



# **IDEAS COURSE CATALOG**

**Classroom and Webinar Training**

## Catalog Version

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## Table of Contents

<b>IDEAS Training Program</b> .....	<b>4</b>
<i>Core New User Training</i> .....	4
Training Options .....	4
<i>Teacher-led Training</i> .....	4
<i>Teacher-led Webinar Training</i> .....	4
Training Plan .....	5
<i>How to Contact Us</i> .....	5
Class Fees .....	5
<b>Classroom Instruction</b> .....	<b>6</b>
Core New User Training .....	6
<i>IDEAS User Interface Navigation I: Menus and Programs</i> .....	6
<i>IDEAS User Interface Navigation II: Reporting</i> .....	7
<i>IDEAS Product Overview</i> .....	8
IDEAS Base Financials Courses .....	9
<i>General Ledger</i> .....	9
<i>Currency Conversion</i> .....	10
<i>Spreadsheet Link</i> .....	11
<i>Accounts Payable</i> .....	12
<i>Accounts Payable for MMS</i> .....	13
<i>Purchase Taxes</i> .....	14
Oil and Gas Financials Courses .....	15
<i>Joint Interest Billing</i> .....	15
IDEAS Custom Reporting .....	16
<i>Financial Report Writer (FRW) I and II</i> .....	16
IDEAS System Administration .....	17
<i>IDEAS System Security</i> .....	17
<i>IDEAS Enhanced Security</i> .....	18
IDEAS Materials Management System (MMS) Courses .....	19
<i>Requisition Processing</i> .....	19
<i>Purchase Document</i> .....	20
<i>Warehousing</i> .....	21
<i>Inventory Accounting</i> .....	22

<b>Training Webinars</b> .....	<b>23</b>
Core New User Training .....	23
<i>IDEAS User Interface Navigation I: Menus and Programs</i> .....	23
<i>IDEAS User Interface Navigation II: Reporting</i> .....	24
<i>IDEAS Product Overview</i> .....	25
IDEAS Base Financials Courses .....	26
<i>General Ledger</i> .....	26
<i>Currency Conversion</i> .....	27
<i>Spreadsheet Link</i> .....	28
<i>Accounts Payable</i> .....	29
<i>Accounts Payable for MMS</i> .....	30
<i>Purchase Taxes</i> .....	31
IDEAS Custom Reporting .....	32
<i>FRW I: Beginning Financial Report Writer</i> .....	32
<i>FRW II: Advanced Financial Report Writer</i> .....	33
IDEAS System Administration.....	34
<i>IDEAS System Security</i> .....	34
<i>IDEAS Enhanced Security</i> .....	35
IDEAS Materials Management System (MMS) Courses .....	36
<i>Requisition Processing</i> .....	36
<i>Purchase Document</i> .....	37
<i>Warehousing</i> .....	38
<i>Inventory Accounting</i> .....	39



## IDEAS Training Program

The IDEAS Training Program includes courses for:

- Core New User Training
- Base Financials Training
- Oil and Gas Financials Training
- Materials Management System (MMS) Training
- IDEAS Custom Reporting
- System Administration Training

### *Core New User Training*

We highly recommend that all IDEAS new users begin their training with the *Core New User Training* series before taking other courses. These three courses provide a foundation and are the prerequisites for all other IDEAS training. They may be scheduled as teacher-led training either in P2 Offices training rooms or at the customer site, or they may be taken as teacher-led Webinar Training. These courses include *IDEAS User Interface Navigation I: Menus and Programs*, *IDEAS User Interface Navigation II: Reporting*, and *IDEAS Product Overview*. The series may be taken together in one day of classroom training or as three 2-hour webinar sessions.

### **Training Options**

Classes may be custom-scheduled at customer offices, at a conference venue such as a hotel, or taught as Webinar training. The training may be customized to better meet customer needs.

### *Teacher-led Training*

We can travel to your offices, or some cases, schedule training in a separate venue such as a hotel conference center, to allow multiple customers to attend. This catalog provides generic course agendas and descriptions, which can be modified to suit your business and the training needs of your users. Please see the *Training Plan* section below.

### *Teacher-led Webinar Training*

We can schedule webinar classes for your employees who cannot attend classroom training due to their location or schedule. See the *Training Webinars* section in this catalog for complete course descriptions. We can also schedule a blend of classroom and webinar training if you have a group of employees near a P2 office with others located in other regions.



