

SpendWorks User Manual



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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

Step	Action Required
1.	Open Internet Explorer. Navigate to <u>www.oildex.com</u> .
	Technology to Simplify, Collaborate, Inform, Succeed
	Eliminating paper. Reducing costs. Saving time.
	If the Registered Users Login pop-up window does not appear, set your browser''s pop-up blocker to accept pop-up windows from <u>www.oildex.com</u> .
2.	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.
	Oildex Login Please enter your User ID and password and click Login. User ID Password Login Forgot password? Oildex Server : connect oildex.com Copyright © 2011 - Transzap, Inc.
3.	Exit the application when you are finished.



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.		
	Dildex Connect Mailbor Utilities Exit Preferences Preferences User ID: CC122260 User ID: CC122260		
	Preferences		
	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 you	ır 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 🖉 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 N	lailbox	Add Rule
	Invoice Inbox: *	Open Approve Category, Sorted desc By Sender	Edit Remove
		Save	
2.	Set the Default Maill	box View to Receiver.	
	Set the Default Rece	iver Mailbox to Inbox.	
	Set the Default Docu	iment 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 Williams Production Company
	Change the Number documents to displa	of Mailbox Documents to Display: Enter the n y at a time for each group in your Mailbox. The	umber (up to 500) of e default value is 50.
	Sign up for an Inactiv inactive in your Inbo	ve Document Alert: Enter the number of days a x before you are sent a reminder via email.	a document may remain





Alerts & Preferences

Step	Action Required		
	SpendWorks allows you to sign up for individual alerts and preferences that are emailed to you. Optional preferences are:		
	1. Select Route – To Mapper		
	2. Early Payment Discount Alert		
	3. Past Due Alert		
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 🗀 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.		

Invoice Detail Page Settings



Cign up for the Dest Due Alerth Coloct the checkboy	
sign up for the Past Due Alert: select the checkbox.	
Select Route-To Mapper When new invoices are assigned to you, they will automatically be re-routed to this mapper. Please Select Mapper	
Do Not Auto-Refresh Mailbox When invoices are updated or closed, the Mailbox will not be automatically refreshed. If option is selected, the Mailbox can be refreshed by clicking the "Refresh" button or by closing and re-opening the active Mailbox.	
Early Payment Discount Alert This alert pertains only to invoices in your Inbox that have "Early Payment Discounts". Specify the number of days prior to discount expiration, that you want to receive an email notification. 10 Valid values: [blank, 1-365] Past Due Alert When an invoice becomes past due in your Inbox, an email alert will be sent to you. I	
Save	
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.
Invoice Line Item Display Count The maximum number of line items to be displayed at a time on the invoice detail page. 50 Value values: [blank, 10-200] Expand Coding Block For All lines Bisplays the coding block area for every line on the invoice. Display Scanned Invoice Image In New Window Displays scanned invoice images in separate windows and not overlaid frames. Frames are only an option if your browser has a plugin TIFF viewer.
Scanned Image Frame Percentage. Percentage of the height of the invoice page that should be used to display the scanned image, if it is displayed in a frame.
Save
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 Alilbox 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 D 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.		









Delegating Authority for Invoice Approval

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.



Delegating Authority for Invoice Approval

Click the Save button at the bottom of the page.							
Required fields in *Blue							
*Select the approver to whom you would like to delegate authority: Please Select Approver *From (Activation Date): 08/07/2006 Colored Approval Limit Percentage: 100							
Save							
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.
	Filter Display Oddex Account Number 226 Filter Display Document Type Yes Page Page
1.	To open an Invoice:
	Select the Invoice tab.
	Select the appropriate option from the Filter Display drop-down. Typically, you will select Assigned Filter Display Assigned Williams Production Williams Production & Subs E&P NXE99 Denver Region A Parachute (Piceance) Gas Plant NXEEPPARAGP Highlands NXEEPPHIGHLA Warehouse NXEEPPARACH Warehouse NXEEPPRDWAR Gillette, Wyoming (Powder River) Gillette, Wyoming (NXEEPORLLET Denver NXEEPPRDWAR Gillette, Wyoming (NXEEPPARKOMA Quentin Fort Worth San Juan Aztec NXEEPAZTECX Select Map from the list on the left.
	Select Map from the list on the left.

