SpendWorks User Manual

Table of Contents

General Coding Considerations

- Services must be coded differently than the purchase of materials. Be sure that you do not use an Expenditure Type/Sub Account that is for a "Service for Materials," or vice versa. For Example: Water Purchase should be coded to Expenditure Type/Sub Account (8910) and Water Hauling should be coded to Expenditure Type/Sub Account (8911).
- Items over $2,500 should NOT be coded to Miscellaneous. Contact the Project Manager to see what the appropriate code is. If you code an item to Miscellaneous, attach backup documentation showing detail about the item purchased.
- Do not capitalize Water past the date of first sale.
- Do not capitalize Reclamation (environmental) 18 months past the date of first sale.
- Workover Expense: If a Workover on an existing well maintains or accelerates production without increasing reserves, it will be coded as an Expense.
- Recompletion Capital: If a Recompletion on an existing well increases the reserves (deepening the hole, opening a new zone, etc.), then it will be coded as Capital and requires a Capital AFE.
- Completion invoices for work that is past the wellhead must be considered "Tangible Completion" costs for federal tax purposes. For Example: Tanks, Water Lines, Wellhead connections booked.
- Miscellaneous Line Type: Do not use this Line Type classification.
- "Ship To Location" is a required field on invoices with non-PO, non-project lines of coding. SpendWorks will not allow you to save the coding string if this is omitted from non-PO, non-project lines of coding.

Related Documents, Forms and Websites

- Ship to Information
- Account Coding Guide
- Routing Codes for Scanning
- AP Forms and Procedures
- SS&A Procurement Policy

Manual Reference

Symbol	Name	Description
	Tip	Offers suggestions to simplify a task or describes a useful shortcut.
	Warning	Cautions that a critical step must be followed carefully or critical information must be entered.
	Note or Information	Provides additional information about a topic being described in the body of the text or in a numbered step.

Getting Started

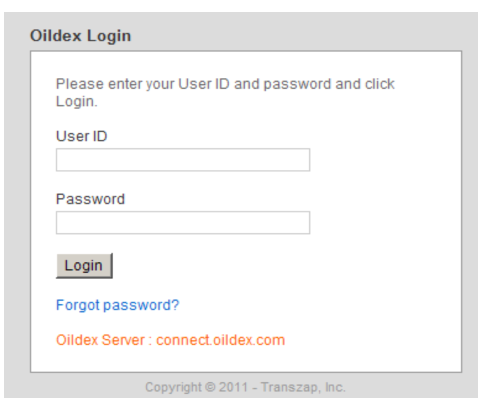
Logging In

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>
Open Internet Explorer. Navigate to www.oildex.com.

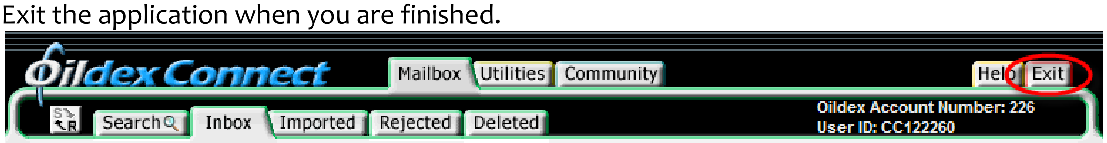
Select **Client Login**.

In the **Registered Users Login** pop-up window, enter your **User ID** and **Password** and select the **login** button.

If the **Registered Users Login** pop-up window does not appear, set your browser"s pop-up blocker to accept pop-up windows from www.oildex.com.
</td></tr>
<tr><td>2.</td><td>
If you have forgotten your password, click **Forgot password?** You will be prompted to enter your User ID so that Oildex can email you a new temporary password.



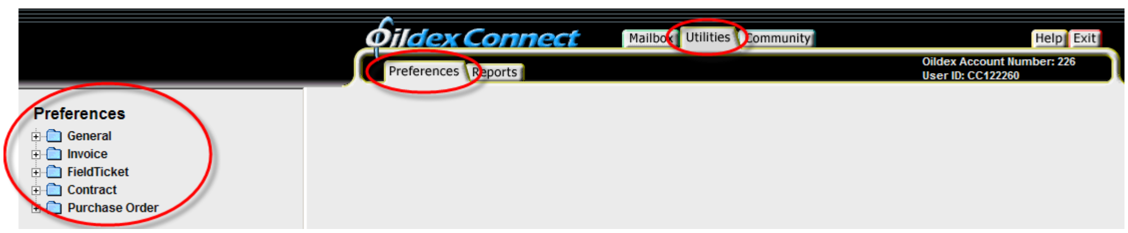
</td></tr>
<tr><td>3.</td><td>
Exit the application when you are finished.



</td></tr>
</table>

Setting Personal Preferences

User Settings

Step	Action Required
	SpendWorks allows you to configure various settings that affect the appearance of your Mailbox, sign up for email alerts, and view your User profile. Individual users can view their account settings and manage their password and contact information.
1.	Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen.  Click the **General** folder. Click the **Personal** option to open the User Settings page. You can view your Attention To, Business Unit, and Default Route To on this page. (Read-only fields). If there is no "Default Route To" user listed, you can contact your System Administrator to set one up. You can also change the information in the fields that are editable.
2.	Click the **View Approval Matrix** button to view your individual approval limits. Your Contract and Non-Contract limits (if applicable) will be displayed in read-only format.
3.	Click the **Change Password** button to change your password. In the password pop-up window, enter your old password, then enter and verify your new password and select **Save**. After making any changes to your personal settings, select **Save.** Click **OK** in the confirmation window.

Mailbox Preferences

Step	Action Required
	You can set up default preferences to personalize your Mailbox view.
1.	Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen. Click the **General** folder. Click the **Mailbox** option to open the page.

Preference Type	Preference Description	Parameter Selection
Default Mailbox View *	Receiver: Users that predominantly receive documents. Sender: Vendors, JIB Operators, and Relations Administrators	Receiver
Default Receiver Mailbox*	Receiver View: Select which Mailbox to open by default.	Inbox
Default Sender Mailbox*	Sender View: Select which Mailbox to open by default.	Sent
Default Document Type	Select which document type you would like to see by default.	Invoice
Default Filter Display	Select which filter display view you would like to see by default.	Williams Production Company
Number of Mailbox Documents to Display	Maximum number of documents to display at a time for each group in your Mailbox. Default value is 50	Valid values: [blank, 10-500]
Inactive Document Alert	Number of days a document may remain inactive in your Inbox before you will be sent a reminder via email.	Valid values: [blank, 1-365]
Daily Inbox Summary	Receive daily Inbox content summary by email	Send Report Only when not empty

Default Rules By Product Mailbox		Add Rule
Invoice Inbox: *	Open Approve Category, Sorted desc By Sender	Edit Remove

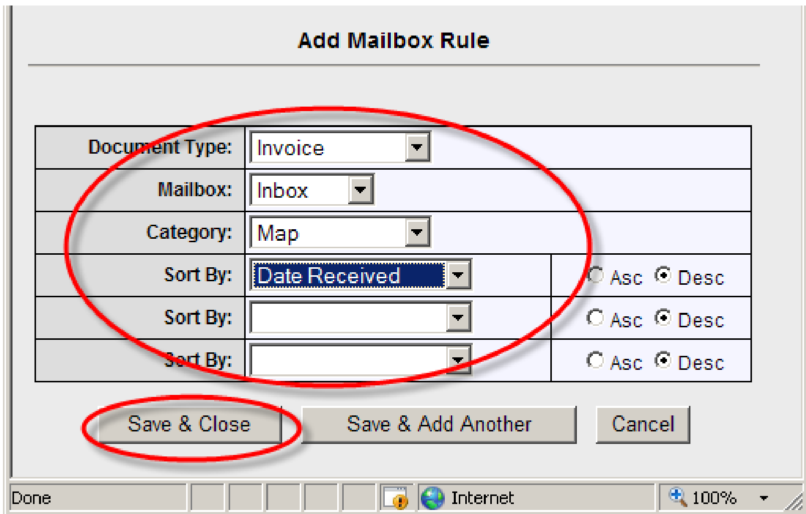
Save

Step	Action Required
2.	Set the Default Mailbox View to **Receiver.** Set the Default Receiver Mailbox to **Inbox.** Set the Default Document Type to **Invoice.** Set the Default Filter Display to **Assigned** if you want to view only those invoices assigned to you. Select your **Business Unit** to view all invoices in the selected business unit.

Number of Mailbox Documents to Display	Maximum number of documents to display at a time for each group in your Mailbox. Default value is 50	Assigned Williams Production Company Williams Production Company & Subs

Change the Number of Mailbox Documents to Display: Enter the number (up to 500) of documents to display at a time for each group in your Mailbox. The default value is 50.

Sign up for an Inactive Document Alert: Enter the number of days a document may remain inactive in your Inbox before you are sent a reminder via email.

<table>
<tr><td></td><td>
Sign up for a Daily Inbox Summary: Select the appropriate checkboxes.
Click the Add Rule button to open a specific mailbox category on login (Map, Approve, etc). Select a Document Type, Mailbox, Category, and at least one Sort By.
This includes invoices in the Expedite and Disputed categories. If you have “Viewer” access rights, you can see invoices assigned to others.
Click Save & Close.


</td></tr>
<tr><td>3.</td><td>Click Save at the bottom of the page to save any other changes.</td></tr>
</table>

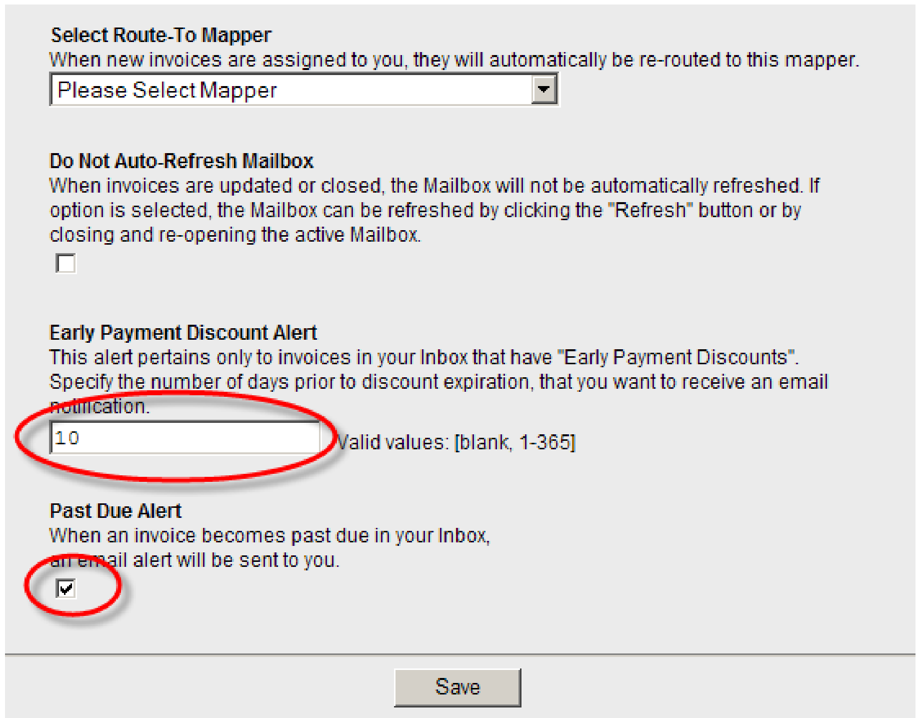
Alerts & Preferences

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td></td><td>
SpendWorks allows you to sign up for individual alerts and preferences that are emailed to you. Optional preferences are:

Select Route – To Mapper
Early Payment Discount Alert
Past Due Alert

</td></tr>
<tr><td>1.</td><td>
Select the Utilities primary menu tab and the Preferences secondary menu tab. The Preferences tree menu displays on the left of the screen.
Click the Invoice folder.
Click on the Alerts & Preferences option.
Select Route to Mapper – Do NOT fill in this option.
Sign up for the Early Payment Discount Alert: Enter the number of days prior to discount expiration that you want to receive an email notification.
</td></tr>
</table>

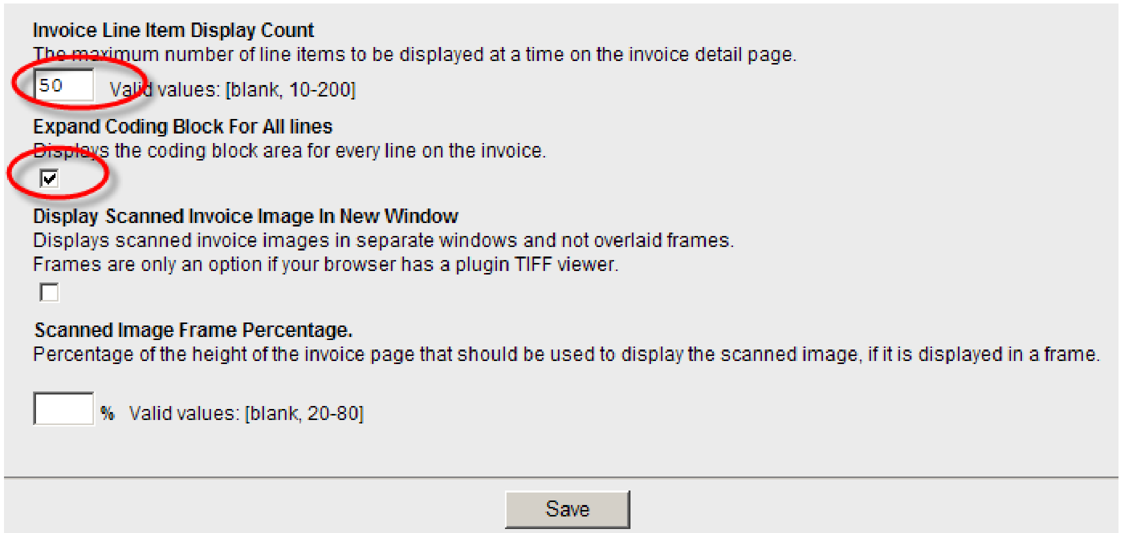
Sign up for the **Past Due Alert:** Select the checkbox.



Click **Save** after making any changes.

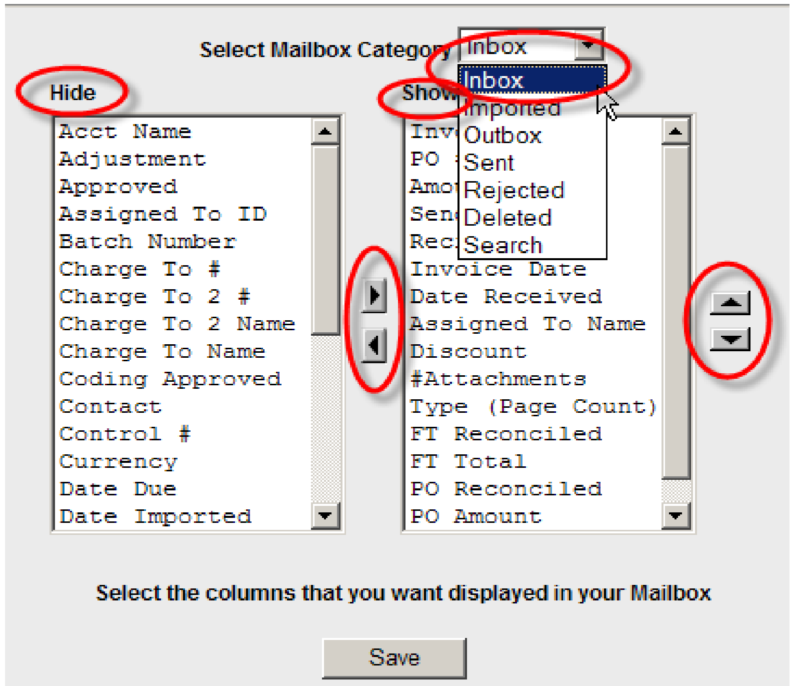
Invoice Detail Page Settings

Step	Action Required
	SpendWorks allows users to set individual preferences for their invoice detail pages. Two recommended preferences are: 1. Invoice Line Item Display Count 2. Expanding Coding Block for All Lines
1.	Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen. Click on the Invoice folder. Click the **Detail Page** option. Enter 50 in the box for **Invoice Line Item Display Count** to change the number of line items displayed on the invoice detail page. Select the **Display Coding Block For All Lines** checkbox to automatically open the coding block on invoices, if you would like this view. The alternative is to open each line by clicking on the line number or to select “Expand All Lines” from the View menu. Do not select the **Display Scanned Invoice in New Window** option.

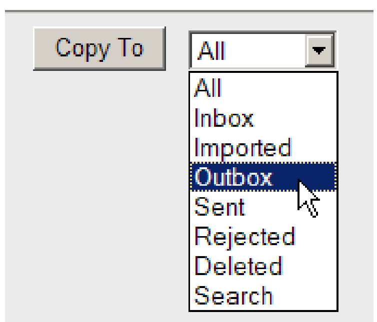
	Do not enter a value in the **Scanned Image Frame Percentage** option.  Click **Save** after making any changes.