IDEAS

[Classroom and Webinar Course Catalog](#)

## Training Plan

We will help you to create a customized training plan if you need multiple users trained on many topics. This includes a determination of what areas you think are relevant, who in your organization needs training on each identified course, and then creation of a specific training plan designed to meet your needs. See the *Course Descriptions* section in this catalog for generic course descriptions and agendas. The course agendas can also be customized as needed.

A Training Plan may include a mix of classroom and webinar training. We can also custom-schedule many classes in English, Spanish, Arabic and French.

Please see the Class Fees section for pricing information.

### *How to Contact Us*

P2 welcomes opportunities to arrange for regional domestic and international Webinar training classes. For questions or to schedule training, please contact us from:  
<http://www.p2energysolutions.com/support/email>

## Class Fees

Training fees are based on number of hours and standard consulting hourly rates of teachers. Additional considerations are number of students and whether customized set up or content is needed. Please contact us for more information from:  
<http://www.p2energysolutions.com/support/email>



## Classroom Instruction

### Core New User Training

We highly recommend that all IDEAS new users begin their training with the *Core New User Training* series before taking other courses. These three courses provide a foundation and are the prerequisites for all other IDEAS training. They may be scheduled as teacher-led training either in P2 Offices training rooms or at the customer site, or they may be taken as teacher-led Webinar Training. These courses include:

- IDEAS User Interface Navigation I: Menus and Programs
- IDEAS User Interface Navigation II: Reporting
- IDEAS Product Overview

The *Core New User Training* series may be taken together in one day of classroom training.

### *IDEAS User Interface Navigation I: Menus and Programs*

*IDEAS User Interface (UI) Navigation I: Menus and Programs* is the first of a 2-module sequence, followed by *UI Navigation II: Reporting*, taken together as a half-day course. *UI Navigation I* course covers how to log in and out, access menus and programs of IDEAS modules, get help and support, and use menus, tool bars, buttons and other navigation features. We offer this course as instructor-led Webinar training or classroom training.

**Level:** Basic

**Prerequisites:** None

**Audience:** New IDEAS users

**Course Length:** 2 hours (part 1 of the half-day UI Navigation I and II sequence)

#### Agenda

- Agenda
- Getting Started
  - Log in and Log out and Master Login
  - Access Help documentation
  - Access Support (P2 Customer Portal)
- IDEAS Main Window Features



## IDEAS

### Classroom and Webinar Course Catalog

- Working with Forms
  - Types of Forms
  - Navigating Forms

### ***IDEAS User Interface Navigation II: Reporting***

*IDEAS User Interface (UI) Navigation II: Reporting* is the second of a 2-module sequence, following *UI Navigation I: Menus and Programs*, taken together as a half-day course. The *UI Navigation II* course covers features of IDEAS standard reports as well as an overview of Adhoc Crystal reports created with the Report Wizard. This course also reviews some standard and Adhoc reporting examples. We offer this course as instructor-led Webinar training or classroom training.

**Level:** Basic

**Prerequisites:** *IDEAS UI Navigation I: Menus and Programs*

**Audience:** New IDEAS users

**Course Length:** 2 hours (part 2 of the half-day UI Navigation I and II sequence)

#### **Agenda**

- IDEAS Standard Reports
- Ad hoc Crystal Reports
  - SQL Views
  - Report Wizard navigation and functionality





### ***IDEAS Product 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. We offer this course as instructor-led Webinar training or classroom training.

**Level:** Basic

**Prerequisites:** There are no prerequisites for this course. We recommend that you also take the *IDEAS User Interface Navigation I and II* series, immediately before or after taking this course.

**Audience:** New IDEAS users

**Course Length:** 2 hours

#### **Agenda**

- IDEAS Functional Components
- IDEAS Features and Benefits
- IDEAS Technology
- IDEAS Accounting and Financial Management
- Data Warehouse
- Electronic Workflows

## IDEAS Base Financials Courses

### *General Ledger*

This course provides an overview of the IDEAS General Ledger (GL) module and covers GL implementation. It reviews GL monthly processes and provides detailed steps, example screens, entry recommendations, and reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*. New users of IDEAS financials modules should take *General Ledger* as soon as they complete the Core New User training. We recommend that you take the *General Ledger* and the *Currency Conversion* classes together.

