

P2 ENERGY SOLUTIONS – 2012 TRAINING PROGRAM

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.

Foreign Currency Handling in Qbyte FM – 2 Hours

This class focuses on how multi currency is handled in Qbyte FM. It explains how to set up multi currency organizations including exchange rate set up, currency codes, rate tolerance and the three ways exchange rates can be applied to a transaction. We follow a basic entry from its creation in a journal entry through to restatement. We explore the set up and options available when running restatement and look at some reports available.

System Administration – 2 Hours

This class is designed for users who have to set up and maintain administrative codes and data in Qbyte FM. First, the course covers user defaults, password changes and opening/closing accounting periods. Then topics include: Process Locks, Codes (Types, User Defined fields UDF's, Validation, Voucher, Invoice, Product, Survey Systems), System Defaults, control groups, modules and job streaming. Throughout the course, any differences between system and user-defined settings are pointed out.

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.

Introductory Access – ½ Day

Querying Qbyte FM Tables Using Microsoft Access - Beginner

The purpose of this course is to learn basic concepts of querying the Qbyte FM tables using Microsoft 2007 Access. The hands-on exercises will take the student through various types of queries, how to link tables, join tables, and build on existing queries. This course will also touch on basic report design. No previous knowledge of Microsoft Access is required.

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.

OPTIX PERFORMANCE REPORTING

Introductory Optix – ½ Day

This class is designed to show students how to effectively use the Optix reporting tool to report on data out of Qbyte FM. The course first goes through general navigation and setting up system defaults. Then it goes through running reports in the following 5 categories: Operations, Capital, Financial, Invoices and Masters. It also demonstrates how to drill down into these reports for analysis and how to export these reports to PDF or Excel. A number of ways to select and save report criteria is discussed. A brief overview of Data Extracts and Excel Templates is included. Hands on exercises are provided.

CS EXPLORER

Maintenance Overview - CS*Explorer – ½ Day

This course covers a general overview of the CS*Explorer system. New users will find this session beneficial in gaining an understanding of all modules from the aspect of maintenance, browsing, and reporting functionality. We provide a hands-on environment that covers a variety of topics in the land/contract/surface/well modules as well as the Reporting Menu. Topics include entering a BA (Business Associate) Contract, Mineral and Surface leases, and a Well. These files are entered from a high level perspective with an emphasis on DOIs, Royalties and cross-referencing files. System navigation, browsing, code tables, and how to run reports are also covered. Students will pick up many hints and tips along the way. This course is applicable to new users of CS*Explorer who require an overview of the system from the aspect of entering new files. After taking this course users can determine whether they require more in-depth training on a particular module.

Updating CS*Explorer Mineral Module – ½ Day

New users to CS*Explorer will find this session beneficial in learning all about Mineral maintenance, browsing, and the reporting functionality. We provide a hands-on environment that covers a variety of topics in the land application as well as the Reporting Menu. Topics include entering and updating a mineral lease, system navigation and browsing, a review of BA's (Business Associates), code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Land Administrators.

Updating CS*Explorer Contracts Module – ½ Day

New users to CS*Explorer will find this session beneficial in learning all about Contract maintenance, browsing, and the reporting functionality. We provide a hands-on environment that covers Contract land topics as well as the Reporting Menu. Topics include entering and updating a Land Contract, reviewing the difference between Units, AMIs and Land Contracts, system navigation and browsing, code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Contract Administrators.

Updating CS*Explorer Joint Interest Module – ½ Day

New users to CS*Explorer will find this session beneficial in learning all about the Joint Interest add-on module in CS*Explorer. We provide a hands-on environment that covers Joint Interest Contract topics as well as the Reporting Menu. Topics include entering and updating a Service Agreement and a Facility Agreement, system navigation and browsing, code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Joint Interest Administrators.

Updating CS*Explorer Surface Module – ½ Day

New users to CS*Explorer will find this session beneficial in learning all about Surface maintenance, browsing, and the reporting functionality. We provide a hands-on environment that covers Surface topics as well as the Reporting Menu. Topics include entering and updating a Surface lease, reviewing the difference between Easements and Road Use agreements, system navigation and browsing, code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Surface Administrators

Updating CS*Explorer Road Use Agreements and Invoicing – ½ Day

This course is typically scheduled as a lecture-style training session held at the client's offices. New users or existing users who want to verify their data entry and invoicing protocols will find this session beneficial in understanding how agreements should be entered into the system to enable the successful processing of Road Use Invoices. The lecture-style training demonstrates best practices of inputting Master Road Use agreements and Addendums and covers Road Use Reporting. Topics include entering and updating a Master Road Use Agreement Let/Take and a Road Use Addendum, system navigation, browsing, code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Road Use Administrators.

Updating CS*Explorer Wells Module – 1½ hours

New users to CS*Explorer will find this session beneficial in learning all about Well maintenance, browsing, and the reporting functionality. We provide a hands-on environment that covers a variety of topics in the Well module and the Reporting Menu. Topics include entering and updating a Well file including linking a DOI and cross-referencing files, system navigation and browsing, code tables, and how to run reports. Students will pick up many hints and tips along the way. This course is applicable to Well Administrators.