Setting Individual Mailbox Columns

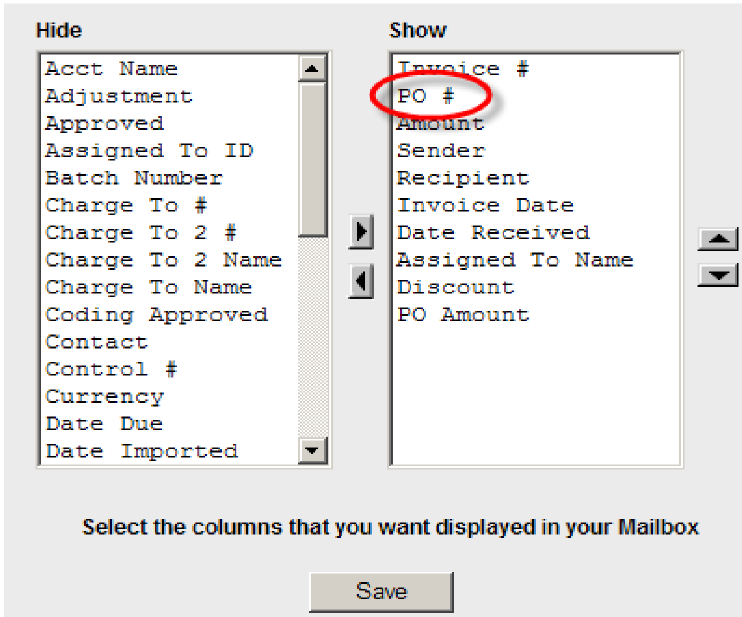
Step	Action Required
	SpendWorks allows you to set individual mailbox columns to customize your mailbox views. The mailbox columns that you see when you first log in were set up by your SpendWorks Administrator. You can override these.
1.	Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen. Click on the **Invoice** folder. Click the **Mailbox Columns** option. Select a Mailbox category from the drop-down list. Most users select the Inbox.
2.	To move an item from the "Hide" field to the "Show" field, select it from the Hide field by clicking it. (The item highlights in blue when selected). Click the icon. To move a column from the "Show" to the "Hide" field, select it from the Show field by clicking it. Click the icon. To move an item up or down on the list, click the item to be moved, and then click the icon or the icon.

<table>
<tr><td></td><td>


To copy the selected Mailbox Columns to another Mailbox category, select a Mailbox category from the drop-down list and then click the **Copy To** button.

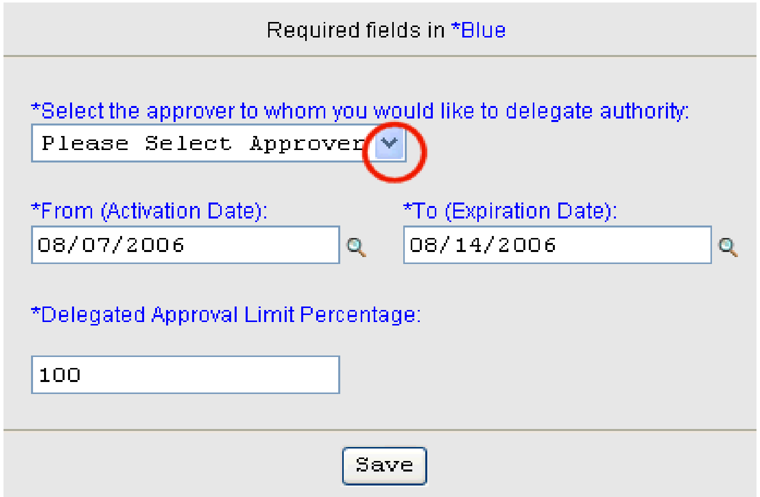


</td></tr>
<tr><td>3.</td><td>Click the **Save** button at the bottom of the page.</td></tr>
<tr><td>4.</td><td>It is recommended that you show the PO # Mailbox Column.</td></tr>
</table>

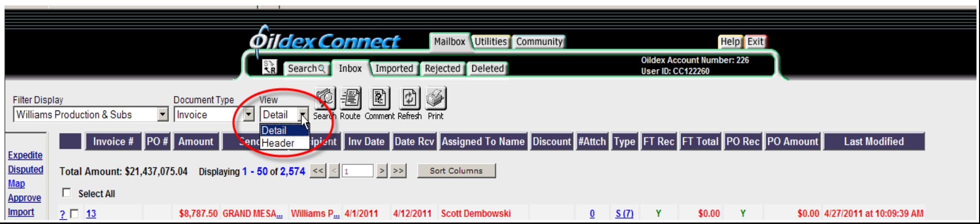
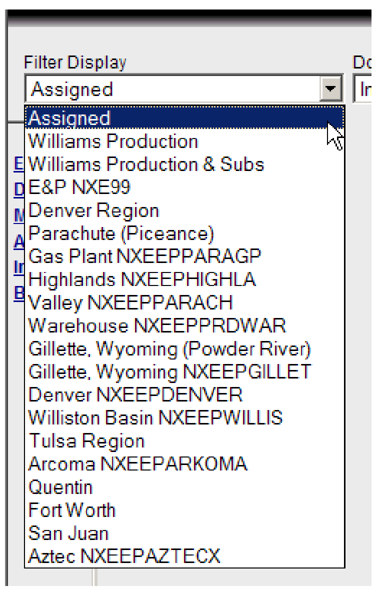
Delegating Authority for Invoice Approval

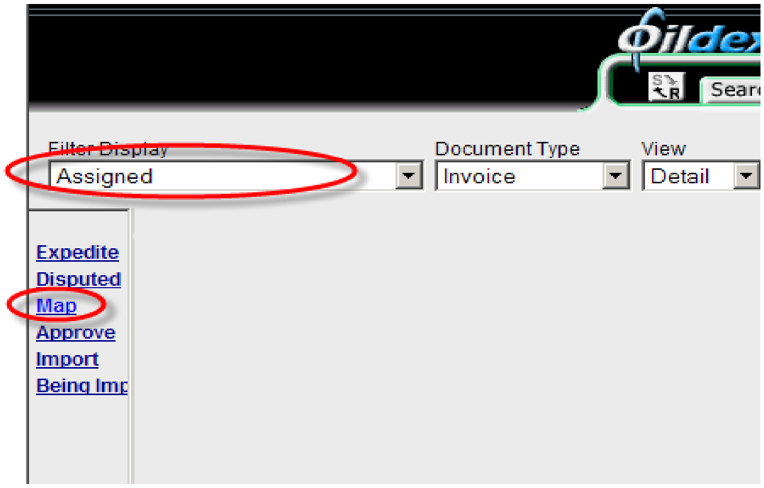
Step	Action Required
	The Delegate Authority preference allows a user with Approver rights to delegate approval authority of assigned invoices to another user. Until the Expiration Date, the selected approver will filter on “Delegated By” in the Filter Display in his or her Inbox, and will be able to approve your delegated invoices up to the specified limit. (And up to his or her approval authority if it is higher than yours.)
	This preference is visible only to Users with Approver rights. The Delegated Approval Limit Percentage field cannot be edited. The selected approver will be able to approve up to your limits and up to his or her own approval authority if it is higher than yours. The User to whom you are delegating must have Approver rights.
1.	Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen. Click on the **Invoice** folder. Click **Delegate Authority** to open the page. Select an approver from the drop-down list.
2.	Enter dates in both the Activation and Expiration fields. Click the magnifying glass to view the calendar.

	Click the **Save** button at the bottom of the page.  Click **OK** on the confirmation message.

Viewing Invoices

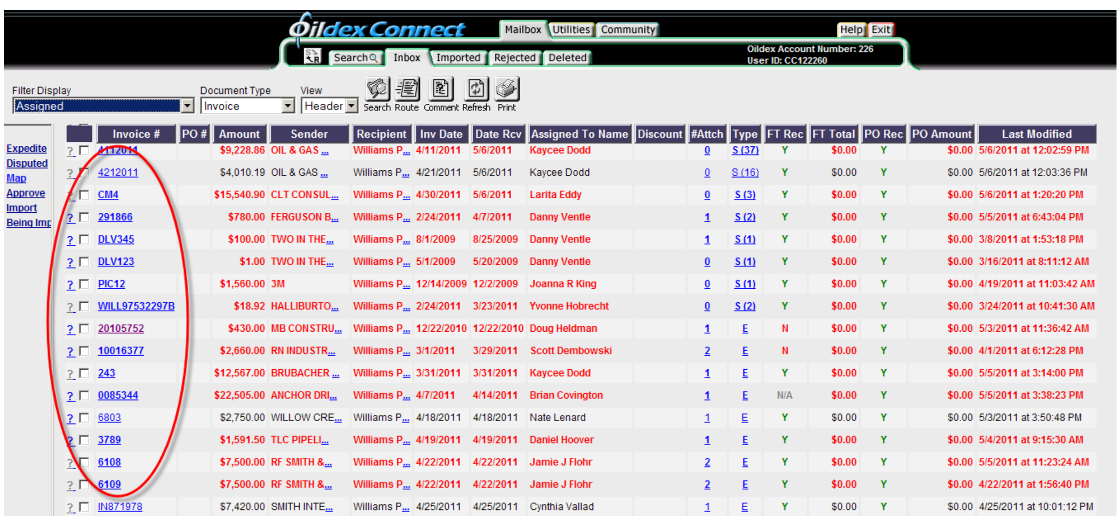
Detail View Fields

Step	Action Required
	There are two views on each invoice: Detail and Header. Invoices default to the Detail view. Select **Header** from the View menu at the top to switch views. 
1.	To open an Invoice: Select the **Invoice** tab. Select the appropriate option from the Filter Display drop-down. Typically, you will select **Assigned**.  Select **Map** from the list on the left.



Select the appropriate invoice from the list that populates.

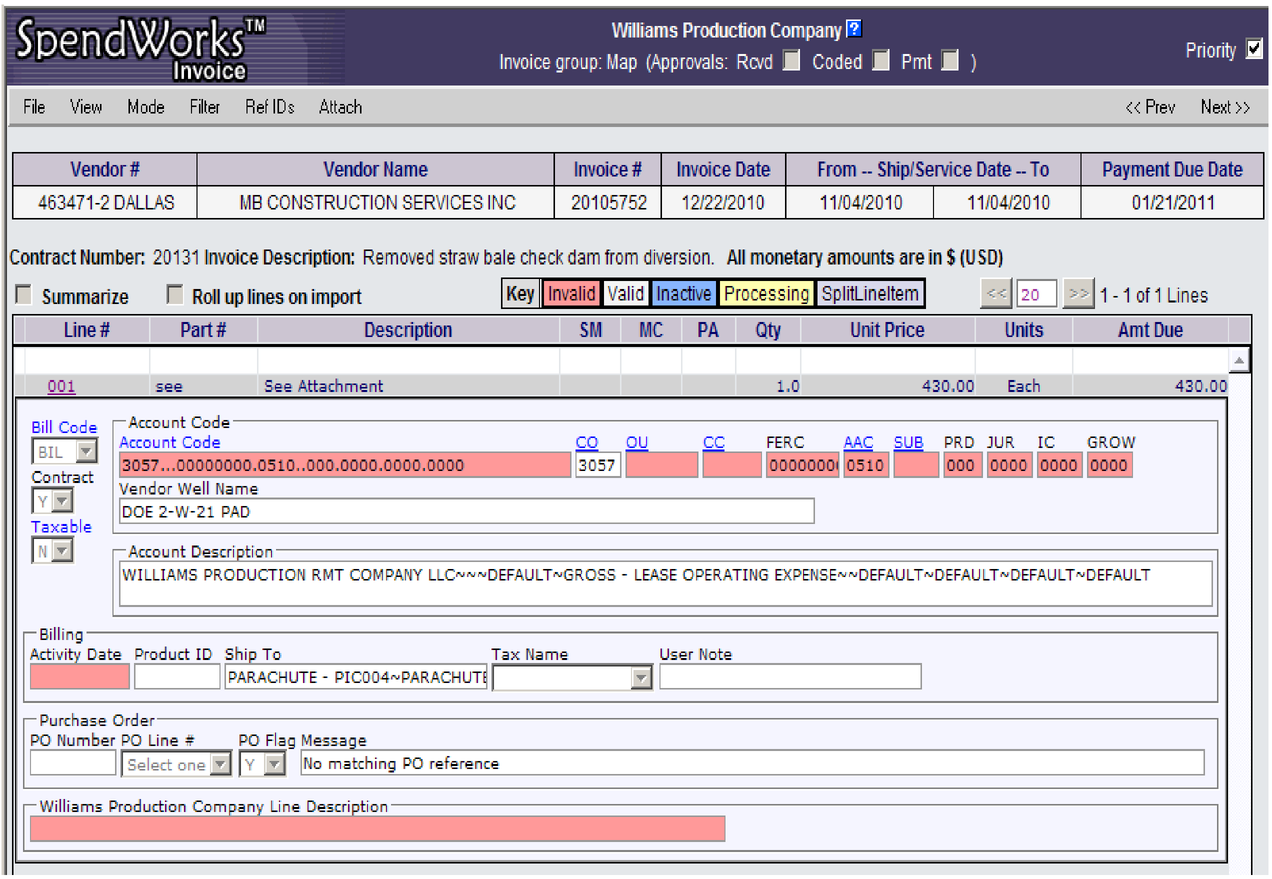
Depending upon what value was entered in the "Early Payment Discount Alert" field (Refer to Alerts & Preferences, the type face will be red if the invoice is within the alert timeframe you entered.



Field	Description
Invoice #	Number assigned to the invoice by the vendor.
PO #	Purchase Order number.
Amount	Amount of invoice.
Sender	Vendor.
Recipient	WPX Production Company will be the recipient.
Inv Date	The date that Oildex received the invoice.
Date Rcv	Date the invoice is received by SpendWorks.

Assigned to Name	Person the invoice is assigned to for processing.
Discount	Discount terms of the invoice.
# Attch	Number of attachments to the invoice.
Type	**S** = Scanned attachment (# indicates the number of pages of the scanned invoice) **E** = Electronic attachment
FT Rec	Field Ticket receipt (this is an attachment document).
FT Total	Field Ticket total.
PO Rec	Purchased Order was received – yes or no.
PO Amount	Amount of the Purchase Order.
Last Modified	Date the invoice was last modified.

Invoice Detail View Fields

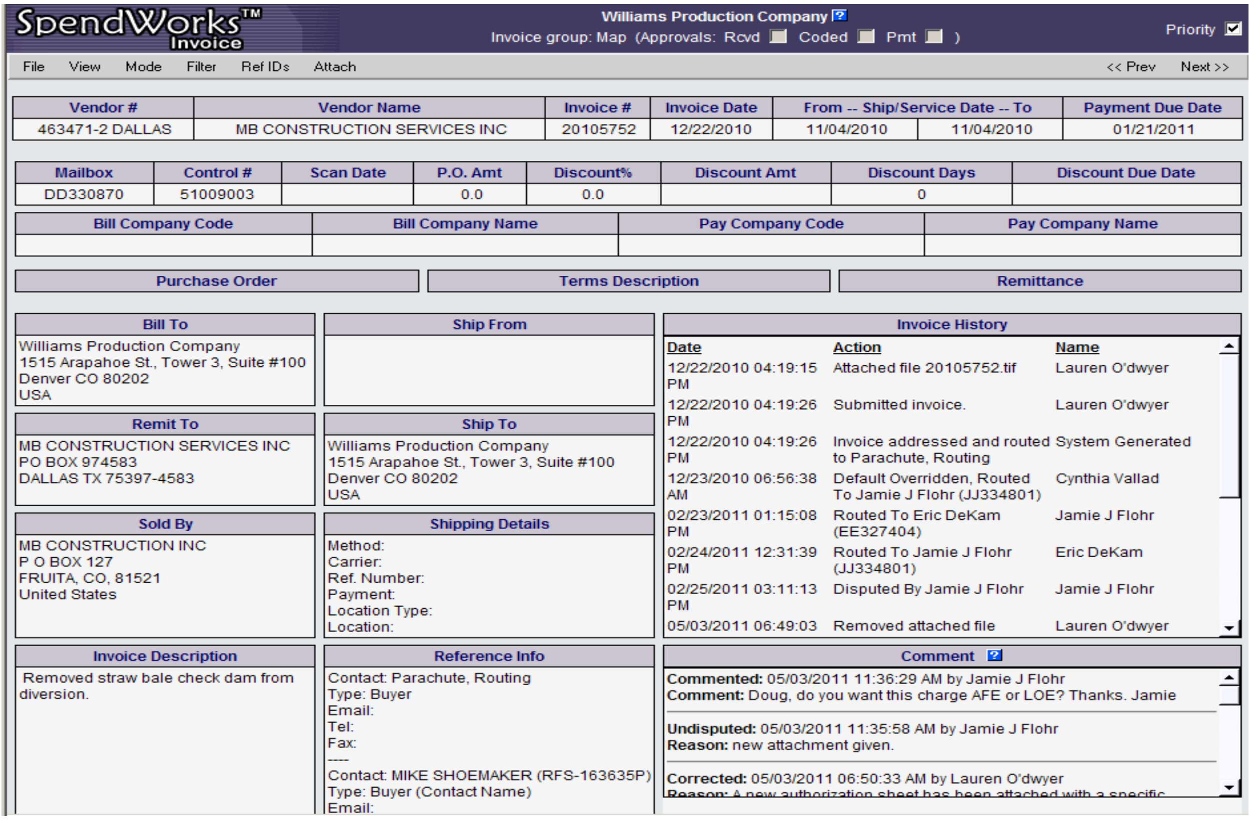


Field	Description
Vendor Number	The number that represents the vendor.
Vendor Name	Name of the vendor that sent the invoice.
Invoice Number	Number assigned to the invoice by the vendor.
Invoice Date	The date that Oildex received the invoice.
Ship/Service Date	The first day and the last day of service or the range of service dates.
Payment Due Date	The date payment is due on the invoice.
Contract Number	You can change the contract number by selecting an item from the drop-down menu.
CheckStub Comment	This field may be filled in by the vendor.
Invoice Description	Description entered by the vendor-applicable to the entire invoice.