Detail View Fields



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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.

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Assigned to Name	Person the invoice is assigned to for processing.
Discount	Discount terms of the invoice.
# Attch	Number of attachments to the invoice.
Туро	S = Scanned attachment (# indicates the number of pages of the scanned invoice)
туре	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

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Summar	ize 🗆	Roll up lines on	import	Key	nvalid V	alid <mark>I</mark>	nactive F	rocessir	ng SplitLineItem	< 2	20 >>	1 - 1 of 1 Lin	es
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Billing Activity Date Product ID Ship To Tax Name User Note PARACHUTE - PIC004~PARACHUTE													
Purchase PO Numbe	Purchase Order PO Number PO Line # PO Flag Message Select one Y Y No matching PO reference												
Williams	Production	Company Line	Description										

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.

WPXENERGY...

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 MC (Multiple Coding combinations)	For Smart Maps. An "S" in this field indicates that the line was smart-mapped. 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.					
РА	Tor The Alerts. It 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.					
Тах	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 charges included on the invoice at the header level.					
Other	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					
	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.					

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Invoice Header View Fields

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

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					Type: Buyer Email:	(Contact Name)		Reason: A new authorization sheet has been attached with a specific						<u>-</u>



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





In the Mailbox

Step	Action Required												
1.	You can elect to show a Mailbox Column in your mailbox called "#Attch." This column will sh a number which represents the number of attachments to an invoice. This number is also a li click it and you can open the "Attachments for Invoice" window.												
Filter Display Document Type Yew Image Image </th <th>xit</th> <th></th>									xit				
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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.

То	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.)	SpendWorks Invoice File View Mode Filter Ref IL Attach Vendor # Vendor Name 463471-2 DALLAS MB CONSTRUCTION SERVICES INC
View descriptions of invalid coding.	Click the Validate button. (This option is available in either Detail or Header view.) Refer to <u>Validating the Coding</u> <u>Combination</u> .	Control of the second sec
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 <u>Copying Coding from</u> <u>One Line to All Lines</u> .	
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 <u>Splitting</u> <u>Invoices</u> or <u>Splitting a Line</u> <u>Item</u> .	Note: Wittener Production Company Texture Textu
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 <u>Routing Invoices</u> .	Specific Control None



Accessing Invoices Requiring Coding

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

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Email: Tel: Fax:						Emailed: 09/10/2009 09:21:04 AM by Danny Ventle Reason: danny.ventle@williams.com sent email notification to						

Accessing Invoices Requiring Coding

Step	Action Required						
1.	Click the Mailbox me	nu tab.					
	Click the Inbox tab.						
	Click Map in the left	panel to display the list	of invo	ices requ	iring codir	ıg.	
2.	Click an invoice num	per in the Invoice # colu	mn to	open the	invoice.		
	If the Coding Block is	not displayed, click on	the Lin	e # (ex: o	o1) to exp	and.	
	SpendWorks [™]	Invoice grou	Valle D: Map (Appr	y NXEEPPARACH rovals: Rcvd 📕	l 🗹 Coded 📕 Pmt	—)	Priority 🗹
	File View Mode Filter Ref I)s Attach					<< Prev Next >>
	Vendor #	Vendor Name	Invoice #	Invoice Date	From Ship/Se	ervice Date To	Payment Due Date
	440185-2 GRAND JUNCTIO	GPI WESTERN DIVERTER CO INC	22573	04/20/2011	04/03/2011	04/10/2011	05/13/2011
	Contract Number: NO CONTRACT P	MBER Invoice Description: RWF 444-2	9 CYCLONE	#30 EQUIP REN	ITAL All monetary	amounts are in \$ ((USD)
	SmClick Line# to Expandes	n import Key Invalio	Valid Inac	ctive Processing	SplitLineItem	<< 20 >>	1 - 1 of 1 Lines
	ine # Part #	Description	SM	MC PA	Qty Unit Pri	ce Units	Amt Due
		ING HEAD RENTAL			8.0	168.00 Days	1,344.00
3.	Detail View of invoice	e (go to View menu to s	witch t	o the He	ader view)	•	