**Audience:** New users of the IDEAS financial modules and particularly those use the IDEAS General Ledger module

**Course Length:** 2 days

#### Agenda

- General Ledger Module Overview
- General Ledger Implementation
  - Account ID Format
  - Element Definition
  - Period List Definition
  - Segment Definition
  - Journal Transactions
  - Accumulation File Creation
  - Xref Pair Setup
  - Level Definition
- General Ledger Monthly Process
  - Opening the Month
  - Journal Entries
  - Journal Corrections
  - Journal Validations
  - Reports
  - SQL Backup
  - Posting Process and Reports

## Currency Conversion

The purpose of IDEAS Currency Conversion (CC) module is to create the gain/loss journal, which is used to set up the exchange fluctuations resulting from the conversion of the accounting entries. Currencies and their precision are defined to do necessary conversions. This course provides an overview of the IDEAS Currency Conversion modules and then covers CC implementation, including CC administration, Rate table maintenance, Journal table administration and Account List administration. The course then reviews CC monthly processing.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*; and the *IDEAS General Ledger* course. We recommend that you take the *General Ledger* class and the *Currency Conversion* classes together, or take *Currency Conversion* immediately following *General Ledger*.

**Audience:** Those who use the IDEAS financial modules

**Course Length:** Half day

### Agenda

- Currency Conversion Overview
- Currency Conversion Implementation
  - Currency Conversion Administration
  - Rate Table Administration
  - Journal Table Administration
  - Account List Administration
- Currency Conversion Monthly Process
  - Rate Table administration
  - Gain/Loss Calculation

IDEAS

[Classroom and Webinar Course Catalog](#)

### **Spreadsheet Link**

The Spreadsheet Link module allows you to transfer information to or from a spreadsheet program such as Microsoft Excel. This course provides a brief Spreadsheet Link module overview and then covers the Import Function (journal entries import and account balances import) and the Export Function (journal entries export and account balances export).

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*; and the *IDEAS General Ledger* and *IDEAS Currency Conversion* courses

**Audience:** Those who use the IDEAS financials modules

**Course Length:** Half day

#### **Agenda**

- Spreadsheet Link Overview
- Import Function
  - Link for Journal Entries import
  - Link for Account Balances import
- Export Function
  - Link for Journal Entries export
  - Link for Account Balances export



### **Accounts Payable**

This course provides a brief overview of the IDEAS Accounts Payable (AP) module, including AP implementation topics such as User Tables, entity maintenance and vendor maintenance. This course then reviews the AP monthly process, providing detailed steps, screens and reports.

**Note:** If your company uses IDEAS Base Financials with IDEAS MMS modules, one hour of training will include additional AP topics needed by those using these two integrated areas.

**Level:** Basic

**Prerequisites** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*. We recommend that you take the *Purchase Taxes* class immediately following *Accounts Payable*.

**Audience:** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*). We recommend that you take the *Purchase Taxes* class immediately following *Accounts Payable*.

**Course Length:** 2 days

#### **Agenda**

- Accounts Payable Overview
- Accounts Payable Implementation
  - User Tables
  - Entity Maintenance
  - Vendor Maintenance
- Accounts Payable Monthly Process
  - Period Control Dates
  - Invoice Entry
  - Invoice Payment
  - Advance Procedure

IDEAS

[Classroom and Webinar Course Catalog](#)

### ***Accounts Payable for MMS***

This course provides additional AP information needed by companies who use IDEAS Base Financials with IDEAS MMS modules. It covers how to enter and link the invoices to the PO/Receipt.

**Prerequisites** We recommend that you take this class immediately following the *Accounts Payable* course.

**Audience:** Those who are responsible for the day-to-day procedures in the finance department or any IDEAS Accounts Payable module user, if your company also uses IDEAS MMS.

**Course Length:** One hour

#### **Agenda**

- Enter invoices and link to PO/Receipt
- Invoices Validation (3-way matching) and approval
- Invoices journalization



## **Purchase Taxes**

The Purchase Taxes (PT) module allows you to calculate and report government taxes imposed on companies, and works together with the Accounts Payable (AP) module. After you establish tax codes and rates within the PT module, the AP module uses that information in the process of entering and paying invoices. After processing invoices using AP, the PT module may be used to produce reports summarizing taxes paid. This course provides an overview of the IDEAS Purchase Taxes module and then covers Purchase Taxes processing and standard Purchase Taxes reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*; and *IDEAS Accounts Payable* course. We recommend that you take the *Accounts Payable* class and the *Purchase Taxes* classes together, or take *Accounts Payable* first.

