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DO & Disbursements Training

10/21 – 10/22

Topics

1. Introductions
2. System Overview
3. Understand how to import Business Associates and Roles
4. Understand how to process address changes
5. Understand how to create and import Division Orders
6. Understand how to process owner transfers
7. Understand how to import OMAs
8. Understand how to release suspense
9. Understand the data flow processes and how results are generated (Owner Amounts, Payments, and DO Journal Results)
10. *Understand how to set up DO Journal Components*
11. Understand how to run company DO & Disbursement processes



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Agenda Day 1

Topic	Start	Duration
Introductions	8:30	:30
System Overview	9:00	:15
Understand how to import Business Associates and Roles	9:15	:45
Understand how to process address changes	10:00	:20
Break	10:20	:20
Understand how to create and import Division Orders	10:40	:80
Lunch Break	12:00	:90
Division Orders Follow Up	1:30	:30
Understand how to process owner transfers	2:00	:45
Understand how to import MMA's, OMA's	2:45	:45
Break	3:30	:15
Understand how to release suspense	3:45	:30
Understand the data flow processes and how results are generated (Owner Amounts, Payments, and DO Journal Results)	4:15	:15
End Day 1	4:30	

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Agenda Day 2

Topic	Start	Duration
Questions, thoughts, comments	8:30	:30
Understand how to set up DO Journal Components	9:00	:45
Understand how to run company DO & Disbursement processes	9:45	:45
Break	10:30	:15
Understanding Results	10:45	:60
Open Q&A Time	11:45	:15
Adjourn	12:00	

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Introductions

Teams

- W Energy Team
- The Resource Group Team
- Durango Team
- Colt Midstream Team

Intro Topics

- Name
- Role
- How long have you used W Energy?
- Key thing looking to get out of training
- Boring Fact about yourself

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System Overview

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Business Associates & Roles

Understand how to import BA's and Roles

Understand how to process address changes

Business Associates

- Manual Entry – Global Setup / Business Associates
  - Enter Effective Dates
  - Number (validated for uniqueness)
  - Name
  - Great for copying existing entries, new small entries

- Upload of Business Associates – Asset Setup / Importers
  - Dropdown list of uploaders, select BA Import
  - Spreadsheet for upload – click the link
  - Great for mass entry, conversion, system creation

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Address Updates

- Address is down at the role
- Optionally can effective date the BA to enable the address change at the Owner Role level.

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Break Time – Resume at 10:40 am

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Division Orders, Transfers

In system Setup

Division Order Uploads

Owner Transfers

Division Orders

- In the system – Entrepreneur Midstream – DO 823006
  - Timeline
  - Header
  - Lifecycle Manager
  - Lines of Interest
  - DO Assets (Meter Association)
- DO Upload Review
  - File
  - Process

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Owner Transfers

- Effective Dated
- Transfer Level (Next Slide) + Transfer Comment
- Select Line(s) of Interest
- Select Recipient(s), enter Allocation Share
- If applicable, select Owner Amounts
- Workflow, let's discuss!

Activity Levels

Applies to Transfer, Suspense & Release

[Activity] All Active Owner		
DO 1	John Smith	LOI1
DO 1	John Smith	LOI2
DO 2	John Smith	LOI1
DO 2	John Smith	LOI2
DO 3	John Smith	LOI1
DO 3	John Smith	LOI2
DO 4	John Smith	LOI1
DO 4	John Smith	LOI2

[Activity] On Active DO		
DO 1	John Smith	LOI1
DO 1	John Smith	LOI2
DO 2	John Smith	LOI1
DO 2	John Smith	LOI2
DO 3	John Smith	LOI1
DO 3	John Smith	LOI2
DO 4	John Smith	LOI1
DO 4	John Smith	LOI2

[Activity] On Active Decimal Interest		
DO 1	John Smith	LOI1
DO 1	John Smith	LOI2
DO 2	John Smith	LOI1
DO 2	John Smith	LOI2
DO 3	John Smith	LOI1
DO 3	John Smith	LOI2
DO 4	John Smith	LOI1
DO 4	John Smith	LOI2