CS*Explorer Browse & Reports – 1½ hours

This course will benefit any user who has Browse and Report access to CS*Explorer. Users will learn how to browse for certain files, drill-down to cross-referenced files and historical data, and how to run reports. A hands-on environment is offered that covers Browse & Reports for all modules in CS*Explorer. Students will pick up many hints and tips along the way. This course is applicable to any user who accesses CS*Explorer in a non-edit mode; ie Landmen, Accountants etc.

System Administration and Tables - CS*Explorer – ½ Day

New system administrators to CS*Explorer will find this session beneficial in learning and understanding the system administration processes. We provide a hands-on environment that covers Administration, User Processes, Validation Tables, and an overview of Utilities. Some of the topics included in this session are entering and updating User and Group Security, Global Code Changes, Mass Updates, Acreage Reconciliation, Template Provisions, Extract Legal Data, Code Tables, Code in Use, etc. Students will pick up many hints and tips along the way. This course is applicable to System Administrators.

CS*File Terminator – 1½ hours

This course is held at a client's office in order to set-up the client's system to allow the File Terminator functionality, and to instruct the client in creating a CS*Project of their data that is to be terminated. Once a CS*Project is created it is exported to CS* File Terminator where the data is terminated and mass updates are performed, eg. Remarks, Admendments etc. Acquisition/Disposition mineral records can also be created as well as adding cross-referenced links to a Purchase & Sales Contract.

CS*Explorer Rentals – 2 hours

As rentals are typically customized for each client this course is usually scheduled to run at the client's office utilizing their data. The course is designed to follow the complete steps of a rental run for minerals and surface leases and will provide the student with step by step instructions and detailed explanation of any errors that might occur within the steps. Other processes such as saving each step electronically, and running the Rental Reconciliation are optional and will be covered as needed. This course is applicable to any Administrators who run rentals.

CS*Explorer SQL - 1 Day

This course is designed to introduce SQL (Structured Query Language) to a beginner. Users of CS*Explorer who are required to run 'ad-hoc' reporting will find this session beneficial in learning and understanding how to retrieve data in a report format. The student will gain an understanding of how land data is stored within the CS*Explorer database and will be able to create and execute simple SQL scripts. The course includes numerous work-shops designed to transform the knowledge presented in the course into a student's understanding. This course is applicable to any user who wishes to learn the basics of SQL.

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 LM DOI Basics – ½ Day

This course is designed for users responsible for creating and maintaining DOI's as well as anyone requiring a thorough understanding of interests within LM. Topics include LM interest concepts, creating and updating interests and special interest functionality. While the specifics focus on interests within the Mineral and Land Contracts module, many of the concepts are applicable to other modules such as Units.

Updating the QBLM Minerals Module – ½ Day

This course provides new users with an introduction to the functionality in the QBLM Minerals module. Users will input a new mineral right agreement, attach a well, create an obligation, and make continuation, lessor and very basic interest updates. Although not required, we strongly recommend that users new to Qbyte Land Management take the **Introduction to Qbyte LM** course prior to this course.

Qbyte Data Model - ½ Day

The ½ day LM database course is designed for advanced LM users who are familiar with accessing data outside of the application using tools like MS Access or Toad. Topics covered include parent/child relationships, link tables and business object types. Students will gain an overall understanding of how the LM tables relate to one another and what are unique characteristics of the tables. Tables specific to each module as well as those common to all modules will be discussed. Audit tables will also be touched on. This is a seminar style course, not hands on.

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.

Map 201 – ½ Day

Designed as a follow-up course to Map 101, this course provides an overview of more advanced mapping techniques as well as new functionality. Topics include contouring, advanced posting and bubbling from a database or Microsoft Excel, advanced layer manipulation, thematic mapping, layer buffering, importing various file types, and map template creation. At the end of this course, users will understand when and how to use the advanced map features in order to simplify the map building process.

Query and Report Training – 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 to set up a new property. Once the property configuration is complete, the first month's data is entered and processed. Reports are reviewed and the student is shown how to diagnose simple problems. The process for generating and submitting both the financial interface and submissions to regulatory agencies is also discussed.

PRISM Market Master – Full Day

This PRISM course is designed to provide users responsible for monthly sales splits and revenue allocations with a more comprehensive understanding of the PRISM Market Master. Previous exposure to PRISM prior to taking the course is helpful.

Students will gain hands on experience in setting up market masters for load oil transactions, battery to battery transactions, and taken in kind marketing situations. Specific market master features such as priorities, allocation methods, negative inventory and force flags, and the impact of the market master on closing inventories will also be reviewed. In addition to learning how to diagnose problems in the market master set up, the use of different features for amendment purposes will also be discussed.

PRISM Royalty Obligations – Half Day

This PRISM course is designed for users who will be setting up and maintaining non-Crown royalty obligations. Topics covered include royalty menu options; royalty reports; royalty copy functions; and building of actual royalties. In addition to hands on experience in building basic royalty obligation formulas, students will also learn how to calculate sliding scale royalties, how to deduct one royalty from another royalty calculation, and how to use the Sub-Calc function, Table Look-up Factors, Global Factors, and Monthly Inputs. Students will also learn how to update market masters for royalties taken in kind and how to use either DOI exceptions or the Ownex flag when setting up non-standard DOI's for royalty payments.

PRISM Facility Charges – Full Day

NOTE: Based on PRISM 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.