**Audience:** Those who use the IDEAS Purchase Taxes module

**Course Length:** Half day

### **Agenda**

- Purchase Taxes Overview
- Purchase Taxes Process
  - Tax Authority
  - Tax Types
  - Tax Codes
  - Reports

## Oil and Gas Financials Courses

### *Joint Interest Billing*

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

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who use the IDEAS JIB module

**Course Length:** 3 days

#### Agenda

- JIB System Overview
- JIB System Setup
  - Define Element Positions
  - JIB Processing Parameters
  - Define Cutback Parameters and Select Cutback Journals
  - JIB Miscellaneous
- JIB Processing
  - Ownership Administration
  - Division of Interest
  - Create Initial JIB
  - Reset JIB
  - Journalization
  - Finalize Statement
- Inquiry and Reporting
- Toolkit
- Utility



## IDEAS Custom Reporting

### *Financial Report Writer (FRW) I and II*

The IDEAS Financial Report Writer (FRW) allows the creation of meaningful reports that can display information contained in the IDEAS database. The Financial Report Writer module retrieves only the posted data from the Financial Data Warehouse. This 2-day class covers both Beginning FRW and Advanced FRW. It begins with an overview of FRW and then covers how to create FRW reports, report specifications maintenance, report execution, and advanced topics such as columns formatting, calculations and printing options. Practice exercises are assigned to be completed between sessions, providing the student with hands-on practice creating reports that can be used in the workplace.

**Level:** Day One: Basic, Day Two: Advanced

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*; and *IDEAS General Ledger* course

**Audience:** Those who use the IDEAS financial modules

**Course Length:** 2 days

#### Agenda

- FRW Overview
  - Data storage and organization, and accounting entries
  - IDEAS structures
- Creating FRW Reports
  - Steps
  - Standard Column Definition
- Report Specifications Maintenance
  - Tool Bar
  - Options, Pages, Lines and Calculations
- Report Execution
- Advanced Topics
  - Columns Format
  - Report Specifications: Options, Pages, Lines, and Calculations Tab; Report Generation; FRW Miscellaneous Codes; Renumber Report Lines; Unlock Report Specifications; and Unlock GL Posting

## IDEAS System Administration

### *IDEAS System Security*

The IDEAS for Windows (IFW) System Security module is used to administer and report user security, and to view and remove table locks. Specifically, this module allows you to create, edit, inactivate or remove users, assign user passwords and grant access privileges. This course provides an overview of the System Security module and then covers setup procedures, menu and password security, locks, and user action audit trail administration.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who are responsible for IDEAS user setup and security, usually administrators or IT staff

**Course Length:** Half day

#### **Agenda**

- System Security Overview
- System Security Setup Procedures
  - System Options
  - User Setup
  - Security Setup
- Menus, Passwords and Locks
- User Action Audit Trail Administration

### ***IDEAS Enhanced Security***

The IDEAS Enhanced Security module complements the System Security module by providing additional security for the major inquiry and reporting features within IDEAS. Specifically, it allows security to be assigned within an inquiry or reporting function, rather than at the menu level. Within a single database, a user's ability to perform element inquiries or run reports can be restricted, while others can be granted full access to those same functions. This course provides an overview of the IDEAS Enhanced Security module and then covers System options and detailed functionality within the Enhanced Security module itself that you can use to restrict user access and enhance security.

**Level:** Intermediate

**Prerequisites:** *IDEAS System Security* class

**Audience:** Those who are responsible for IDEAS user setup and security, usually administrators or IT staff

**Course Length:** Half day

#### **Agenda**

- Enhanced Security Module Overview
- Enhanced Security Module Functionality
  - System Options
  - Enhanced Security Selections
  - Report Wizard Reports
  - Default Settings

## IDEAS Materials Management System (MMS) Courses

### *Requisition Processing*

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. The Purchase Requisition module is an integral part of this system and provides the following functionality: Generates and prepares purchase requisitions remotely for consolidation at a central purchasing location; electronically creates purchase orders, work orders and contracts, tracks requisitions to purchase orders to invoices and payments; and automatically converts requisition amounts to the purchasing currency. This course covers the IDEAS Purchase Requisition module setup, monthly system usage functionality, and standard reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** Full day

#### **Agenda**

- Purchase Requisition Setup
  - Prior Level Setup
  - Requisition Approval Setup
  - Type/Pick Code Setup
  - RQ Miscellaneous
- Monthly System Usage
  - Create Purchase Requisitions from Material Requisitions
  - Transaction – Purchase Requisition Entry
  - Transaction – Purchase Requisition Approval
- Purchase Requisition Standards Reports