Line #	Number of the line item.
Part #	Part number (item code) entered by the vendor.
Description	Line item description of the goods or services purchased from the vendor.
SM	For Smart Maps. An “S” in this field indicates that the line was smart-mapped.
MC (Multiple Coding combinations)	When invoice lines are coded differently from the first line, the “Multiple Coding” blue triangle icon appears on each differently coded line. If all lines on the invoice are coded the same way, the blue triangle icon does not appear.
PA	For Price Alerts. If used, icons appear indicating price variances.
Quantity 1	Amount purchased of the line item.
UOM1	Unit of measure for the amount purchased.
Quantity 2	Amount purchased of the line item. This field will appear if it contains data from the vendor.
UOM2	Unit of measure for the amount purchased. This field will appear if it contains data from the vendor.
Tax	Tax applied at the line item level. Vendors may enter taxes at the invoice level.
Unit Price	Price per unit.
Freight	Amount of freight charged on the goods purchased from the vendor. This field will appear if it contains data from the vendor.
Other	Other charges included on the invoice at the header level. **Example:** Insurance: This field appears if it contains data from the vendor.
Amount Due	Amount due before taxes.
Total Amount Due	Amount due including taxes.
Priority Checkbox	Click the Priority checkbox located on the top right corner of the invoice detail or header page to display the priority as "High" in the Priority Mailbox Column. High priority invoices display in red lettering in the Mailbox. To remove the High Priority status from the invoice, unclick the checkbox. The Priority Mailbox Column must be selected in order to view the words "Normal" or "High." (The word "Normal" is default.) An invoice may also be marked as high priority if it has a due date or discount due date 10 days or less from the received date.

Invoice Header View Fields

Some of the fields on the Detail View also show up on the Header View. Refer to Invoice Detail Header View above for descriptions of repeated fields.



SpendWorks™ Invoice

Williams Production Company

Invoice group: Map (Approvals: Rcvd Coded Pmt)

Priority

File View Mode Filter Ref IDs Attach

<< Prev Next >>

Vendor #	Vendor Name	Invoice #	Invoice Date	From -- Ship/Service Date -- To		Payment Due Date
463471-2 DALLAS	MB CONSTRUCTION SERVICES INC	20105752	12/22/2010	11/04/2010	11/04/2010	01/21/2011

Mailbox	Control #	Scan Date	P.O. Amt	Discount%	Discount Amt	Discount Days	Discount Due Date
DD330870	51009003		0.0	0.0		0	

Bill Company Code	Bill Company Name	Pay Company Code	Pay Company Name

Purchase Order	Terms Description	Remittance

Bill To
Williams Production Company
1515 Arapahoe St., Tower 3, Suite #100
Denver CO 80202
USA

Ship From

Remit To
MB CONSTRUCTION SERVICES INC
PO BOX 974583
DALLAS TX 75397-4583

Ship To
Williams Production Company
1515 Arapahoe St., Tower 3, Suite #100
Denver CO 80202
USA

Sold By
MB CONSTRUCTION INC
P O BOX 127
FRUITA, CO, 81521
United States

Shipping Details
Method:
Carrier:
Ref. Number:
Payment:
Location Type:
Location:

Invoice History

Date	Action	Name
12/22/2010 04:19:15 PM	Attached file 20105752.tif	Lauren O'dwyer
12/22/2010 04:19:26 PM	Submitted invoice.	Lauren O'dwyer
12/22/2010 04:19:26 PM	Invoice addressed and routed to Parachute, Routing	System Generated
12/23/2010 06:56:38 AM	Default Overridden, Routed To Jamie J Flohr (JJ334801)	Cynthia Vallad
02/23/2011 01:15:08 PM	Routed To Eric DeKam (EE327404)	Jamie J Flohr
02/24/2011 12:31:39 PM	Routed To Jamie J Flohr (JJ334801)	Eric DeKam
02/25/2011 03:11:13 PM	Disputed By Jamie J Flohr	Jamie J Flohr
05/03/2011 06:49:03	Removed attached file	Lauren O'dwyer

Invoice Description
Removed straw bale check dam from diversion.

Reference Info
Contact: Parachute, Routing
Type: Buyer
Email:
Tel:
Fax:

Contact: MIKE SHOEMAKER (RFS-163635P)
Type: Buyer (Contact Name)
Email:

Comment
Commented: 05/03/2011 11:36:29 AM by Jamie J Flohr
Comment: Doug, do you want this charge AFE or LOE? Thanks. Jamie

Undisputed: 05/03/2011 11:35:58 AM by Jamie J Flohr
Reason: new attachment given.

Corrected: 05/03/2011 06:50:33 AM by Lauren O'dwyer
Reason: A new authorization sheet has been attached with a specific

Invoice Header View Fields

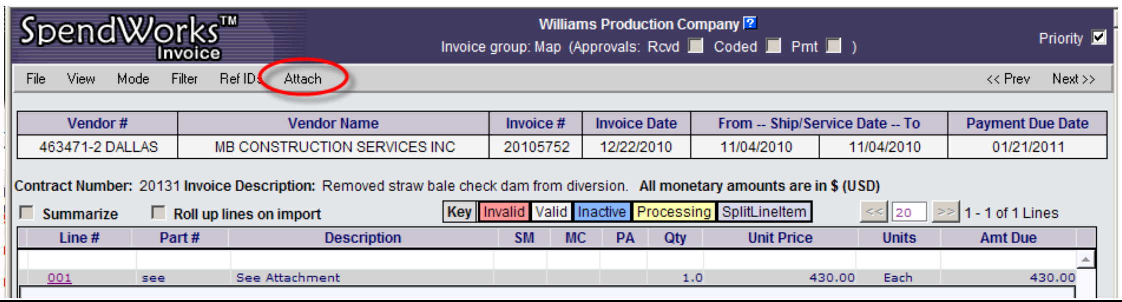
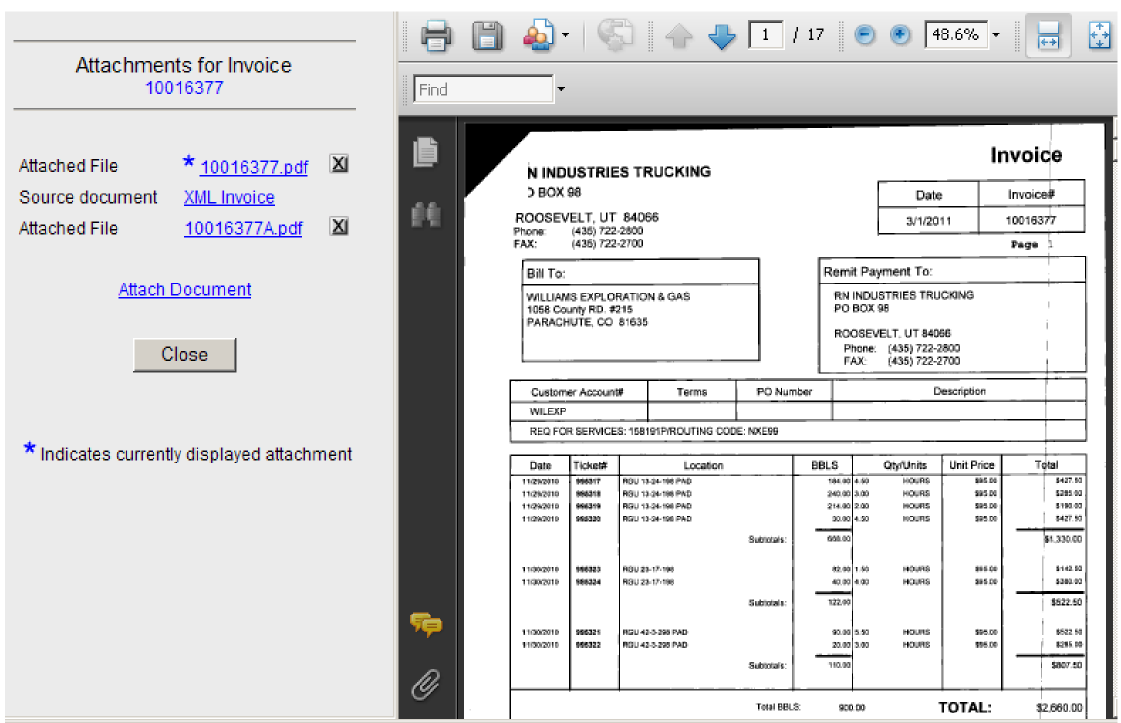
Field	Description
Mailbox	User ID of the logged-in User.
Control #	Unique number assigned by Oildex to each invoice.
Discount %	Discount percentage applied to the total amount, if it is included on the invoice
Discount Amount	The amount of the discount, which is displayed if it is included on the invoice.
Discount Days	Number of days before the discount percentage will expire.
Discount Due Date	The date the invoice must be paid by in order to receive the discount.
Bill To	Name and billing address of purchaser.
Remit To	Vendor name and address.
Sold By	Second party other than the vendor or vendor store location.
Ship From	Name and mailing address of store or office where goods were shipped from.
Ship To	Mailing address to which the goods purchased were delivered.
Shipping Details	May Include: Shipping Date, Service From/To Date, Carrier details, FOB details.
Reference Info	May Include: Charge To location number, Work Ticket number, Well Name/Number, Customer Reference Number. Also includes Contact information.
Invoice History	A log of all actions taken on the invoice.
Comment	A log of all comments and disputes added to the invoice. Click the question mark to open the Comments Form.

Viewing Attachments to Invoices

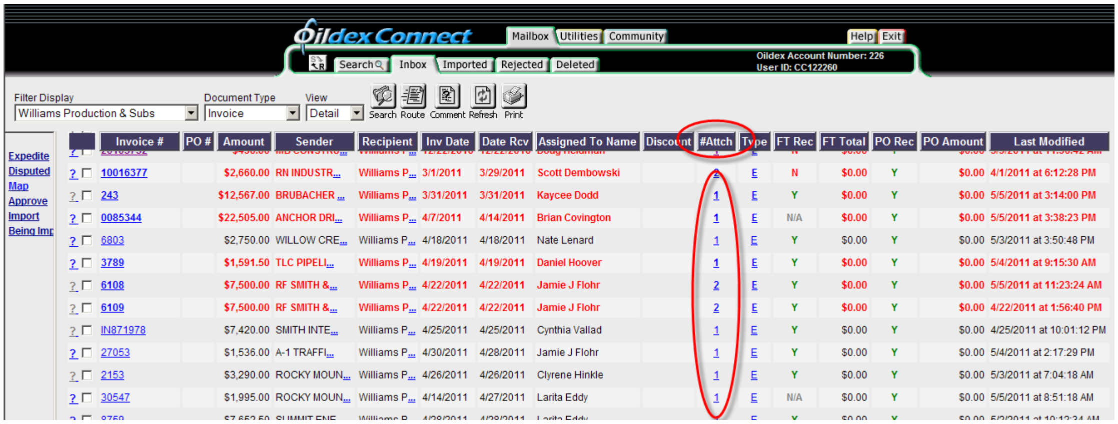
Some vendors may attach field tickets to their invoices, and these field tickets can be viewed in two ways:

1. Inside the Invoice
2. In the Mailbox

Inside the Invoice

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>Go to the View menu and click the Attach button.

</td></tr>
<tr><td>2.</td><td>The Attachments for Invoice window will open. You will see links for the source document as well as for any attached documents. (Example: Field tickets). Click the link to view the document.

</td></tr>
</table>

In the Mailbox

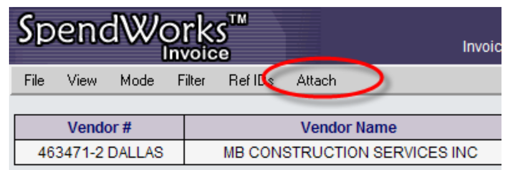
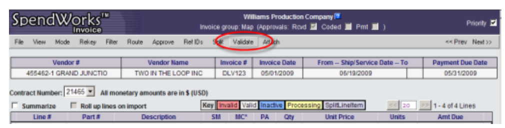
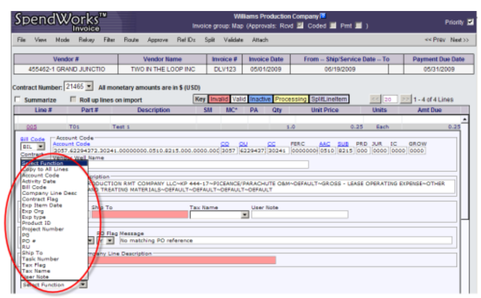
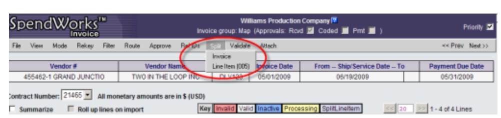
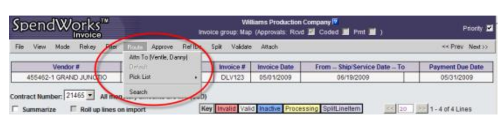
Step	Action Required
1.	You can elect to show a Mailbox Column in your mailbox called “#Attch.” This column will show a number which represents the number of attachments to an invoice. This number is also a link; click it and you can open the “Attachments for Invoice” window.  The invoice detail page will not open if you click this link in the #Attch Mailbox Column – only the attachment will open. Refer to Mailbox Preferences for instructions on selecting Mailbox Columns.

Coding Invoices

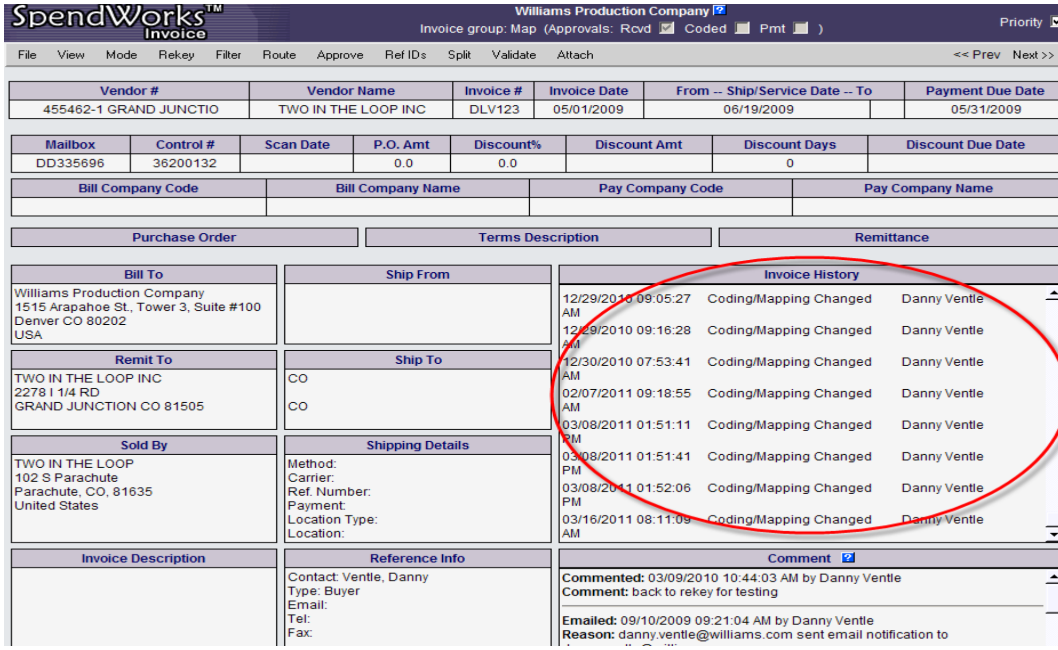
Coding is referred to as Mapping in SpendWorks. You need "Mapper" rights to code invoices in SpendWorks.

Coding is the task of adding and validating General Ledger account codes and project codes on an invoice. You can also copy coding to all lines, validate coding, and split and approve the coding from an invoice in the Map category.

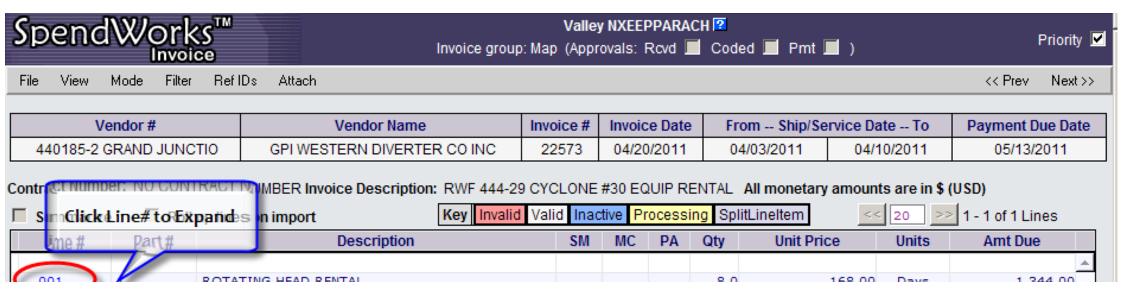
The well name will be included by the vendor. It shows up in the vendor well name field.