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Manual Adjustments

Meter Manual Adjustments

Owner Manual Adjustments

Manual Adjustments

- Meter Level
  - Loaded at meter level, processed against Division Order
- Owner Level
  - Loaded at meter, owner level

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Releasing Suspended funds

Owner Release

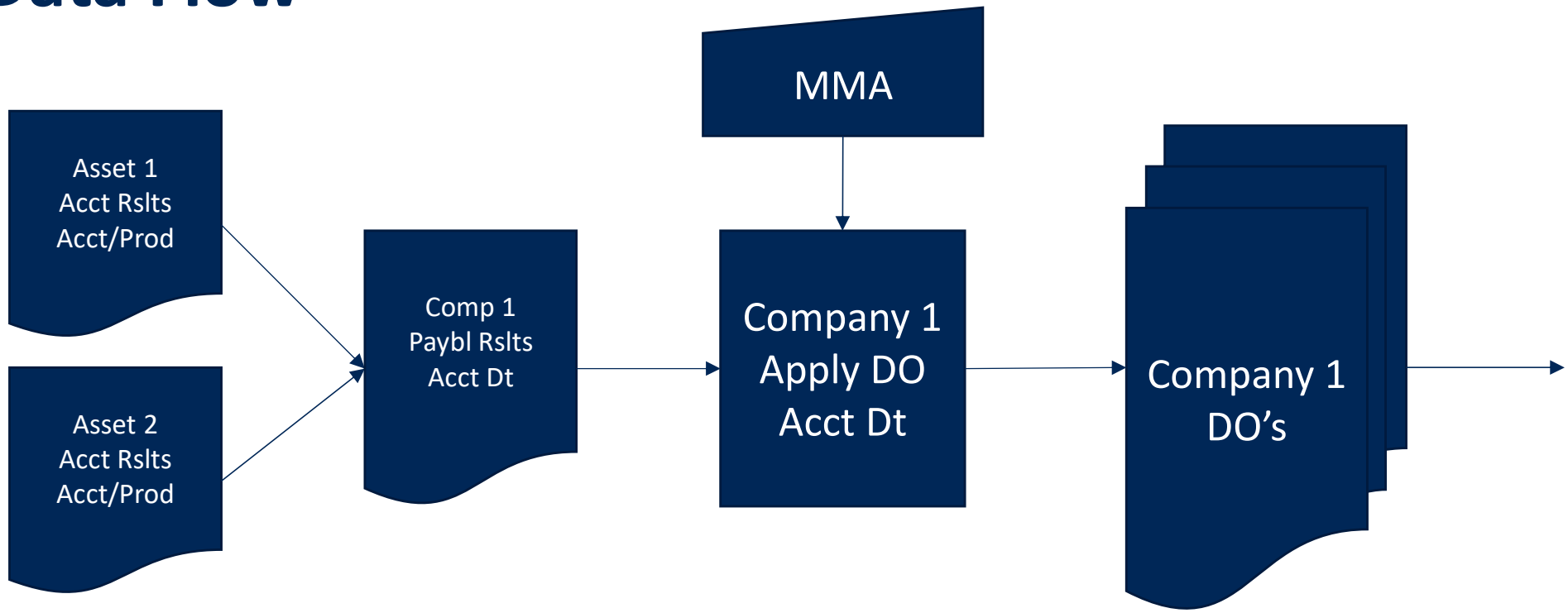
Owner Release

- Release Level (See Previous slide)
- Select Line(s) of Interest
- Apply Release comment – for all or at LOI level
- If applicable, select Owner Amounts to Release
- Workflow applies here