### **Purchase Document**

The Purchase Documents module is part of the IDEAS Materials Management System (MMS) and provides the following functions: Processes multiple types of purchase documents, customizes purchase order forms, purchases in a currency other than the requisitioning currency, consolidates multiple requisitions into a single purchase order, and ensures appropriate payment to supplier by invoice matching and tolerance checking. This course covers Purchase Documents process flow, implementation steps, monthly usage, standard reports and Purchase Documents Inquiry.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** 2 days

#### **Agenda**

- Purchase Documents Process Flow
- Purchase Documents Implementation Steps
  - Bill of Material Maintenance
  - Utilities / Purchase Documents Constant Setup
  - Purchase Document Print Format Design
  - Purchasing Parameter Setup
  - Utilities / Stock master Maintenance
  - Utilities / Vendor Purchasing Maintenance
  - List Maintenance
  - User Defined Entry
- Purchase Documents Monthly Usage
- Purchase Documents Standard Reports
- Purchase Documents Inquiry

## Warehousing

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. The Warehousing module is an integral part of this functionality. This course provides an overview of the IDEAS Warehousing module, Warehousing setup and Warehousing utilities. Detailed functionality and data entry information is covered for processes provided by the Materials Requisition Menu, Warehouse Transaction Menu, and Warehouse Stock Inquiry Menu. The course concludes with an overview of reports, worksheets and logs provided by the Warehouse Reports Menu.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*; *IDEAS Product Overview*; and *AP for MMS* (if you have not already received this additional AP training when you attended IDEAS financials classes).

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** 2 days

### Agenda

- Warehousing Overview
- Warehousing Setup
- Materials Requisition Menu Overview
- Warehouse Transaction Menu Overview
- Warehouse Stock Inquiry Menu Overview
- Warehouse Reports Menu Overview

### ***Inventory Accounting***

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. and cost savings. The Inventory Accounting (IA) module is an integral part of this functionality. This course covers the IDEAS Inventory Accounting module utilities, transaction processing, journalization, and standard reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II; IDEAS Product Overview; and AP for MMS* (if you have not already received this additional AP training when you attended IDEAS financials classes).

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** 2 days

#### **Agenda**

- Inventory Accounting Utilities
- Inventory Accounting Transaction Processing
- Inventory Accounting Journalization
- Inventory Accounting Standard Reports

## Training Webinars

### Core New User Training

We highly recommend that all IDEAS new users begin their training with the *Core New User Training* series before taking other courses. These three courses provide a foundation and are the prerequisites for all other IDEAS training. They may be scheduled as teacher-led training either in P2 Offices training rooms or at the customer site, or they may be taken as teacher-led Webinar Training. These courses include:

- IDEAS User Interface Navigation I: Menus and Programs
- IDEAS User Interface Navigation II: Reporting
- IDEAS Product Overview

The *Core New User Training* series may be taken as three 2-hour webinar sessions.

#### *IDEAS User Interface Navigation I: Menus and Programs*

*IDEAS User Interface (UI) Navigation I: Menus and Programs* is the first of a 2-module sequence, followed by *UI Navigation II: Reporting*. *IDEAS UI Navigation I* course covers how to log in and out, access menus and programs of IDEAS modules, get help and support, and use menus, tool bars, buttons and other navigation features. We offer this course as instructor-led Webinar training or classroom training.

We recommend that new IDEAS users take the *IDEAS Product Overview* course before or following the *UI Navigation* sequence. *IDEAS Product Overview* is the third course for in the core new user training sequence.

**Level:** Basic

**Prerequisites:** None

**Audience:** New IDEAS users

**Course Length:** 2-hour webinar class

#### Agenda

- Getting Started
  - Log in and Log out
  - Master Login





## IDEAS

### Classroom and Webinar Course Catalog

- Access Help documentation
  - Access Support (P2 Customer Portal)
- IDEAS Main Window Features
- Working with Forms
  - Types of Forms
  - Navigating Forms

### ***IDEAS User Interface Navigation II: Reporting***

*IDEAS User Interface (UI) Navigation II: Reporting* is the second of a 2-module sequence, following *UI Navigation I: Menus and Programs*. The *UI Navigation II* course covers features of IDEAS standard reports as well as an overview of Adhoc Crystal reports created with the Report Wizard. This course also reviews some standard and Adhoc reporting examples. We offer this course as instructor-led Webinar training or classroom training.

We recommend that new IDEAS users take the *IDEAS Product Overview* course before or following the *UI Navigation* sequence. *IDEAS Product Overview* is the third course for in the core new user training sequence.