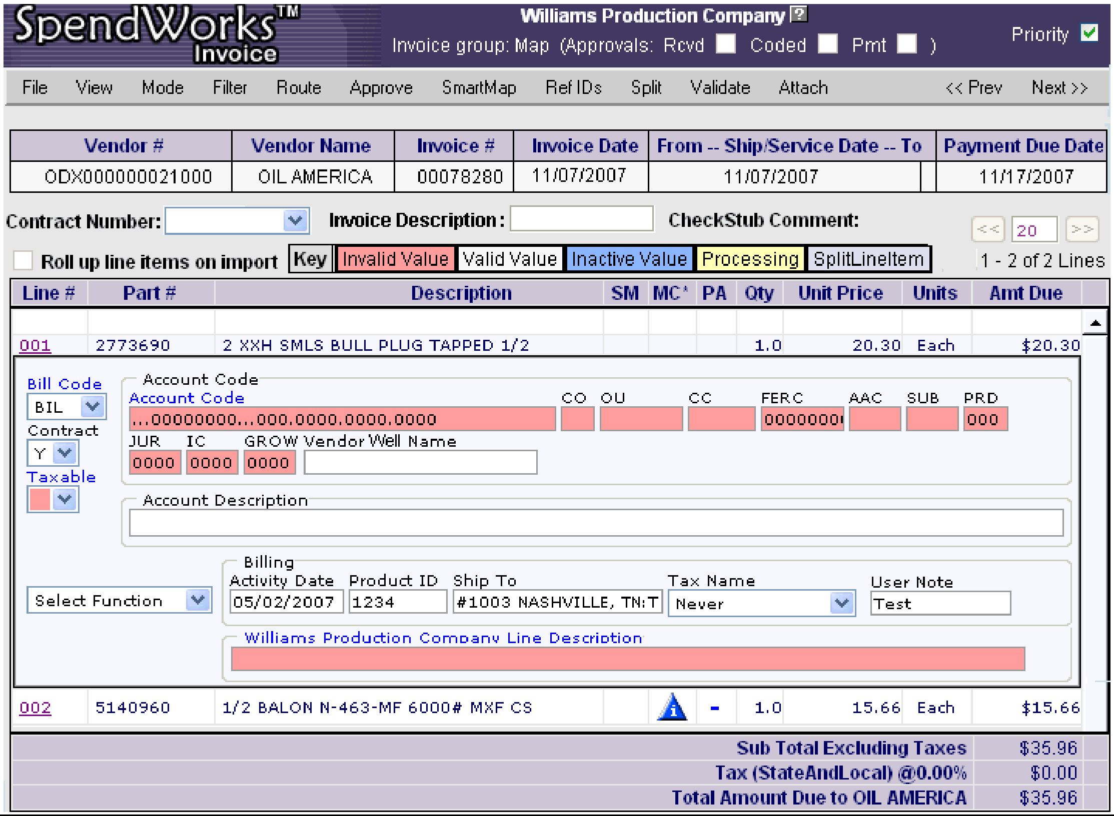
To	Do This	Example
View field tickets for electronic invoices (which are separate attached documents).	From the View menu click **Attach.** (This option is available in either Detail or Header view.)	
View descriptions of invalid coding.	Click the **Validate** button. (This option is available in either Detail or Header view.) Refer to Validating the Coding Combination.	
Copy coding from one line to the rest of the lines.	Use the **Select Function** drop-down list. (This option is available in the Detail view.) Refer to Copying Coding from One Line to All Lines.	
Split a line item or an invoice into as many new lines as needed.	Go to the Split menu. (This option is available in the Detail view.) Refer to Splitting Invoices or Splitting a Line Item.	
Route the invoice to another user.	Go to the Route menu and select an option. You must save the invoice in order for the invoice to route. (This option is available in either Detail or Header view.) Refer to Routing Invoices.	

All actions taken on invoices are recorded on the Invoice Header page. (View Menu)

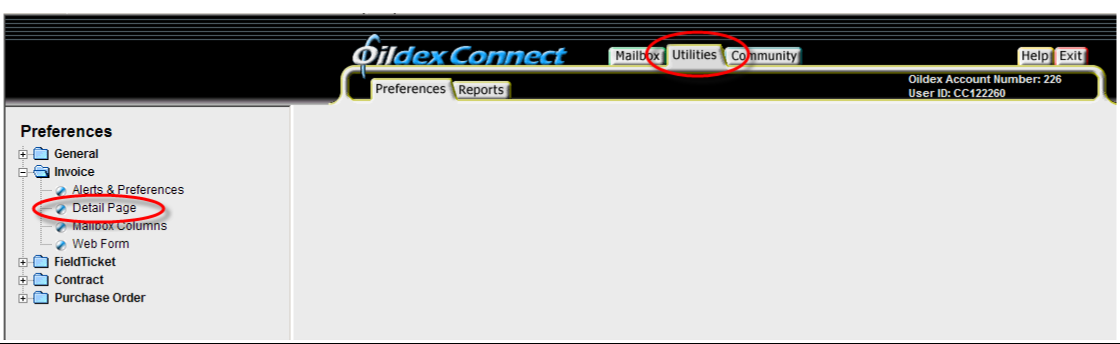


Accessing Invoices Requiring Coding

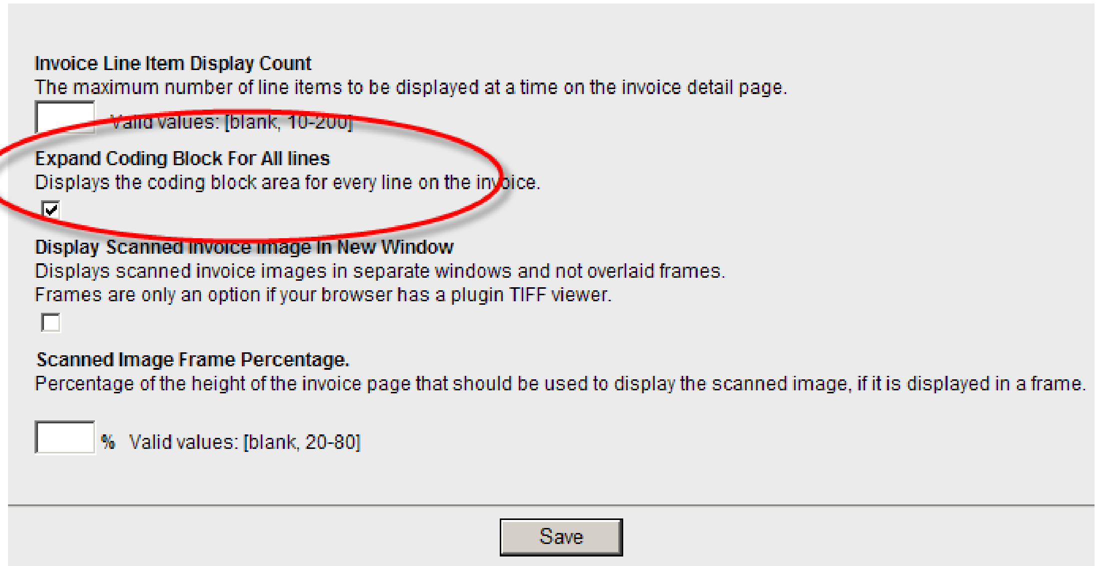
Step	Action Required
1.	Click the **Mailbox** menu tab. Click the **Inbox** tab. Click **Map** in the left panel to display the list of invoices requiring coding.
2.	Click an invoice number in the **Invoice #** column to open the invoice. If the Coding Block is not displayed, click on the Line # (ex: **001**) to expand. 
3.	Detail View of invoice (go to View menu to switch to the Header view).



Setting Defaults for Coding

Step	Action Required
1.	Coding Blocks can be expanded by default. Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen. Click on the Invoice folder. Click the **Detail Page** option. 

2. Select **Expand Coding Block For All Lines.**



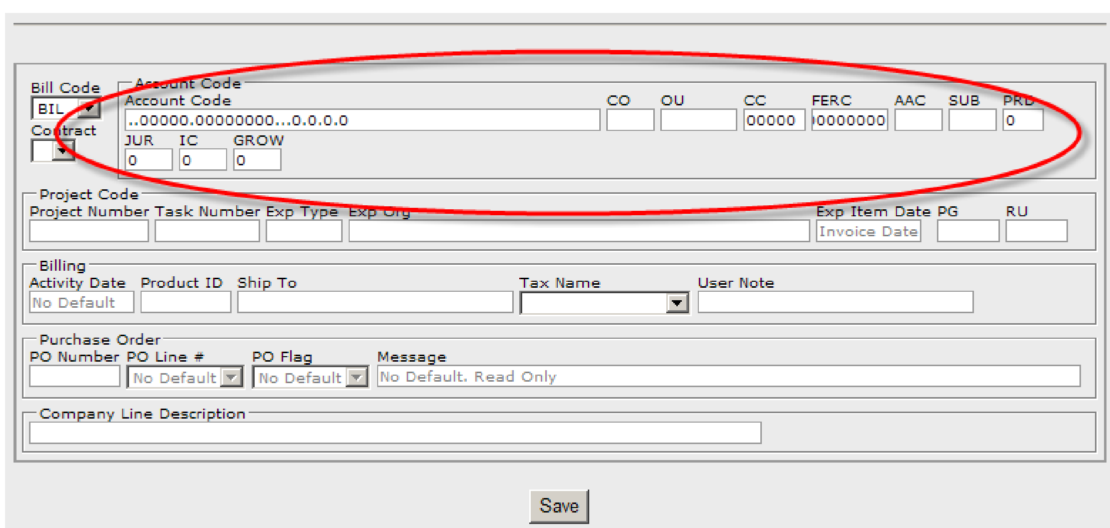
Click **Save.**

3. Select the **Utilities** primary menu tab and the **Preferences** secondary menu tab. The Preferences tree menu displays on the left of the screen.

Click on the Invoice folder.

Click the **Coding Block Defaults** option.

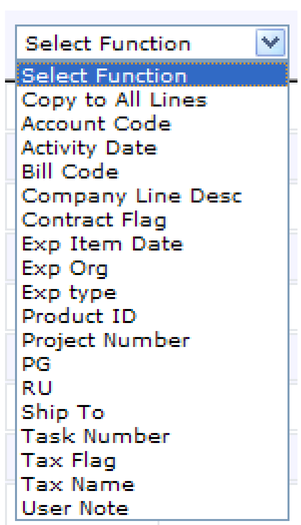
Enter the default coding — Enter zeros (0's) in the Account Code/CC/FERC/PRD/JUR/IC/GROW fields.

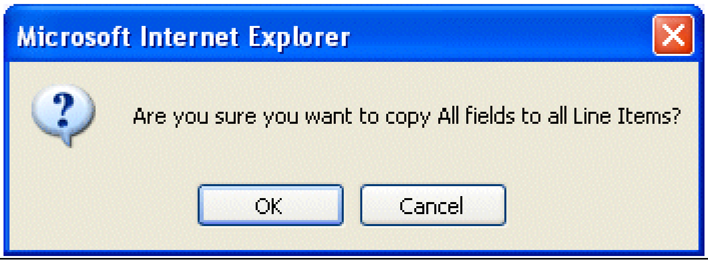


Coding Line Items on an Invoice

Step	Action Required
1.	Click the Line # to open the Coding Block. Required fields will display in blue on the Coding Block. (You can also select "Expand all lines" from the View menu. Or, you can set a preference to always expand all lines. Refer to Setting Default Coding.)
2.	Enter the correct codes in the account or project fields. (Refer to Account Fields or Project Fields tables.) Use the **Copy To All Line Items** feature if applicable. (Select Function drop-down menu).
3.	After coding and validating all lines, click the  button (top right corner) to proceed to the next invoice. Click **OK** to save changes. The next invoice in the "Map" category will display. You can also route and approve the invoice from the Map category.

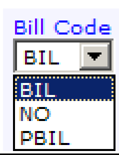
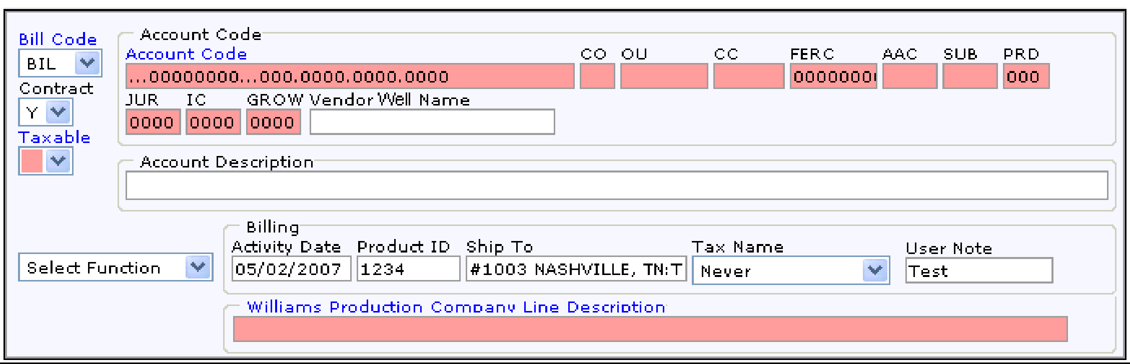
Copying Coding From One Line to All Lines

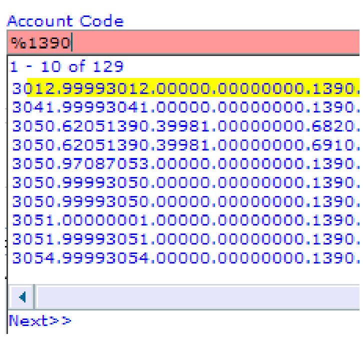
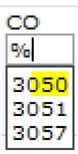
Step	Action Required
1.	Use the **Select Function** menu to copy the coding information from one line to the rest of the lines on the invoices. It is located at the bottom left of each line. 
2.	Select **Copy to All Lines** if all fields on the current line can be copied to all of the lines. Or, you can select another item on the menu. (Example: Select User Note to copy only the User Note from the line you are on to the rest of the lines on the invoice.
3.	After you select an item on the list, the following alert will appear:

	
4.	Click **OK** to continue.

Selecting Billing Codes for Expense Invoices

Coding the Account Fields

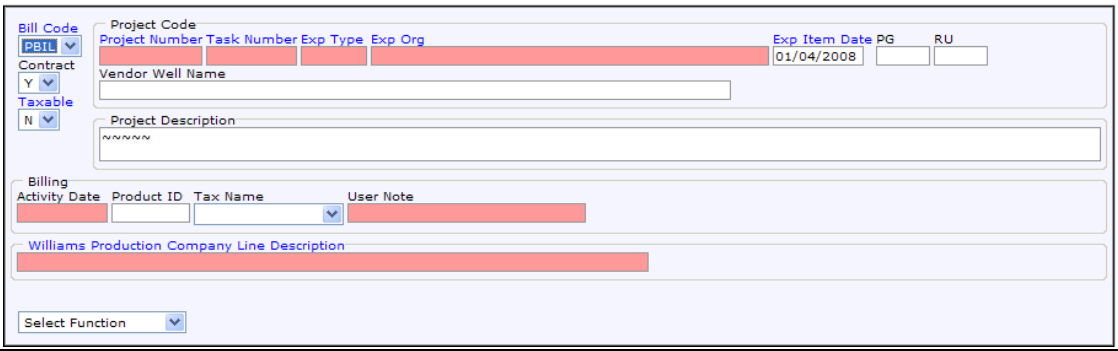
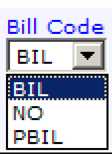
Step	Action Required
	Required fields will display in blue on the Coding Block. Incomplete or invalid fields have a pink background. Selections on the drop-down lists will highlight in yellow.
1.	 Select **BIL** from the drop-down list (non-Project will always be BIL). Do not change unless you are positive this is not a billable item. Project billing will use P-BIL.
2.	

Account Field	Description
	Account Code Start typing an Account Code in this field and a list of valid account codes will display. Click an account code to select it from the list. You can also search for a segment of an account code by typing in part of the code or description using the % as the wildcard symbol. Results will appear in groups of 10. Click "Next" to scroll through the results. When only one choice is available, you must select it from the list; it will not auto-populate.
	Company This field fills in when an account code is selected. Enter a % in the field to view a list of valid company codes.

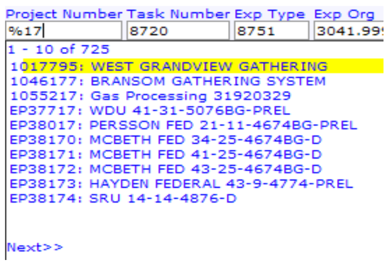
OU % 00000001 97087053 99993050	Operating Unit This field fills in when an account code is selected. Enter a % in the field to view a list of valid operating units for the selected company.
CC % 00000	Cost Center This field fills in when an account code is selected. Enter a % in the field to view a list of valid cost centers for the selected company. Enter 0 (zero). The Cost Center is always zero for LOEs and FOEs. Check with the Lead FOA for your basin to see if a cost center number is needed.
FERC 0000000	FERC Account The default for this field is all zeros. Enter a % in this field to view a list of valid codes.
AAC % 1239 1390 2090 2099 2130	Gen Account This field fills in when an account code is selected. Enter a % in this field to view a list of valid codes. Refer to Account Coding Guide.
SUB % 9301	Sub Account This field fills in when an account code is selected. Enter a % in this field to view a list of valid codes. Refer to Account Coding Guide.
PRD 000	Product The default for this field is all zeros. Enter a % in this field to view a list of valid codes.
JUR 0000	Jurisdiction The default for this field is all zeros. Enter a % in this field to view a list of valid codes.
IC 0000	Intercompany The default for this field is all zeros. Enter a % in this field to view a list of valid codes.
GROW 0000	Growth The default for this field is all zeros. Enter a % in this field to view a list of valid codes.
Vendor Well Name	Vendor Well Name Enter the vendor"s property name.
Account Description	Account Description This field fills in when an account code is selected.
Williams Production Company Line Description	Company Line Description Enter a company line description.