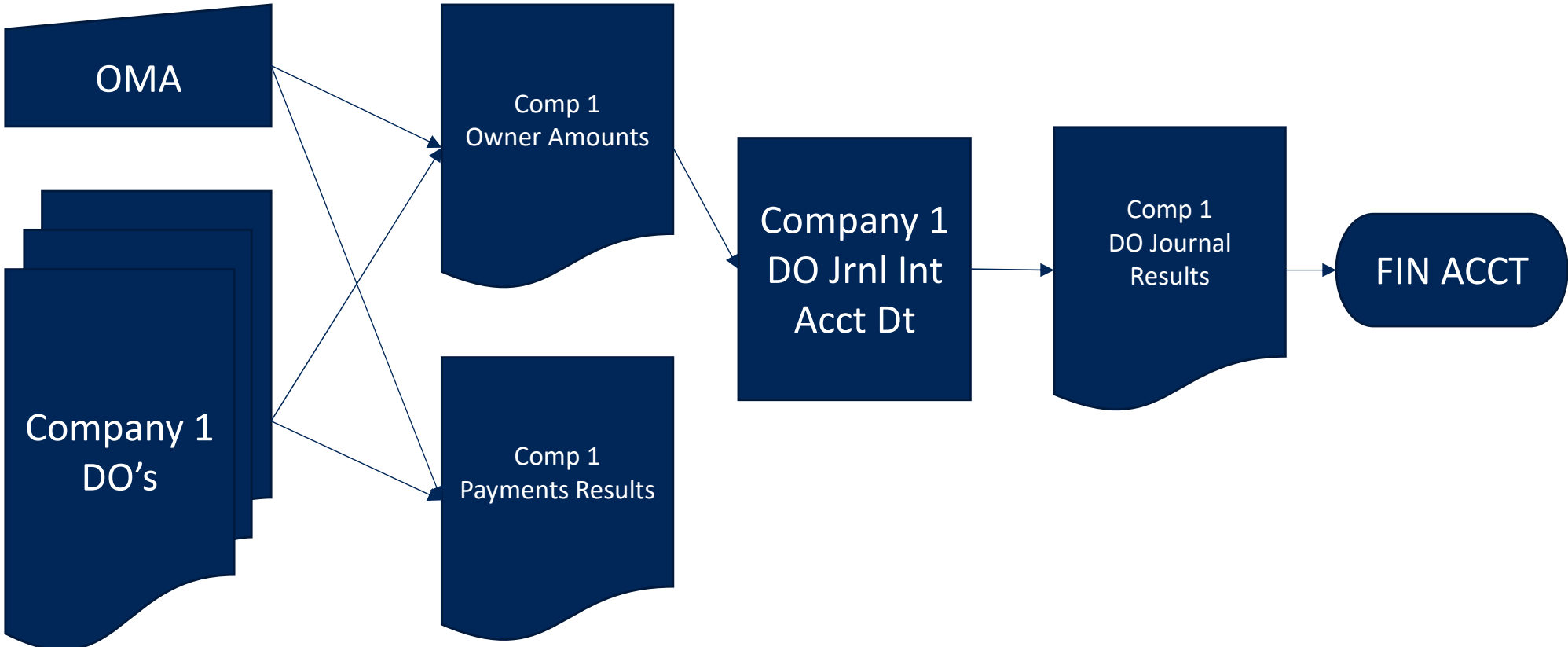
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Company Process Control

Data Flow


MMA
Asset 1
Acct Rslts
Acct/Prod
Asset 2
Acct Rslts
Acct/Prod
Comp 1
Paybl Rslts
Acct Dt
Company 1
Apply DO
Acct Dt
Company 1
DO's

Data Flow, cont'd



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Day 2

Agenda Day 2

Topic	Start	Duration
Questions, thoughts, comments on Day 1	8:30	:15
Understand how to set up DO Journal Components	8:45	:30
Understand how to run company DO & Disbursement processes	9:15	:45
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Understanding Results	10:15	:60
Open Q&A Time	11:15	:45
Adjourn	12:00	

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DO Journal Component Setup

How are we going to account for all this??

DO Journal Components

- How are you tracking this today?
- Company level
- Define accounts
- Get very granular, or don’t

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Company Processes

Let’s get this data movin’

Company Processes

- Setup Accounting Date in Company Process Control / Accounting Dates screen
- DO Date – Date of ownership used, defaults to accounting date
- Due Date – Required field, needs to match OMA's
- Increment Payment Numbers – if not paying out of W Financials

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Company Processes – DO & Disb

- Apply DO
- Assign Payment Numbers
- DO Journal Interface
- Financial Interface
- DO Bank Interface

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