**Level:** Basic

**Prerequisites:** *IDEAS UI Navigation I: Menus and Programs*

**Audience:** New IDEAS users

**Course Length:** 2-hour webinar class

#### **Agenda**

- IDEAS Standard Reports
- Ad hoc Crystal Reports
  - SQL Views
  - Report Wizard navigation and functionality



### ***IDEAS Product 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. We offer this course as instructor-led Webinar training or classroom training.

**Level:** Basic

**Prerequisites:** There are no prerequisites for this course. We recommend that you also take the *IDEAS User Interface Navigation I and II* series, immediately before or after taking this course.

**Audience:** New IDEAS users

**Course Length:** 2-hour webinar class

#### **Agenda**

- IDEAS Functional Components
- IDEAS Features and Benefits
- IDEAS Technology
- IDEAS Accounting and Financial Management
- Data Warehouse
- Electronic Workflows

## IDEAS Base Financials Courses

### *General Ledger*

This course provides an overview of the IDEAS General Ledger (GL) module and covers GL implementation. It reviews GL monthly processes and provides detailed steps, example screens, entry recommendations, and reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*. New users of IDEAS financials modules should take *General Ledger* as soon as they complete the Core New User training. We recommend that you take the *General Ledger* and the *Currency Conversion* classes together.

**Audience:** New users of the IDEAS financial modules and particularly those use the IDEAS General Ledger module

**Course Length:** This training webinar is a four-part course offered as 4 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

### Agenda

- General Ledger Module Overview
- General Ledger Implementation
  - Account ID Format
  - Element Definition
  - Period List Definition
  - Segment Definition
  - Journal Transactions
  - Accumulation File Creation
  - Xref Pair Setup
  - Level Definition
- General Ledger Monthly Process
  - Opening the Month
  - Journal Entries
  - Journal Corrections
  - Journal Validations
  - Reports
  - SQL Backup
  - Posting Process and Reports

## Currency Conversion

The purpose of IDEAS Currency Conversion (CC) module is to create the gain/loss journal, which is used to set up the exchange fluctuations resulting from the conversion of the accounting entries. Currencies and their precision are defined to do necessary conversions. This course provides an overview of the IDEAS Currency Conversion modules and then covers CC implementation, including CC administration, Rate table maintenance, Journal table administration and Account List administration. The course then reviews CC monthly processing.

**Level:** Basic

**Prerequisites:** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*) and the *IDEAS General Ledger* course. We recommend that you take the *General Ledger* class and the *Currency Conversion* classes together, or take *Currency Conversion* immediately following *General Ledger*.

**Audience:** Those who use the IDEAS financial modules

**Course Length:** 2-hour webinar class

### Agenda

- Currency Conversion Overview
- Currency Conversion Implementation
  - Currency Conversion Administration
  - Rate Table Administration
  - Journal Table Administration
  - Account List Administration
- Currency Conversion Monthly Process
  - Rate Table administration
  - Gain/Loss Calculation

IDEAS

[Classroom and Webinar Course Catalog](#)

### **Spreadsheet Link**

The Spreadsheet Link module allows you to transfer information to or from a spreadsheet program such as Microsoft Excel. This course provides a brief Spreadsheet Link module overview and then covers the Import Function (journal entries import and account balances import) and the Export Function (journal entries export and account balances export).

**Level:** Basic

**Prerequisites:** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*) and the *IDEAS General Ledger* and *IDEAS Currency Conversion* courses

**Audience:** Those who use the IDEAS financials modules

**Course Length:** 2-hour webinar class

#### **Agenda**

- Spreadsheet Link Overview
- Import Function
  - Link for Journal Entries import
  - Link for Account Balances import
- Export Function
  - Link for Journal Entries export
  - Link for Account Balances export



## **Accounts Payable**

This course provides a brief overview of the IDEAS Accounts Payable (AP) module, including AP implementation topics such as User Tables, entity maintenance and vendor maintenance. This course then reviews the AP monthly process, providing detailed steps, screens and reports.

**Level:** Basic

**Prerequisites** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*). We recommend that you take the *Purchase Taxes* class immediately following *Accounts Payable*.

**Audience:** Those who are responsible for the day-to-day procedures in the finance department or any IDEAS Accounts Payable module user

**Course Length:** This training webinar is a four-part course offered as 4 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

### **Agenda**

- Accounts Payable Overview
- Accounts Payable Implementation
  - User Tables
  - Entity Maintenance
  - Vendor Maintenance
- Accounts Payable Monthly Process
  - Period Control Dates
  - Invoice Entry
  - Invoice Payment
  - Advance Procedure

IDEAS

[Classroom and Webinar Course Catalog](#)

### ***Accounts Payable for MMS***

This course provides additional AP information needed by companies who use IDEAS Base Financials with IDEAS MMS modules. It covers how to enter and link the invoices to the PO/Receipt.