Bill Code Selection for Project Invoices

Coding the Project Fields

Step	Action Required
	Required fields will display in blue on the Coding Block. Incomplete or invalid fields have a pink background. Selections on the drop-down lists will highlight in yellow.
1.	
2.	 Select **P-BIL** from the drop-down list (P-BIL will become BIL when it moves to Joint Interest Billing (JIB).

Project Field	Description

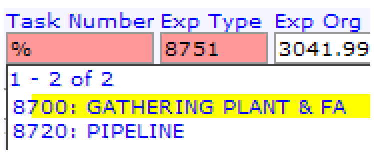


Project Number

Start typing a Project Number in this field and a list of valid Project Numbers will display. Click a Project Number to select it from the list. **Project Code:** Enter 7-digit WellTrax number (WTXXXXX).

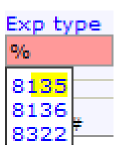
You can also search for a segment of Project Number by typing in part of the number or description using the % as the wildcard symbol. Results will appear in groups of 10. Click "Next" to scroll through the results.

When only one choice is available, you must select it from the list; it will not auto-populate.



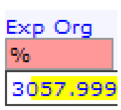
Task Number

Enter a % in this field to view a list of valid Task Numbers for the selected Project Number. **Task:** Enter 4-digit code - refer to Account Coding Guide.



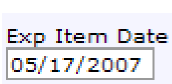
ExpenditureType

Enter a % in this field to view a list of valid expenditure types for the selected Project and Task Numbers. Enter the 4-digit code – refer to Account Coding Guide.



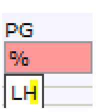
Expenditure Organization

Enter a % in this field to view a list of valid expenditure organizations for the selected Project Number. Enter the 4-digit **Company Number** and select the appropriate organization.



Expenditure Item Date

This date is the same as the invoice date.



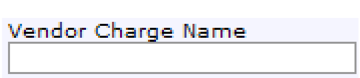
Property Group

This field is required for Capital projects.

Enter a % in this field to view a list of valid property groups. Refer to Task/PG/RU Table below.

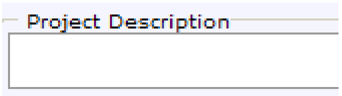
Retirement Unit

Enter a % in this field to view a list of valid retirement units. Refer to Task/PG/RU Table below.



Vendor Charge Name

This field will be filled in with the vendor"s property name.



Project Description

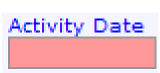
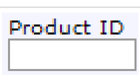
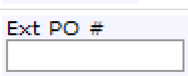
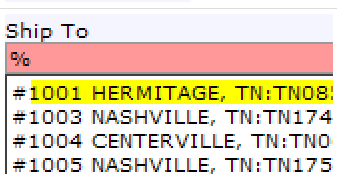
This field fills in when a Project Number is selected.

Company Line Description

Enter a company line description.

Task/PG/RU Table		
Task Type	**PG (Property Group)**	**RU (Retirement Unit)**
	Tangible = WT Intangible = WI	Tangible = WT.T Intangible = WI.I
8300	WI	WI.I
8400	WI	WI.I
8500	WT	WT.T
8600	WT	WT.T
8200	LH	LH.U
8240	LH	LH.PL
8250	LH	LH.WP
8700	GP	GP.F
8720	GP	GP.P

Billing Fields

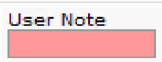
Billing Field	Description
	Enter the Activity Date in this field. Make sure you enter the Activity Date NOT the Invoice Date.
	Enter the Product ID in this field.
	Enter an External PO # in this field.
	Enter a % in this field to view a list of valid Ship To information. This is needed for non-PO, non project items, and tax lines.

You do NOT need a "Ship To Location" for an AFE/Project Related Invoice.

Enter the appropriate **Ship To Location** number. The Ship To Location should reflect where materials were used or the service was performed. The list of Ship To Locations has been filtered to only include active, U.S. ship-to sites for easier selection.

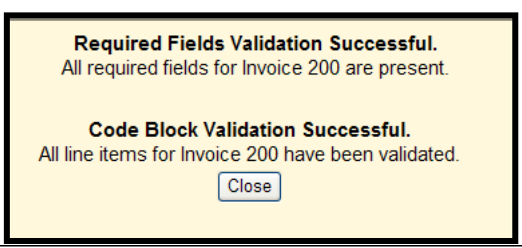
The Ship To Location is required on LOE, FOE or G&A for Tax Purposes. Refer to Ship to Information on the E&P Knowledge Repository.

A Ship To is required for all non-project related invoices – even Field Checks. On Field Checks the Ship To must be written on the top of the check along with the coding string. Refer to Ship to Information on the E&P Knowledge Repository.



Enter the User Notes in this field.

Validating the Coding Combination

Step	Action Required
1.	Coding combinations are validated as they are entered in the code block. Invalid (or incomplete) coding is represented by a light red background. The red changes to white when the correct codes are entered. In addition, it is possible to check the validation for the entire invoice.
2.	Select **Validate** from the menu bar. This opens the Code Block Validation window. In this window, the message on the top refers to required fields validation; that is, the fields that vendors are required to fill in when they create the invoice. 
3.	Any Code Block validation problems will be listed. A red X appears when there is an error. Coding cannot be approved until all fields have passed this Code Block validation.
4.	Below is an example of an invoice that is not valid. In line 001, the account code field is blank. Also, a blue X (warning) is listed.

Required Fields Validation Successful.
All required fields for Invoice DLV123 are present.

Williams Production Company Code Block Validation for Invoice DLV123

Line#	Chart of Accts	Activity Date	Ship To	Co Line Desc	Comments
005		☒	☒	☒	A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
006	☒	☒	☒	☒	Could not find the Account: ...00000000...000.0000.0000.0000, A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
007	☒	☒	☒	☒	Could not find the Account: ...00000000...000.0000.0000.0000, A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
008			☒		Ship To is required.

Type	Comments
☒ Service Date	Invoice Date is greater than 60 days in the past.
☒ Service Date	Beginning Service Date is greater than 60 days in the past.

☒ Invalid Code - Coding cannot be approved until all fields are valid. See Comments for detail. (Blank = valid)
☒ Warning - Coding can be approved. See Comments for detail.

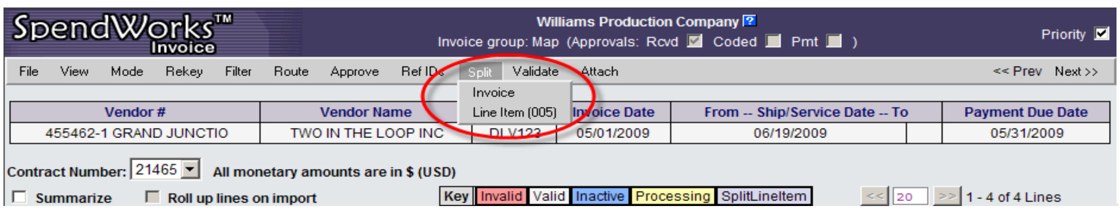
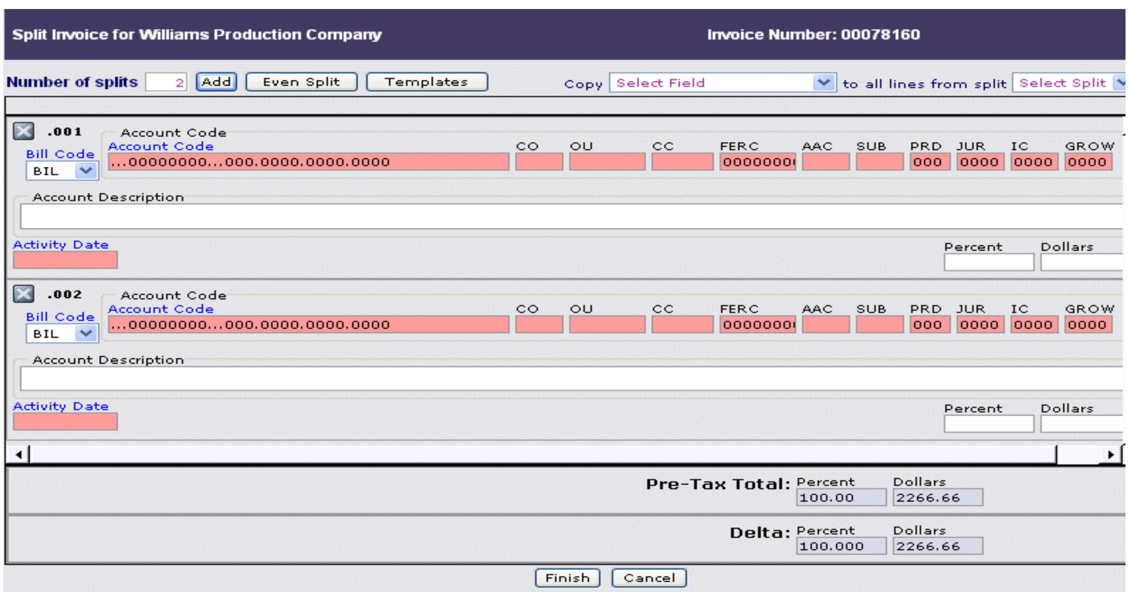
Close

You *can* approve coding on invoices that contain warnings.

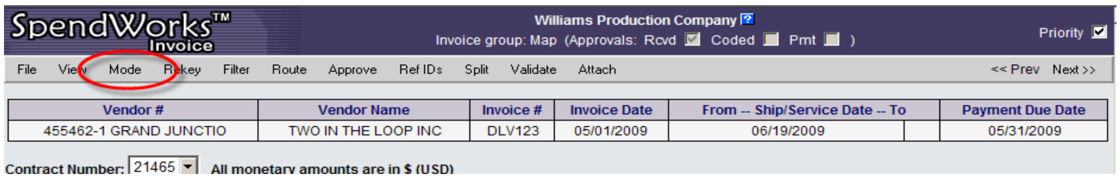
Splitting Invoices

Invoices or line items on an invoice can be split in order to map to multiple accounts or projects.

Splitting an Invoice

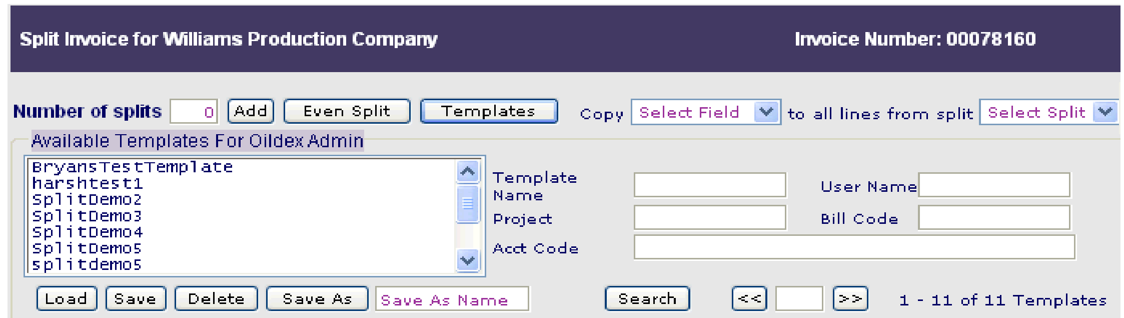
Step	Action Required
1.	Click the **Split** menu icon at the top to open the Split window. Select **Invoice** from the drop-down menu. 
	
2.	Enter a number in the "Number of Splits" field and click the **Add** button. (Click the **Even Split** button next to divide the new lines proportionately). Enter or change the Account code. Click the "**+**" (addition sign) to view and select an account from the Pick List, or click the magnifying glass to search for an account. The account name field will populate when a valid account is entered. The other fields on the line will be populated with the data from the original line item. These fields can be edited. Make any necessary changes.
3.	Click the **Finish** button. The splits appear on the detail page under the original line.

Splitting a Line on an Invoice

Step	Action Required
1.	Select **Edit** from the Mode menu at the top.  Click the Split icon (located to the left of the line #) to open the “Split Line Item” page. Fields on your coding block will display on this page. Enter a number in the "Number of Splits" field and then click the **Add** button. (Click the **Even Split** button next to divide the new lines proportionately). Enter or change the Account code. Click the **+** (addition sign) to view and select an account from the Pick List, or the click the magnifying glass to search for an account. The account name field will populate when a valid account is entered. The other fields on the line will be populated with the data from the original line item. These fields can be edited. Make any necessary changes. Use the Copy feature to copy information to all lines from a selected line (split). You can copy All Fields or just the Account to all lines from a selected line.
2.	Click the **Finish** button. The splits appear on the detail page under the original line.

Saving a Split as a Template

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>After splitting the invoice, click the Templates button to open the templates window.



</td></tr>
<tr><td>2.</td><td>Enter a name for the template in the field provided, click the Save As button. The template appears in the “Available Templates” window and is available for future splits.</td></tr>
</table>

Searching for and Applying a Saved Template

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>Search for a saved template using the search criteria field Template Name, Acct Code, Project, User Name, or Bill Code. Use the % sign as the wildcard.

Example: Enter R% in the User Name field and click the Search button to search for any template created by users whose names begin with the letter R. The templates appear in the “Available Templates” window.

To select a template, click the template name and then click the Load button.

All users have access to all templates in the Business Unit.

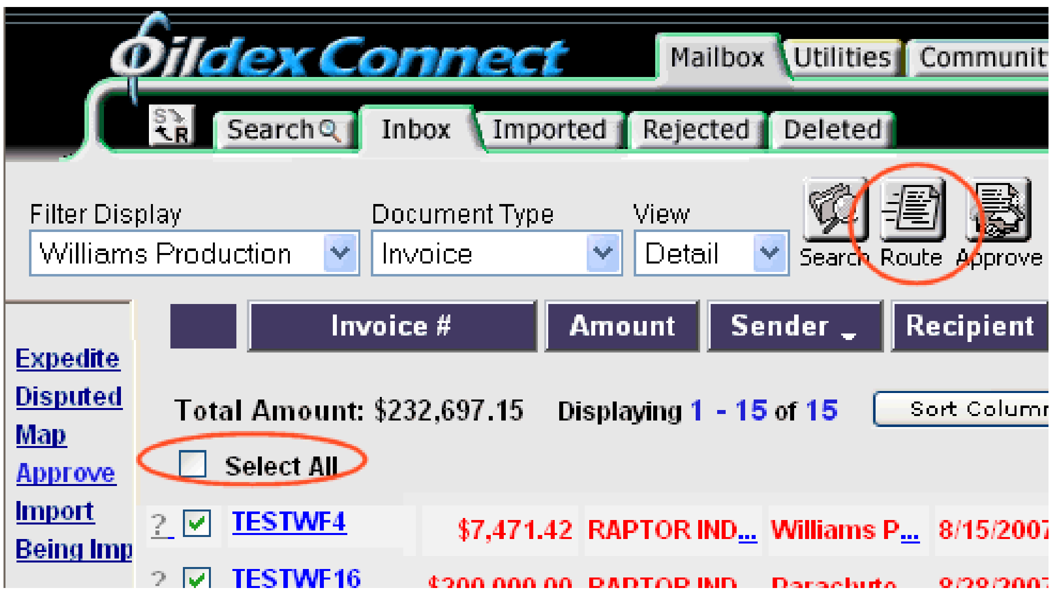
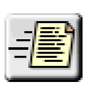
You can modify the loaded template, but you cannot save the changes to the template itself, only to your own split.

