qbyte FM system using an Excel template. Topics covered include online validation within the spreadsheet, loading zero amounts, deleting failed vouchers and monitoring the voucher through the Qbyte FM system. Students will gain hands-on experience entering data into an Excel spreadsheet, running the validation process, checking errors and uploading vouchers successfully into the system.

### **Fixed Assets – ½ Day**

This course covers how to set up and run the Work in Progress (WIP) process to handle Successful Efforts and Full Cost Accounting under IFRS (International Financial Reporting Standards) based on a client's accounting policies. It also walks through the DD&A Rules and processes in

Qbyte FM. This includes information on the Depletion, Depreciation Lease Impairment methods offered in the system. Any enhancements to these processes made in Release 11 of the product will be covered in the course material. A complete example of these processes, which pick up after the JIB month end process is complete, will be followed. Throughout the course, any required changes to the Chart of Accounts, System Defaults, or Validation Codes will be discussed. At the end of the course, users should have an understanding of how to set up Qbyte FM effectively to match their business decisions for IFRS requirements.

### **Core Maintenance – ½ Day**

This class is designed for users who have to set up and maintain Core Master data in Qbyte FM. It covers how to set up Business Associates, Cost Centres, AFE's, Chart of Accounts data, Ownership Masters (DOI's), Account Groups and Hierarchies. It also discusses how to do mass updates and terminate master file information.

## **QBYTE LAND MANAGEMENT**

### **Introduction to Qbyte LM – ½ Day**

New users to Qbyte LM will find this introductory session beneficial in learning basic navigation and query and reporting functionality. We provide a hands-on environment that covers a variety of topics in the land application as well as the Reporting Menu including application standards, system navigation, how to use query, what code tables are, and how to run reports. Students will pick up many hints and tips along the way. This introduction is applicable to users of all land modules.

## **QBYTE PETRO-LAB™**

### **Map 101 – ½ Day**

Designed as introductory training for new *Petro-LAB* users from any discipline, this course provides an excellent overview. Topics include map based browsing, querying and reporting of all types of data, with special focus on wells and land, and an introduction to thematic mapping. At the end of this course, users will be able to build and save maps, run queries, and generate reports on various types of information.

### **Query and Reporting – ½ Day**

Designed as either a stand-alone course or follow up to *Petro-LAB Map 101*, this course provides more in depth knowledge of *Petro-LAB* functionality. Topics include basic and advanced queries, building custom reports, exports and production graphs, and sending data between different databases.

## **QBYTE PRISM**

### **PRISM 101 – Full Day**

This class provides an overview of the PRISM product including system navigation, menu structure, system security, and report processing. Following an introduction to the system, users set up a simple oil and gas property which enables them to learn all the critical steps required in setting up a new property. Once the property set up is complete, the first month's data is entered and processed. Reports are reviewed and the student is shown how to diagnosis simple problems. The process for generating and submitting both the financial interface and submissions to regulatory agencies is also discussed.

### **PRISM Facility Charges –Full Day**

#### **New & Improved based on Release 9.6 Features**

This PRISM course is designed for users who will be setting up and maintaining facility charges or processing fees. Using a series of examples, students will learn how to set up different types of charges including producing well overhead, processing fees and fees charged on third party receipts. As part of these examples, students will also learn how to use the mass copy features, differentiate between local, shared and global formulas, differentiate fees by well or owner as well as distribute the offsetting revenues to the appropriate level of ownership. Facility charge reports, the relevant PRISM tables, and the implications of this module on the financial interface are also reviewed.