**Prerequisites** We recommend that you take this class immediately following the *Accounts Payable* course.

**Audience:** Those who are responsible for the day-to-day procedures in the finance department or any IDEAS Accounts Payable module user, if your company also uses IDEAS MMS.

**Course Length:** One-hour webinar class

#### **Agenda**

- Enter invoices and link to PO/Receipt
- Invoices Validation (3-way matching) and approval
- Invoices journalization



## **Purchase Taxes**

The Purchase Taxes (PT) module allows you to calculate and report government taxes imposed on companies, and works together with the Accounts Payable (AP) module. After you establish tax codes and rates within the PT module, the AP module uses that information in the process of entering and paying invoices. After processing invoices using AP, the PT module may be used to produce reports summarizing taxes paid. This course provides an overview of the IDEAS Purchase Taxes module and then covers Purchase Taxes processing and standard Purchase Taxes reports.

**Level:** Basic

**Prerequisites:** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*) and *IDEAS Accounts Payable* course. We recommend that you take the *Accounts Payable* class and the *Purchase Taxes* classes together, or take *Accounts Payable* first.

**Audience:** Those who use the IDEAS Purchase Taxes module

**Course Length:** 2-hour webinar class

### **Agenda**

- Purchase Taxes Overview
- Purchase Taxes Process
  - Tax Authority
  - Tax Types
  - Tax Codes
  - Reports



## IDEAS Custom Reporting

### *FRW I: Beginning Financial Report Writer*

The IDEAS Financial Report Writer (FRW) allows the creation of meaningful reports that can display information contained in the IDEAS database. The Financial Report Writer module retrieves only the posted data from the Financial Data Warehouse. This class provides an overview of FRW and then covers how to create FRW reports, report specifications maintenance, and report execution. Practice exercises are assigned to be completed between sessions, providing the student with hands-on practice creating reports that can be used in the workplace.

**Level:** Basic

**Prerequisites:** Core New User series (*IDEAS UI Navigation I and II*, and *IDEAS Product Overview*) and *IDEAS General Ledger* course

**Audience:** Those who use the IDEAS financial modules

**Course Length:** This training webinar is a three-part course offered as 3 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

#### Agenda

- FRW Overview
  - Data storage and organization, and accounting entries
  - IDEAS structures
- Creating FRW Reports
  - Steps
  - Standard Column Definition
- Report Specifications Maintenance
  - Tool Bar
  - Options, Pages, Lines and Calculations
- Report Execution

### ***FRW II: Advanced Financial Report Writer***

The IDEAS Financial Report Writer (FRW) allows the creation of meaningful reports that can display information contained in the IDEAS database. The Financial Report Writer module retrieves only the posted data from the Financial Data Warehouse. This class covers advanced topics such columns formatting, calculations and printing options. Practice exercises are assigned to be completed between sessions, providing the student with hands-on practice creating reports that can be used in the workplace.

**Level:** Advanced

**Prerequisites:** *FRW I: Beginning Financial Report Writer*

**Audience:** Those who use the IDEAS financial modules

**Course Length:** This training webinar is a three-part course offered as 3 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

#### **Agenda**

- Columns Format
- Report Specifications
  - Options and Pages Tab
  - Lines Tab
  - Calculations Tab
  - Report Generation
  - FRW Miscellaneous Codes
  - Renumber Report Lines
  - Unlock Report Specifications
  - Unlock GL Posting

## IDEAS System Administration

### *IDEAS System Security*

The IDEAS for Windows (IFW) System Security module is used to administer and report user security, and to view and remove table locks. Specifically, this module allows you to create, edit, inactivate or remove users, assign user passwords and grant access privileges. This course provides an overview of the System Security module and then covers setup procedures, menu and password security, locks, and user action audit trail administration.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*.

**Audience:** Those who are responsible for IDEAS user setup and security, usually administrators or IT staff

**Course Length:** 2-hour webinar class

#### **Agenda**

- System Security Overview
- System Security Setup Procedures
  - System Options
  - User Setup
  - Security Setup
- Menus, Passwords and Locks
- User Action Audit Trail Administration

### ***IDEAS Enhanced Security***

The IDEAS Enhanced Security module complements the System Security module by providing additional security for the major inquiry and reporting features within IDEAS. Specifically, it allows security to be assigned within an inquiry or reporting function, rather than at the menu level. Within a single database, a user's ability to perform element inquiries or run reports can be restricted, while others can be granted full access to those same functions. This course provides an overview of the IDEAS Enhanced Security module and then covers System options and detailed functionality within the Enhanced Security module itself that you can use to restrict user access and enhance security.