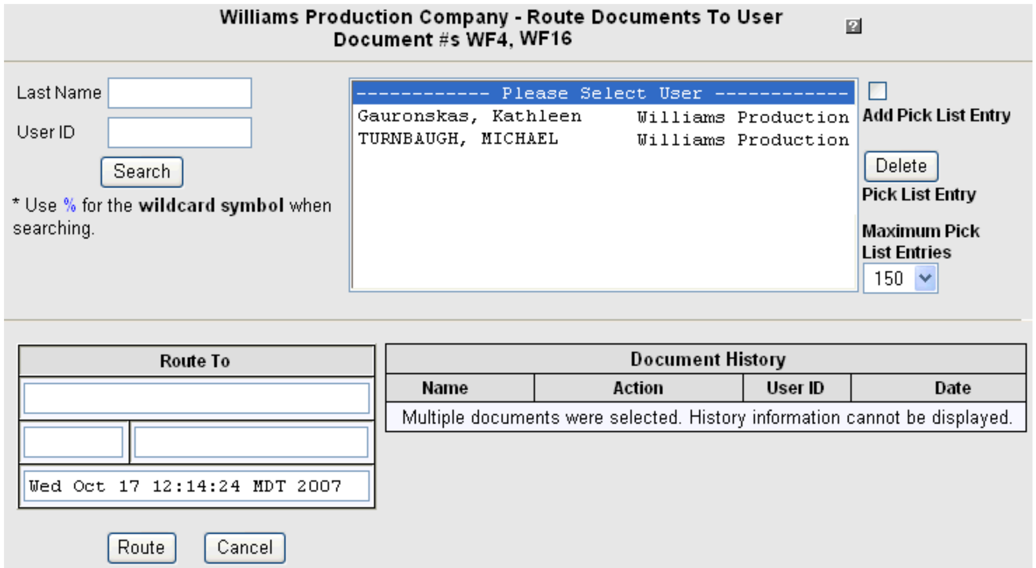
You cannot delete another user’s template.</td></tr>
</table>

Routing Invoices

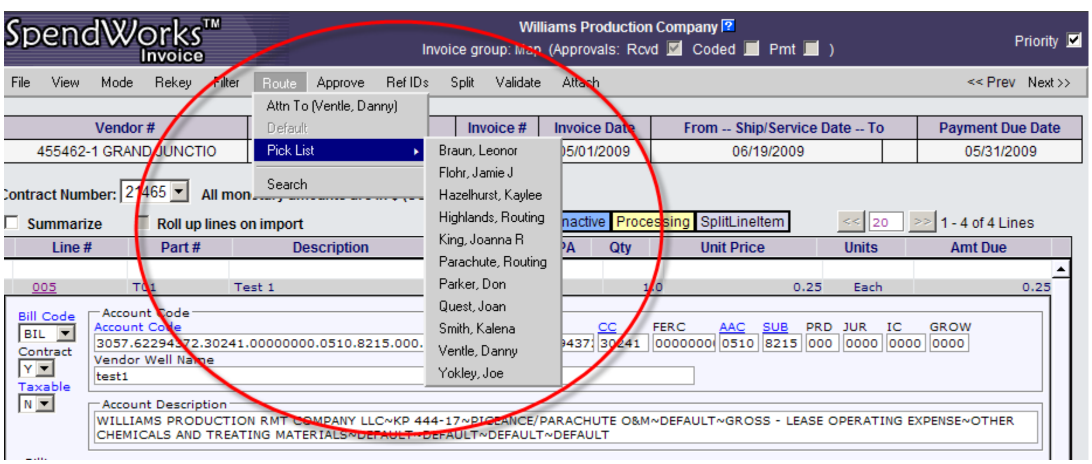
Invoices that are assigned to the wrong person can be routed to the appropriate users. Invoices can be routed from the Inbox, from the Invoice Detail or the Header view. You can route invoices that are assigned to you. To route invoices assigned to others requires "Expediter" rights.

Routing an Invoice from the Inbox

Step	Action Required
1.	Open a Mailbox Inbox category by clicking on the link on the left. **Example:** Click Approve to open the list of invoices requiring approval.  Select the invoice to be routed by clicking the ☐ checkbox next to the Invoice number. Multiple invoices may be selected. Click the ☐ **Select All** checkbox to select all of the invoices. Click the  **Route** button. The **Route Documents To User** window opens.

	
2.	Select a User by clicking the User name on the **Please Select User** list. Click the **Route** button.

Routing an Invoice from the Invoice Detail or Header Page

Step	Action Required
1.	Open invoices can be routed from either the Detail or Header page. Click the **Route** button on the menu tool bar. 
2.	Select **Attn To** (name) to route the invoice to the **Attention To** User for that invoice. This is the original recipient of the invoice.
3.	Select **Default** to route to the established **Route To** User. (A SpendWorks Administrator must establish the default User. This will be grayed out if there is no default User established).
4.	Select **Pick List** to access your list of saved employee names. Click the name of the User to route

	the document.
5.	Select **Search** to open the **Route Documents To** window to find other users. You can also save a selected user to your Pick List at this time.
6.	Click the **Route** button. The invoice must be saved in order to execute the route. You may need to route certain invoices to a project manager. It is a good idea to add a comment to an invoice before you route it. Invoices that include a PO (purchase order) number may need to be routed.

Approving Invoices

Invoices Requiring Approval are accessed via the Inbox. Invoices can be approved (manually) by a User with the Approver right.

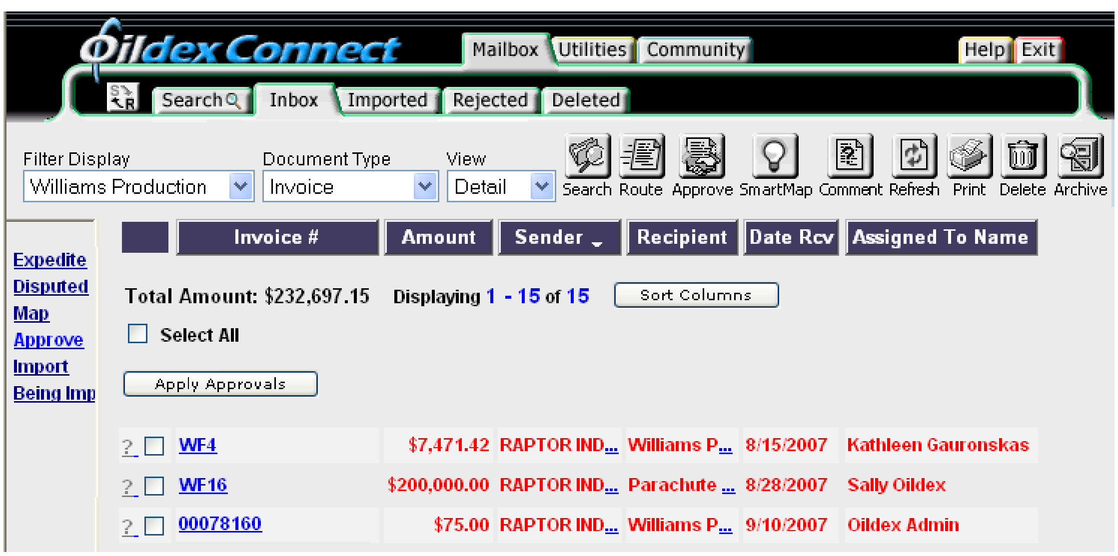
Approvals can be applied from the Invoice Detail or Header page.

There are three types of Approvals:

1. Service Received: Records that the goods or services were received. Any User can approve for Service Received.
2. Invoice Coded: Records that the invoice has been properly coded. A User with Mapper or Approver rights can approve for Invoice Coded.
3. Approved for Payment: The User approves the dollar amount of the invoice. A User must have Approver rights and a capital and expense dollar authority in order to approve for payment.

Approving Invoices for Payment

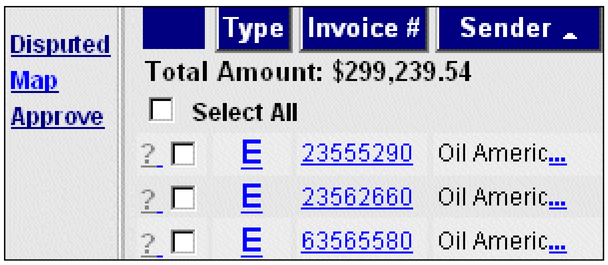
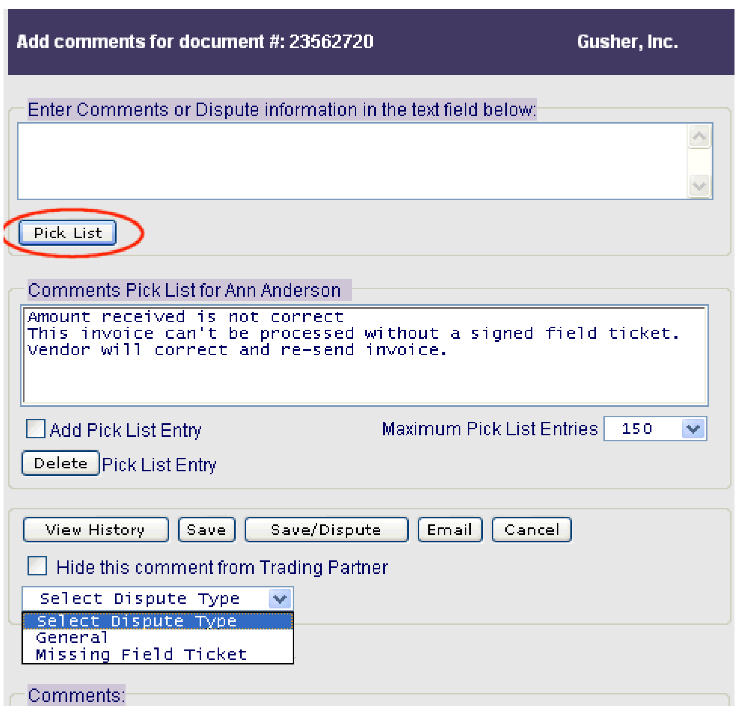
<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td></td><td>
You can approve for receipt and payment before or after the mapping (coding) process, but you cannot approve the coding until the invoice is validly coded.
You can code the invoice in this category if necessary.
Field tickets for electronic invoices are separate attached documents. Go to the View menu and click Attachments to view them.
</td></tr>
<tr><td>1.</td><td>
Click the Mailbox primary menu tab and the Inbox secondary menu tab.
Click Approve in the left panel to display the list of invoices requiring approval.
To open an invoice, click on the number in the Invoice # column.



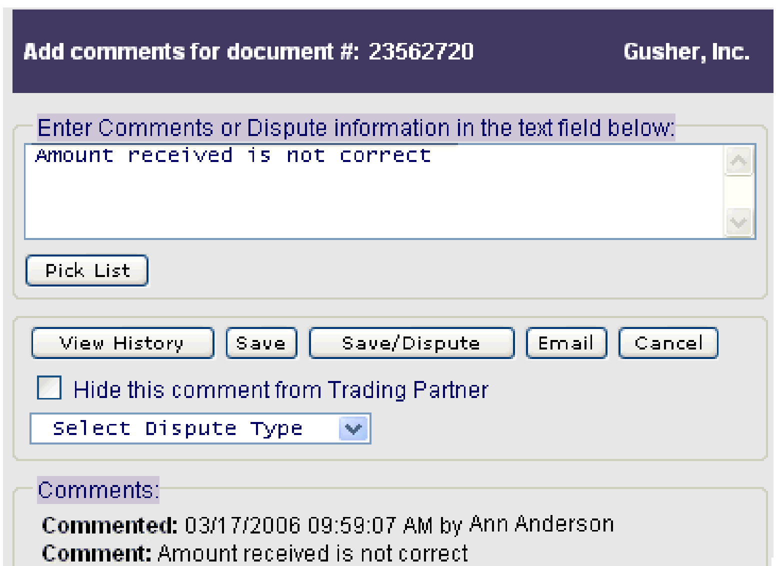
</td></tr>
</table>

2.	Select the **Approve** menu option. Prior to invoice approval, you should ensure that the invoice reflects contractual terms and that pricing matches the applicable rate sheet, quote, or contracted price. Click "Approved" when you are satisfied that the invoice is correct and is ready for approval. Refer to the Procurement Policy for additional guidance. Select **All** to approve for Receipt, Coding, and Payment. SpendWorks will attempt to apply all three approvals based on the rights and approval authority of the User.
3.	Select **Receipt** to approve for Receipt of the goods/services listed on the invoice.
4.	Select **Coding** to approve the coding of the line items. The red icon indicates that there is incomplete or invalid coding on the invoice. Click on the to open the Validation window to read the comments. If you see a blue "**X**" (for a warning), you can still approve the coding.
5.	Select **Payment** to approve for payment of the invoice. **Last Approver** displays the name of the last User to approve the invoice. Select the **Next >>** button to bring up the next invoice requiring approval.
6.	Users with Approver rights can approve for payment up to their approval authority limits. If a User approves an invoice that exceeds their approval authority, the **Invoice History** table will record the action taken as: **Invoice Approved for Payment - Pending Final Approval (Please Route.)**. A reminder will appear when an invoice is approved. 

Disputing an Invoice

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>Invoices can be moved temporarily to the Disputed category in your Inbox. When you dispute an invoice, you notify the vendor by sending an email message with a description of the problem. The vendor receives your message and electronically resubmits a corrected version of the invoice.

</td></tr>
<tr><td>2.</td><td>Click the ? question mark icon to open the “Comments and Dispute” Form. This is located at the top right of the invoice page and to the left of the invoice number in the Mailbox.

</td></tr>
<tr><td>3.</td><td>Enter a comment in the text field, or select a comment from your Pick List (Click the Pick List button and click a comment on the Pick List to move it to the text field).

Select a Dispute Type from the drop-down menu if needed. The choices are “Missing Field Ticket” and “General.” If an invoice that was disputed for missing a field ticket is matched up with its field ticket, the invoice will be undisputed automatically.</td></tr>
</table>

	A configuration setting (Dispute Configuration) must be in place for this to occur. At this point, you can send this information as an email message directly to the vendor. Click the **Email** button. The Email Communication form opens and your comment will appear in the text field. You can add to this comment if needed.	
4.		The Email Communication form is addressed to the contact person at the vendor company, and your email address appears in the "From" field. You can add addresses to the "To" field. Separate the addresses with a semi-colon.
5.	Click the **Send** button. The Email form closes after the email has been successfully sent, and the Comments and Dispute form reappears. 	
6.	To finish, click the **Save/Dispute** button. The Comments and Dispute form closes, and the invoice moves into the "Disputed" category in the Inbox. The gray question mark changes to a red question mark and the added comments (and the vendor's subsequent response) will appear in the Comments section at the bottom of the form.	

Undisputing an Invoice

Step	Action Required
1.	When the vendor re-submits the corrected invoice, the red ? question mark changes to a green ? question mark. You may also receive an email from the vendor notifying you of the changes. To remove the dispute: Find the invoice in the "Disputed" category (with a green ? question mark) and click the ? green question mark icon to open the “Comments and Dispute” Form. Enter a comment and click the **Save/Undispute** button. The green ? question mark changes to a blue ? question mark, and the invoice returns to the category where it was before it was disputed. You may also wish to send an email to the vendor. If an invoice that was disputed for missing a field ticket is matched up with its field ticket, the invoice will be undisputed automatically. A “Dispute Configuration” setting must be in place for this to occur. It is not possible to hide comments when disputing or undisputing an invoice. To dispute more than one document (in the Mailbox) at the same time, select the documents by clicking their checkboxes, and then click the **Comment** button at the top of the Mailbox.

Selection	Description
Approval	If a disputed invoice that has been corrected by the vendor (with a green ? question mark) is approved for payment (without having been explicitly undisputed) by an operator user, the invoice will be undisputed automatically.
Approve a disputed (and corrected) invoice for payment from the Mailbox	An alert box will appear with a warning stating that the invoice will be undisputed.
Approve a disputed (and corrected) invoice for payment from the Approve menu on the detail or header page	The invoice will be undisputed without a warning.

Adding a Comment to a Document

Step	Action Required
1.	Click the question mark icon in the Mailbox (located to the left of the document number) to open the "Comments and Dispute" Form.  Enter a comment in the text field, or select a comment from your Pick List. (Click the "Pick List" button and click a comment on the Pick List to move it to the text field) and click the **Save** button.
	Click the **Hide this comment from Trading Partner** checkbox to prevent a vendor from seeing this comment. The question mark icon of an uncommented document is gray. The question mark changes to blue after a comment is added. The question mark icon can also be found on the Invoice Header (in the Comment section) and Detail (in the blue field at the top) views.
2.	To add a comment to more than one document in the Mailbox at the same time, select the documents by clicking their checkboxes, and then click the **Comment** button at the top of the Mailbox. (This button can also be used to add a comment to a single document.)
3.	To build a Pick List of comments as you use them: Enter a comment in the text field. Click the **Pick List** button. Select the **Add Pick List Entry** checkbox. Click the **Save** button. The comment will appear in your Pick List for use. Clicking a comment in the Pick List field with your mouse moves it to the text field.

Searching for an Invoice

Step	Action Required	
1.		To search for an invoice in a specific Mailbox, Click the (Search) button at the top of the Mailbox category (Inbox, Imported Box, Sent Box, etc...) The Search panel opens. The Search Mailbox search fields will change according to the document type selected. Enter the search information in the fields provided and click the **Submit** button. The search results will display in the right frame. Click the **Close** button to close the panel and return to the Mailbox. Use % for the wildcard symbol when searching; e.g., K% returns all invoices from vendor names beginning with the letter K. Use > or < in **Amount** field; e.g. ,">35.00". Use Firstname Lastname for **Assigned To;** e.g. "John Doe." Make sure you enter the Activity Date and NOT the Invoice Date. To search for an invoice across all Mailbox categories: Select the "Search" secondary menu tab. The "Search All" panel opens. Enter the search information in the fields provided and click the **Submit** button. The search results will display in the right frame.

Creating Reports

Step	Action Required
1.	Various On-Demand reports are available to general users. To access these reports: Click the **Utilities** tab. Click the **Reports** tab. Click the **Invoice** folder. Click the **On-Demand** folder to access reports. Click the desired report option.  Click the **Print** button to print a report, or click the **Email** button to send a report (to yourself) as an attachment to an email message.