**Level:** Intermediate

**Prerequisites:** *IDEAS System Security* class

**Audience:** Those who are responsible for IDEAS user setup and security, usually administrators or IT staff

**Course Length:** 2-hour webinar class

#### **Agenda**

- Enhanced Security Module Overview
- Enhanced Security Module Functionality
  - System Options
  - Enhanced Security Selections
  - Report Wizard Reports
  - Default Settings

## IDEAS Materials Management System (MMS) Courses

### *Requisition Processing*

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. The Purchase Requisition module is an integral part of this system and provides the following functionality: Generates and prepares purchase requisitions remotely for consolidation at a central purchasing location; electronically creates purchase orders, work orders and contracts, tracks requisitions to purchase orders to invoices and payments; and automatically converts requisition amounts to the purchasing currency. This course covers the IDEAS Purchase Requisition module setup, monthly system usage functionality, and standard reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** This training webinar is a two-part course offered as 2 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

### Agenda

- Purchase Requisition Setup
  - Prior Level Setup
  - Requisition Approval Setup
  - Type/Pick Code Setup
  - RQ Miscellaneous
- Monthly System Usage
  - Create Purchase Requisitions from Material Requisitions
  - Transaction – Purchase Requisition Entry
  - Transaction – Purchase Requisition Approval
- Purchase Requisition Standards Reports

### **Purchase Document**

The Purchase Documents module is part of the IDEAS Materials Management System (MMS) and provides the following functions: Processes multiple types of purchase documents, customizes purchase order forms, purchases in a currency other than the requisitioning currency, consolidates multiple requisitions into a single purchase order, and ensures appropriate payment to supplier by invoice matching and tolerance checking. This course covers Purchase Documents process flow, implementation steps, monthly usage, standard reports and Purchase Documents Inquiry.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*, and *IDEAS Product Overview*

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** This training webinar is a four-part course offered as 4 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

#### **Agenda**

- Purchase Documents Process Flow
- Purchase Documents Implementation Steps
  - Bill of Material Maintenance
  - Utilities / Purchase Documents Constant Setup
  - Purchase Document Print Format Design
  - Purchasing Parameter Setup
  - Utilities / Stock master Maintenance
  - Utilities / Vendor Purchasing Maintenance
  - List Maintenance
  - User Defined Entry
- Purchase Documents Monthly Usage
- Purchase Documents Standard Reports
- Purchase Documents Inquiry

## Warehousing

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. The Warehousing module is an integral part of this functionality. This course provides an overview of the IDEAS Warehousing module, Warehousing setup and Warehousing utilities. Detailed functionality and data entry information is covered for processes provided by the Materials Requisition Menu, Warehouse Transaction Menu, and Warehouse Stock Inquiry Menu. The course concludes with an overview of reports, worksheets and logs provided by the Warehouse Reports Menu.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II*; *IDEAS Product Overview*; and *AP for MMS* (if you have not already received this additional AP training when you attended IDEAS financials classes).

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** This training webinar is a four-part course offered as 4 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

### Agenda

- Warehousing Overview
- Warehousing Setup
- Materials Requisition Menu Overview
- Warehouse Transaction Menu Overview
- Warehouse Stock Inquiry Menu Overview
- Warehouse Reports Menu Overview

### ***Inventory Accounting***

The IDEAS Materials Management System (MMS) is a fully integrated, comprehensive capability for requisitioning, procurement, warehousing and inventory accounting for oil and gas development projects. and cost savings. The Inventory Accounting (IA) module is an integral part of this functionality. This course covers the IDEAS Inventory Accounting module utilities, transaction processing, journalization, and standard reports.

**Level:** Basic

**Prerequisites:** Core New User series: *IDEAS UI Navigation I and II; IDEAS Product Overview; and AP for MMS* (if you have not already received this additional AP training when you attended IDEAS financials classes).

**Audience:** Those who use the IDEAS MMS modules

**Course Length:** This training webinar is a four-part course offered as 4 webinar sessions, each session 2 hours, usually scheduled within the same calendar week.

#### **Agenda**

- Inventory Accounting Utilities
- Inventory Accounting Transaction Processing
- Inventory Accounting Journalization
- Inventory Accounting Standard Reports