On-Demand Reports	Description
Account	Lists invoice numbers that contain lines coded to a specified account.
Approver	Generates a list of invoices approved by a specified User.
Charge To	Generates a list of invoices containing lines coded to a specified Charge To (Well, Lease, AFE, or Cost Center.)
Coder	Generates a list of invoices on which coding was approved by a specified coder (mapper).
Deleted	Lists all deleted invoices.
Import Summary	Lists imported invoices for a specified date range.
Invoice-Field Ticket Problems	Lists missing invoices and field tickets, as well as rejected and disputed invoices.
Line Item Detail	Generates a list of invoices with line item detail information.
Missed Invoice Discounts	Identifies missed discounts on imported invoices.
Missing Line Item	Generates a list of any invoice missing a line item description.

Description	
Part Number	Generates a list of invoices organized by vendor part number.
Part Numbers Unmatched in Smart Maps	Generates a list of vendor part numbers for which no smart map exists.
Past Due	Lists all past due invoices.
PO Number	Generates a list of invoices organized by purchase order number.
Scanned Files	Generates a list of scanned invoices for specified date range.
Smart Map	Generates a list of smart maps by specific vendor.
Smart Map - Overrides	Generates a list of corrected or overridden coding on smart-mapped line items.
Track Users	Tracks the minimum, maximum, and average number of days invoices are assigned to selected approvers /mappers within a specified date range.
User Invoice Count	Lists active and past due invoices sorted by user or Business Unit.
Vendor	Invoice status report for a vendor.

Appendix A
SpendWorks Administrators

Importing an Invoice

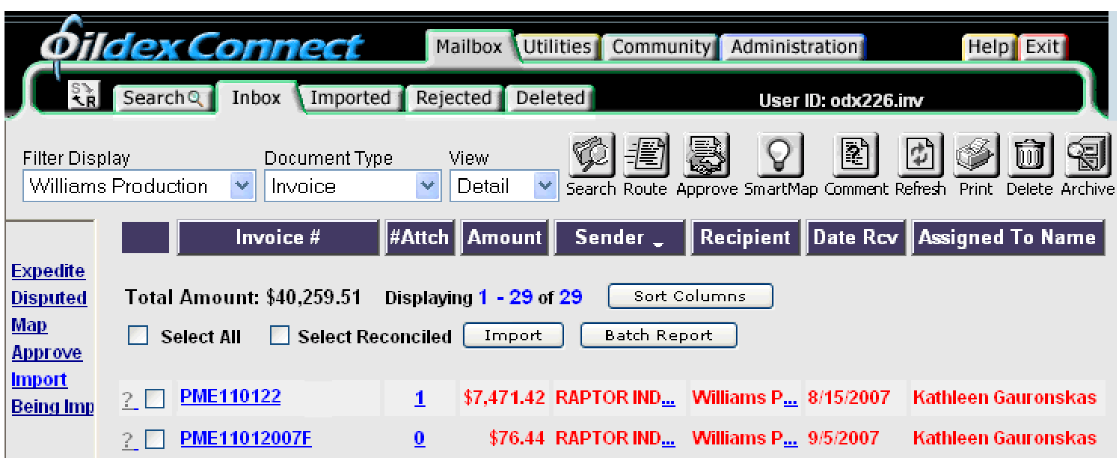
<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td></td><td>
When an invoice is completely mapped and approved, it will move automatically to the Import category. Mapped and approved invoices can be imported by a User with "Importer" rights.

You can recode an invoice at this point, but the invoice will move back to the Approve category for reapproval of the changes to the codes.

When the Importer clicks the Import button in SpendWorks, invoices are moved to the staging table in your company's accounting system.

Imported invoices move to the Imported tab of the Mailbox.
</td></tr>
<tr><td>1.</td><td>
To import an invoice, select the checkbox next to the invoice number in the Invoice # column, and click the Import button.

Select the Select All checkbox to select more than one invoice.



An invoice can also be imported from the invoice Detail or Header page. Open the invoice and click the "Import" button.

Administrators can configure scheduled imports. In this case, the "Import" button does not appear in the Inbox or on the Invoice detail page. See Configuration - Import Frequency.

The "Being Imported" category is visible in the inbox of users who have Importer rights. Invoices that are in the process of being imported will appear in this category while the import batch completes. If you select an invoice to import that is currently included in another import batch, the invoice will not be
</td></tr>
</table>

imported.

When an invoice or a group of invoices are imported, the invoices are written to the database in a batch with an assigned batch ID. (Multiple batches of invoices cannot be run at the same time. After one batch has completed, another may be selected.) After the invoices are written to the database, the "Invoice Batch Import Summary" window opens automatically, displaying the status of the import.

Users with "Importer" rights will receive the Invoice Delivery report via email with each batch or invoice imported.

Imported invoices may not pass validation in the staging table. Such invoices will be returned to the "Map" category. A comment will be added to the Invoice History section on the Header view.

Example:

Invoice Batch Import Summary

Batch ID	Start Time	Document Type	Number Of Documents	Status
667	Thu 08/14/2003 04:05:23 PM MDT	Invoice	1	Initialized

View Detail | Close

The status will be displayed as Initialized, Running, Complete, or Failed.

The batch only receives the status of "Failed" if the entire process for that batch has failed. If individual invoices have errors and can't be imported, those invoices will receive errors that can be viewed on the Invoice Batch Import Detail.

2. Click **View Detail** to view more information about the current batch.

Invoice Batch Import Detail

Batch ID:	667
Document Type:	Invoice
Batch Type:	Import
User Name:	Ann Anderson
Start Time:	Thu 08/14/2003 04:05:23 PM MDT
End Time:	Thu 08/14/2003 04:12:13 PM MDT
Status:	Complete
Report:	1 of 1
Message:	Complete

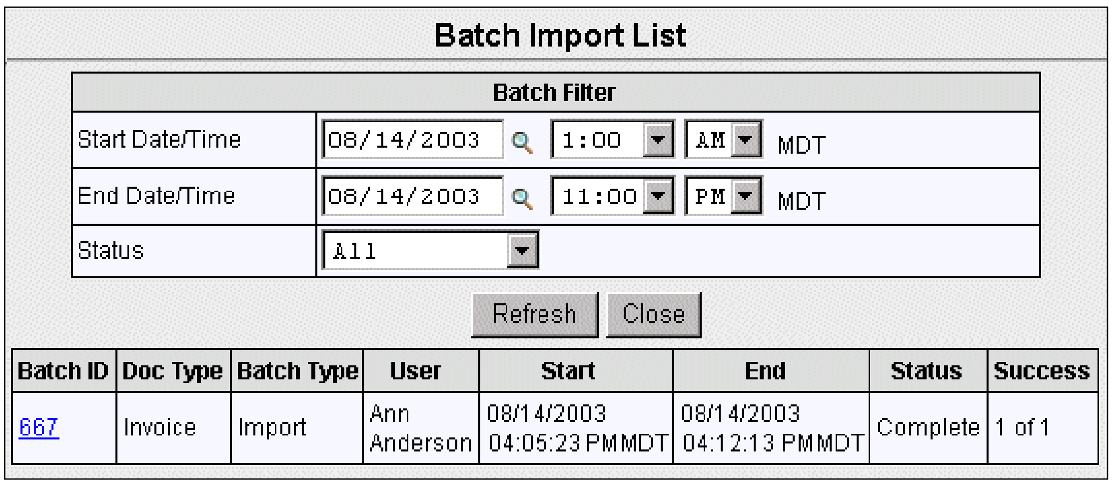
Refresh | Batch List | Close

Doc ID	Invoice #	Sender	Amt	Status	Message
1846265	78280	Oil America	35.96	Successful	Document Imported

Click the **Batch List** button to open the "Batch Import List" window.

	Click **Refresh** to update the Imported Invoice List with the most recent status.
3.	Click **Close** to close the window and return to the Inbox.

Batch Import List

Step	Action Required
1.	From the Inbox, click the **Batch Report** button to open the “Batch Import List” window, to view information about the last import or to run a report on past imports. This window can also be opened by clicking the Batch List button on the the “Batch Import Detail” window. 
2.	To view the detail of a batch, click the number in the Batch ID column. The “Batch Import Detail” page opens.
3.	To view the status of past imports, select a Start and End Date/Time, and click the **Refresh** button. The table will display the requested information.

Unimporting an Invoice

<table>
<tr><th>Step</th><th>Action Required</th></tr>
<tr><td>1.</td><td>

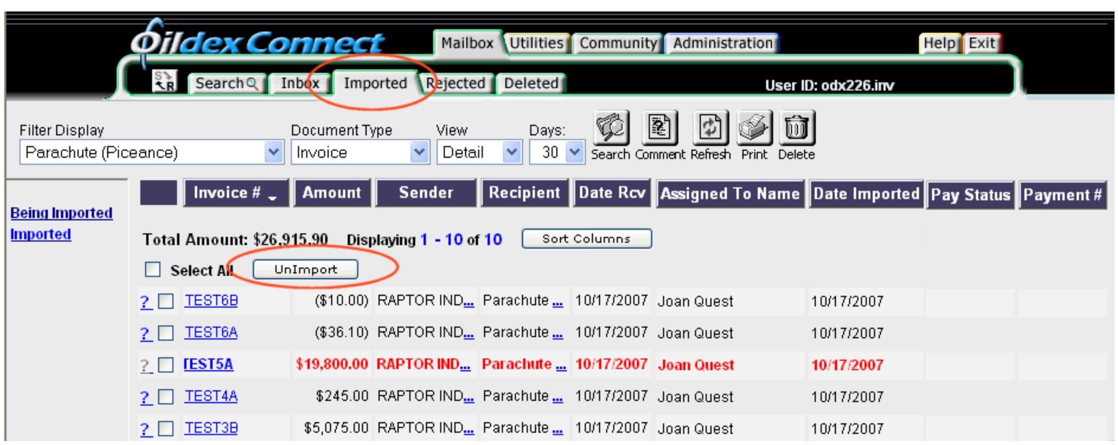
Imported invoices (found in the Imported tab of the Mailbox) can be unimported by a User with "Super User" rights.

</td></tr>
<tr><td>2.</td><td>

Go to the Imported mailbox.

Select the checkbox (to the left of the invoice number) of the invoice to be unimported. You can select more than one.

Click the **Unimport** button.



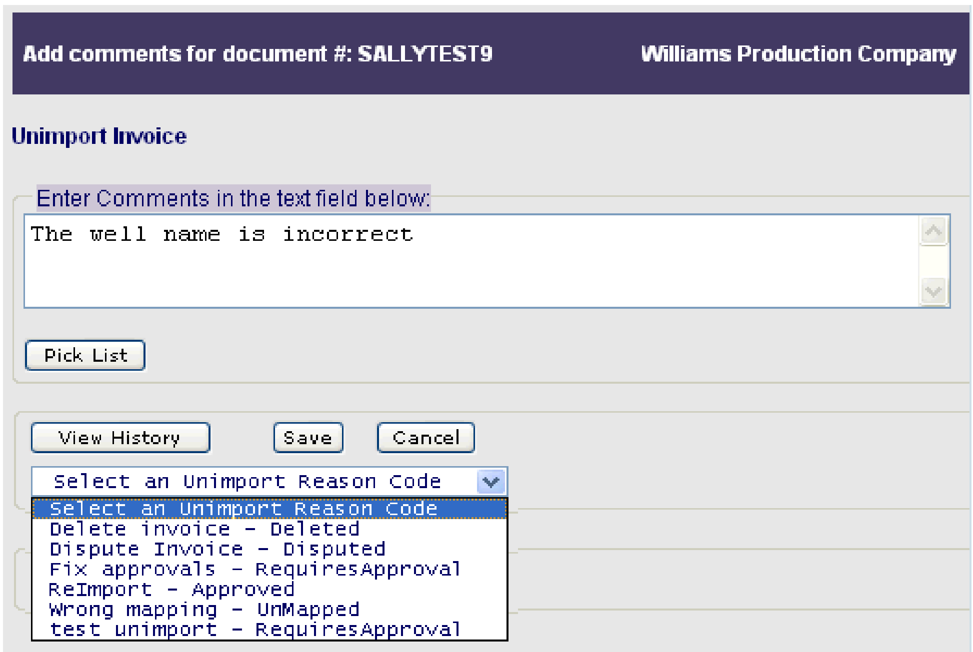
</td></tr>
<tr><td>3.</td><td>

The following alert will appear. Click **OK** to continue.

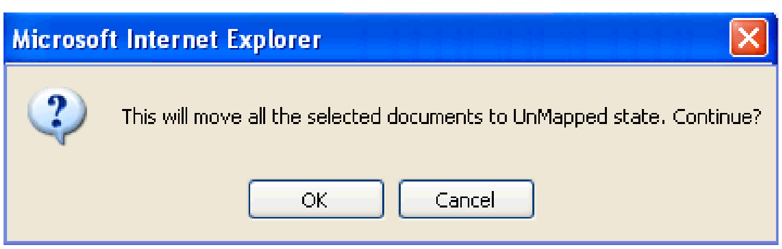
</td></tr>
</table>

<table>
<tr>
<td></td>
<td>


Next, the "Add Comments" window opens.

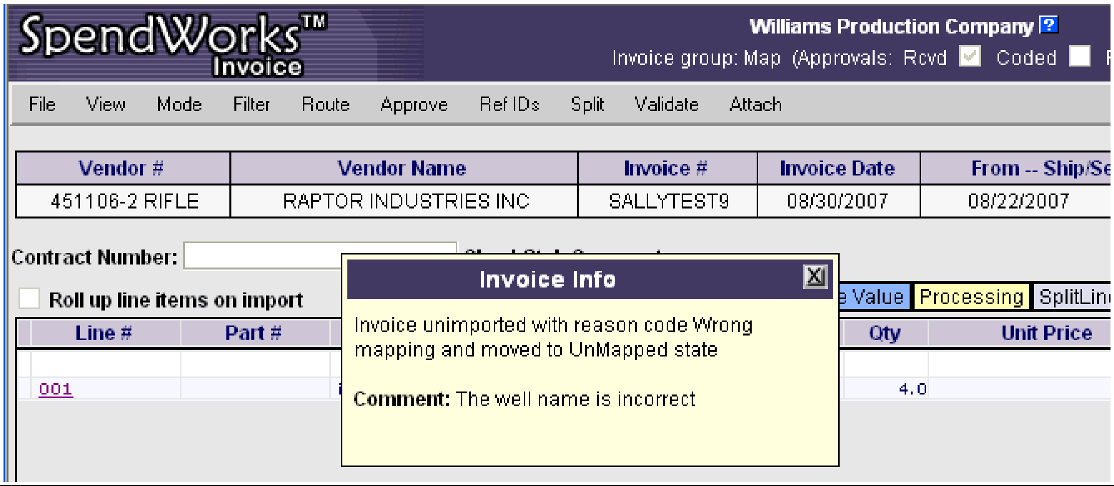


</td>
</tr>
<tr>
<td>4.</td>
<td>Enter a comment in the text field.</td>
</tr>
<tr>
<td>5.</td>
<td>Select a Reason Code from the drop-down list.</td>
</tr>
<tr>
<td>6.</td>
<td>Click Save.</td>
</tr>
<tr>
<td>7.</td>
<td>
The following pop-up message will appear. Click OK to continue.

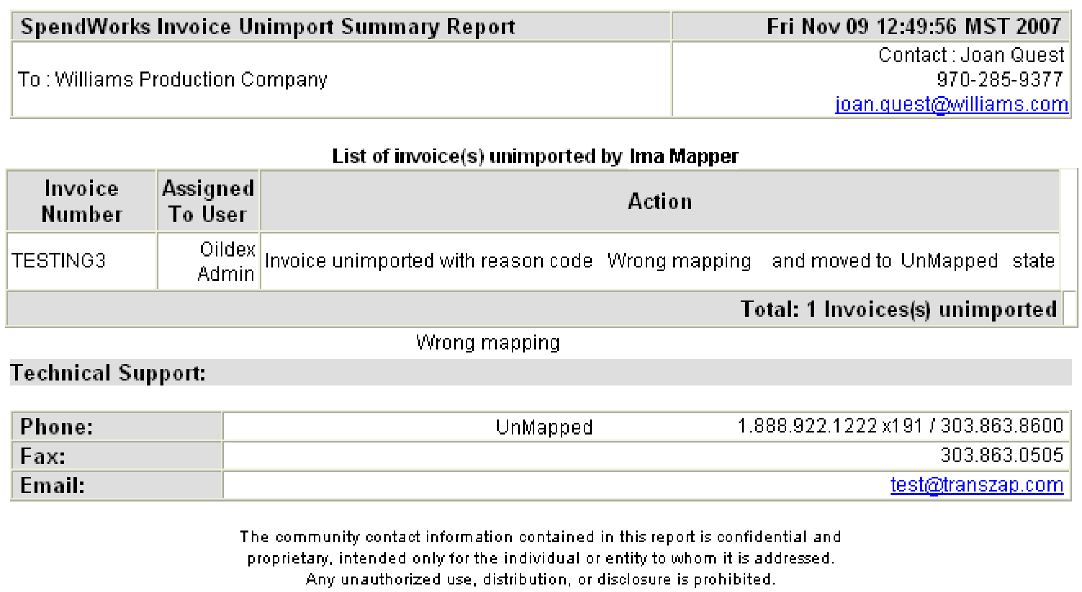


The invoice will move to the appropriate category in the Inbox based on the Reason Code selected. When you open the invoice in the Inbox, it will include a message with information about the unimport.
</td>
</tr>
</table>

8. Example of unimported invoice in the Inbox:



9. An email report is sent to the user who unimported the invoice.



SpendWorks Invoice Unimport Summary Report	Fri Nov 09 12:49:56 MST 2007
To : Williams Production Company	Contact : Joan Quest 970-285-9377 joan.quest@williams.com

List of invoice(s) unimported by Ima Mapper

Invoice Number	Assigned To User	Action
TESTING3	Oildex Admin	Invoice unimported with reason code Wrong mapping and moved to UnMapped state
		Total: 1 Invoices(s) unimported

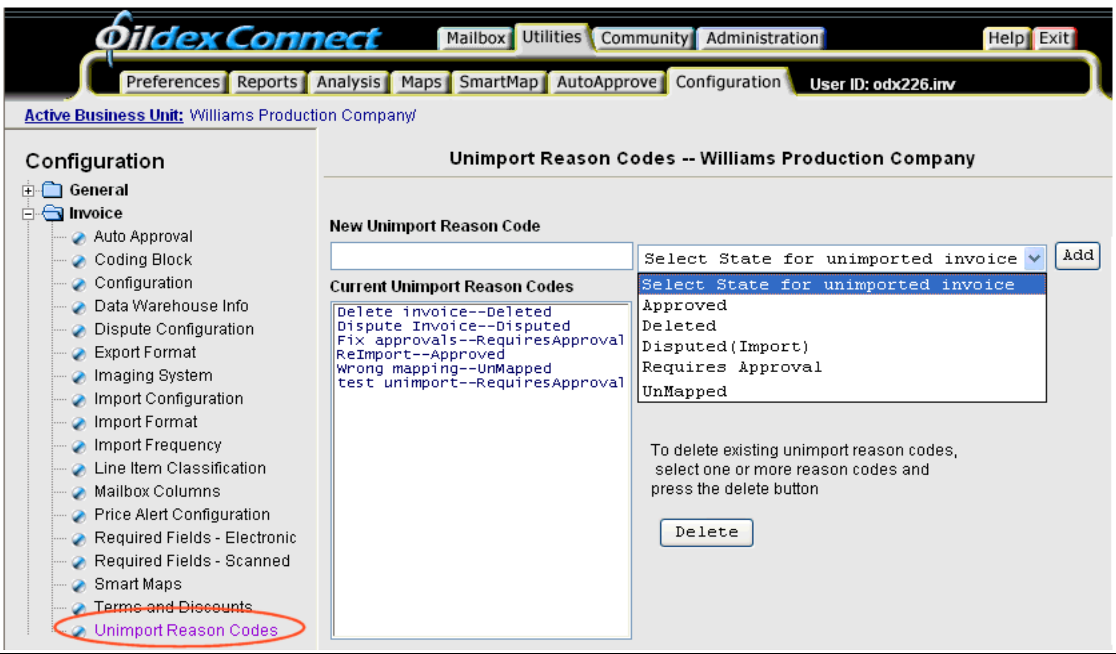
Wrong mapping

Technical Support:

Phone:	UnMapped 1.888.922.1222 x191 / 303.863.8600
Fax:	303.863.0505
Email:	test@transzap.com

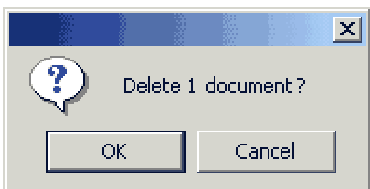
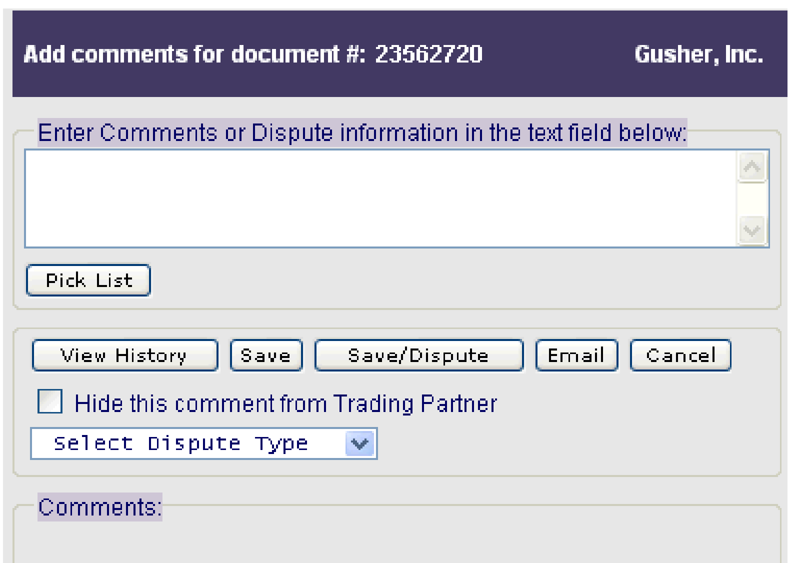
The community contact information contained in this report is confidential and proprietary, intended only for the individual or entity to whom it is addressed. Any unauthorized use, distribution, or disclosure is prohibited.

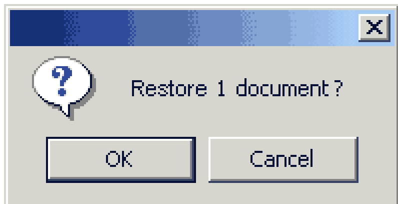
Creating Reason Codes for Unimporting Invoices

Step	Action Required
1.	Go to the Invoice Configuration folder in the Utilities tab. You must be an Admin User to do this.
2.	Select **Unimport Reason Codes** from the menu.
3.	Enter the code inthe **New Unimport Reason Code** field.
4.	Select a State (which represents a category or folder in the Inbox). Click the **Add** button. 

Deleting and Restoring Invoices

Deleting and Restoring an Invoice

Step	Action Required
	The “Delete” and “Restore” buttons appear only in the Mailbox of a User with "Deleter" rights. Deleted documents can be found in the Deleted Box and can be restored (by those with the “Deleter” right). Click the “Deleted” menu tab to view deleted documents.
1.	Click the checkbox next to the document to be deleted. Multiple documents may be selected and deleted.
2.	Click the “Delete” button. The following message appears:  Click **OK**. The Comment form opens next.
3.	 Enter a comment in the text field, or select a comment from your Pick List. (Click the “Pick List” button and click a comment on the Pick List to move it to the text field.) Click the **Save** button.
4.	To restore a deleted document: Click the **Deleted** menu tab.

	Select the checkbox next to the document to be restored. More than one document may be selected.
5.	Click the  **Restore** button. The following message appears:  Click **OK**.
6.	The Comment form will open. Enter a comment in the text field, or select a comment from your Pick List. (Click the "Pick List" button and click a comment on the Pick List to move it to the text field.)
7.	Click the **Save** button. The document moves back to the Inbox or Imported Box.

Tax Considerations

Tax Items to Remember

	General
	- If you have questions concerning the way vertex applies tax, refer to the Account Coding Job Aid to check if the item is taxable or exempt. This varies by state and county. - Vertex is the automated tax software WPX uses to validate vendor-charged sales tax and to accrue use tax. Vertex is totally dependent on correct coding. - Vendor-charged sales tax must be shown as a separate line item with **Type = Tax.** If the Line Type is changed to Tax, ensure the Tax Code is changed to reflect **Sales Tax.** - If a vendor is providing a "turn-key" service, i.e., providing the rental equipment or materials and also providing the labor to install or use – the entire invoice should be coded as a "Service." Turn-key work is Tax-Exempt to WPX – if you break out the materials or rental to a separate Materials or Rental expenditure type, Vertex will accrue the tax and pay the state directly in error. - Vertex will accrue and pay the Use Tax. - Do not include a **Ship To** location for AFE/Project Invoices, unless you are making the decision to override the Ship To on an AFE. For project related invoices, Vertex will pull Ship To from the actual project setup. If you code the Ship To, it will override what Vertex pulls for AFEs or project-related invoices. - Key drivers Vertex requires: 1. Account/Task 2. Subaccount/Expenditure Type 3. County 4. State 5. Ship To (for expense invoices and purchase orders)
	Colorado Tax
	- Colorado is a Direct Pay State. The direct pay process will use Vertex for the accrual of all Colorado sales and use taxes with direct remittance to the State of Colorado. A copy of the direct pay permit is provided to all vendors when they begin work with WPX. - Vendors have been advised to not enter tax on invoices for goods/services delivered to the Piceance Valley or Highlands locations. If an invoice is received with tax: ▪ Contact the vendor and have them resubmit the invoice without the tax; then have the invoice in the system cancelled. ▪ The system "short pays" any Colorado invoice where tax has been charged and does not apply. - The most important thing to remember about Colorado Tax is to ensure you have coded

	the invoice correctly so that the tax system, Vertex, will accrue tax correctly.

	Another Colorado Tax Consideration: Home Rule Locations
	▪ Tax liability is based on where we take possession of the goods/materials. Ensure the correct Ship To is entered.
	▪ When possession is taken at a location in a Home Rule city, pay the tax to the vendor as you do today. Home Rule cities and counties, include but are not limited to:
	  ▪ Grand Junction
	  ▪ Rifle
	  ▪ City and County of Denver
	▪ Ensure the Ship To is correctly entered on all expense invoices and Purchase Orders. Following are a few examples:
	  ▪ If goods are shipped to Parachute but the vendor is located in Rio Blanco, the goods qualify for an enterprise zone exemption and direct tax applies because we took possession of the goods in Parachute.
	  ▪ If goods are picked up in Grand Junction, home rule applies. Enter the Grand Junction Ship To to accept the invoice with tax included.
	Home Rule is an exception process since we almost always take possession of the goods WPX purchases in Parachute.

	Pennsylvania Tax
	▪ In Pennsylvania, the materials placed down hole or at the wellhead are tax exempt. Any materials off the wellhead or related to Gathering or Compression are taxable. Vertex is configured to handle the tax for you. ▪ In Pennsylvania a Vendor will charge WPX tax on Service or down hole material for Drilling or Completing a Well unless they have been provided by the Contract Administrator a Pennsylvania Mining Exemption Certificate" – contact your Contract Administrator if the Vendor needs the certificate.
	Texas Tax

	▪ Texas has a 2.42% tax on certain oil and gas well servicing.
	▪ Labor and services that are subject to the oil and gas well servicing tax are exempt from the sales and use tax.
	▪ Code the 2.42% tax to the Tax line Type. Vertex will know not to accrue additional taxes.
	▪ Taxable services for the 2.42% well servicing tax include:
	  ▪ Cementing the casing seat of any oil and gas well – 8400.8857
	  ▪ Shooting, fracturing or acidizing the sands and other earth formations in any well and – 8400.8708 and 8400.8738
	  ▪ Surveying or testing the formations or their contents in any well through use of instruments or equipment where at least part of the equipment is located in the well bore at the time of the testing or surveying – 8400.8733
	▪ Non-Taxable services for the 2.42% well servicing tax include:
	  ▪ Charges for equipment taken to the well but not connected in any way to the well or other equipment

	▪ Charges for mileage, waiting or standby time, or incomplete service ▪ Charges for services performed in converting an oil or gas well into an injection well sales tax ▪ Charges for use of jet guns or other devices to perforate or to clean perforations in preparation to fracturing or acidizing ▪ Surveying in preparation to fracturing or acidizing when not for location or determination of a producing formation ▪ Charges that represent the value at any well of materials used, consumed, expended or incorporated into the well ▪ Charges for frac tank services
	Wyoming Tax

	▪ Wyoming has different tax rules based on the proximity of the work to the actual well site.
	▪ To accommodate the tax rule, Powder River coding has four different Ship To locations.
	  ▪ If the work is performed within 250 feet of the Well/Completion, which is the standard – the Ship To will be:
	    • GILLETTE-GIL001 – Campbell County
	    • GILLETTE-GIL002 – Johnson County
	  ▪ If the work is performed outside 250 feet of the Well/Completion – the Ship To will be (you will need to override the default county):
	    • GILLETTE-CAMPBELL>250 – Campbell County
	    • GILLETTE-JOHNSON>250 – Johnson County
	▪ Purchase Order and Request for Service Coding will assume that the work is within 250 of the Well/Completion.
	▪ If you are unsure which Ship To you are to use, check with your Lead FOA or the Project Manager.

Definitions

Capital – Cost of acquiring unproved properties, exploratory wells, and all other developmental drilling costs including the costs of development of dry holes that can be depreciated, as related proved developed reserves are produced.

Any internal costs that are capitalized are limited to those costs that can be directly identified with acquisition, exploration, and development activities and does not include any costs related to production, general corporate overhead, or similar activities.[1] Capital for drilling activity is categorized as either tangible or intangible:

Tangible: Items purchased for continued and long-term use in earning profit in a business and are ordinarily considered to have some salvage value (costs for items physically remaining after drilling operations). Tangible costs must be capitalized and are written off against profits over their anticipated life by charging depreciation expenses. Tangibles are either Controllable or Non-Controllable. Tangible items that are controllable should have a PO written for their purchase. Examples include:[2]

- Surface and production casing
- Metering equipment
- Tanks
- Wellhead equipment
- Pumps
- Separators
- Water disposal facilities
- Gathering lines
- Other machinery

Controllable & Non-Controllable Tangible Costs – Refer to COPAS MFI-28 Material Classification on the E&P Knowledge Repository for a list of items considered Controllable and what items are considered Non-Controllable. Items not on the list should be considered Non-Controllable. COPAS (Council of Petroleum Accountants Societies) requires a quantity be included for Tangible Controllable Items, [3] so a PO number must be used to keep track of quantities.

Intangible: Expenditures made for wages, fuel, repairs, hauling and supplies necessary for the drilling or recompletion of an oil or gas well and the preparation of such well for the production of oil or gas, but without any salvage value. These expenditures are generally accepted in the oil and gas industry as being currently deductible for federal income tax purposes. Examples of such costs include:[4]

- Ground clearing
- Concrete work/Concrete
- Drilling
- Cementing
- Hauling mud and water
- Supervision and
- Drainage
- Temporary roads and ponds
- Completion
- Acidizing
- Perforating
- Renting horizontal tools
- Location work
- Surveying and geological works
- Logging
- Perforating and fracturing of wells
- Swabbing
- Milling tools and bits

---

[1] Petroleum Accounting - Principles, Procedures, & Issues; 5th Edition; *PriceWaterhouseCoopers*, 2000

[2] Finance Oil.com

[3] COPAS Material Classification Manual, Formerly known as Bulletin 6; Copyright 1996.

[4] Finance Oil.com

overhead

- Construction of derricks
- Pipelines and other physical structures necessary for the drilling or preparation of the wells

Expense – A noncapital cost associated most often with operations or production. For E&P, typically these are costs incurred after a Well/Completion is already producing (i.e., revenue is generated on the well, date of first sale, etc.), a pipeline is already flowing, or a plant is processing and are charged against revenues. To expense a particular cost is to charge it against income during the accounting period in which it was spent. The opposite would be to capitalize the cost and charge it off through a depreciation schedule. Environmental costs can capitalized eighteen months after first day of sale.

- WPX terms for expenses include LOE (Lease Operating Expense), which include both lifting costs and recompletions.
- Also included as expenses are FOE (Facilities Operating Expense) and G&G (Geological & Geophysical) or seismic expense.

G&A Expense (General and Administrative) – G&A expense is basically the costs associated with the overhead structure necessary to support the operation and management functions for the company, which usually includes management salaries, record keeping, administration, and general management overhead. Some examples of the types of invoices that would generally be applicable are as follows: general office supplies, employee meals, contractors that work in the office and not assignable to wells, and memberships to trade organizations.

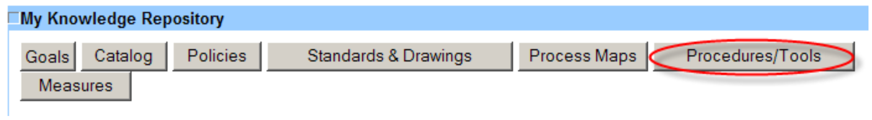
Help & Reference

Problem	Action
Account Coding Job Aid	Account Coding Guide
Questions	**Call Order:** 1. Cyndi Nixon-Kernan (918) 573-8356 2. Stephanie Holland (918) 573-2240 3. Loretta Eddy (970) 285-9377 **Piceance Only** 4. Danny Ventle (918) 573-2384 **SpendWorks Only** 5. Joanna King (918) 573-3196 **SpendWorks Only** 6. Customer Service Toll Free Number: (866) 581-4981 (US/Canada only) 7. Customer Service Local Direct Dial: (918) 281-3370 (Tulsa) 8. Customer Service email: WPXAP@us.ibm.com 9. Doug Worley (918) 573-5236 If you get an error message you do not understand – contact Danny Vey Ventle or Joanna King.
COPAS Guidelines	COPAS MFI-28 Material Classification
Non-PO Invoice Procedure	Non-PO Invoice Document Type
Pre-Approved Invoice Procedure	Pre-Approved Invoice Document Type
Routing Codes	Routing Codes for Scanning
Ship To Codes	Ship to Information

Additional Helpful Links

Access the Knowledge Xchange.

Select **Procedures /Tools.**



Select **EP 04.1.1 – Procurement.**

Select **Invoice Coding & Approval.** You will see a list of helpful guides and procedures. Select the appropriate document.