Setting Defaults for Coding

spe		nvoice	Invoic	e group: Ma	ip (Appro	ovals:	Rovd	🔲 Co	oded 🗌	Pmt		F	^o riorit
File Vi	ew Mode	Filter Route	Approve	SmartMap	Ref IDs	Sp	lit Va	lidate	Attach		<	< Prev	Nex
V	/endor #	Vendor I	lame Inv	voice # li	nvoice D	ate	From	Ship/	Service	Date	To F	aymen	t Due
ODX0	0000002100	0 OILAME	RICA 00	078280 1	1/07/20	07		11/07	/2007			11/1	7/200
Contract N	lumber:	~	Invoice Desc	ription :			Chec	:kStub	Comme	ent:			20
Roll u) line items o	n import Key	Invalid Valu	e Valid Vali	ue Inac	tive V	alue F	rocess	ing Sp	litLinelt	em	1 - 2	of 2
Line #	Part #		Des	scription		SM	MC* F	PA Qty	/ Unit	Price	Units	s Am	t Due
001	2772690							- 1	0	20.20) Each		≵ 20
Taxable	JUR IC 0000 00 Account	GROW Ve	ndor Well Nam										
Select	Function 🗸	Billing Activity Dat 05/02/200	≥ Product ID 7 1234	Ship To #1003 NA	SHVILLE	, TN:1	Tax I T Nev	Name er		Usi	er Note st	! 	
		Williams	Production Co	mpany Line	e Descrip	tion							
002	5140960	1/2 BALON M	-463-MF 600	0# MXF CS			Δ	- 1.	0	15.66	5 Each	1	\$15.
								Sub	Total E	xcludin	g Taxe	s	\$35.
								Tay /C	tateAny	(leool)	@00.00	9/6	\$0.1

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.
	Preferences Olidex Account Number: 28 Order al Olidex Account Number: 28 Order al Olidex Preferences Order al Olidex Preferences Order al Olidex Preferences Other al Olidex Preferences



2.	Select Expand Coding Block For All Lines.
	Invoice Line Item Display Count The maximum number of line items to be displayed at a time on the invoice detail page. Vanto Values: [blank, 10-200] Expand Coding Block For All lines Displays the coding block area for every line on the invoice.
	Save
	Click Save .
з.	 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 Divoice 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.
	Bill Code Account Code Account Code CO OU CC FERC AAC SUB PR Account Code OO OU CO OU OO00000000000000000000000000000000000



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 <u>Setting Default Coding</u> .)						
2.	Enter the correct codes in the account or project fields. (Refer to <u>Account Fields</u> or <u>Project Fields</u> 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 Next >> 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. Select Function Copy to All Lines Account Code Activity Date Bill Code Company Line Desc Contract Flag Exp Item Date Exp Org Exp type Product ID Project Number PG RU Ship To Task Number Tax Flag Tax Name User Note
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:



Copying Coding From One Line to All Lines

Microsoft Internet Explorer			
Are you sure you want to copy All fields to all Line Items?			
OK Cancel			
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 vellow.						
1.	Bill Code 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. NO PBIL						
2.	Bill Code Account Code CO OU CC FERC AAC SUB PRD BIL 0000000000.0000.0000 0000000 Contract 00000000.0000.0000 0000 JUR IC GROW Vendor Well Name 0000 0000 D000 0000 0000 0000 Account Description Account Description User Note Select Function Billing Activity Date Product ID Ship To Tax Name User Note Williams Production Company Line Description Williams Production Company Line Description						

Account Field

Account Code
%1390
1 - 10 of 129
3012.99993012.00000.00000000.1390.
3041.99993041.00000.00000000.1390.
3050.62051390.39981.00000000.6820.
3050.62051390.39981.00000000.6910.
3050.97087053.00000.00000000.1390.
3050.99993050.00000.00000000.1390.
3050.99993050.00000.0000000.1390.
3051.00000001.00000.00000000.1390.
3051.99993051.00000.00000000.1390.
3054.99993054.00000.00000000.1390.
•
Next>>

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.

CO
%
3 <mark>050</mark>
3051
3057

Company

This field fills in when an account code is selected. Enter a % in the field to view a list of valid company codes.



Coding the Account Fields

OU % 0000001 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 <u>Account Coding Guide</u> .
SUB % 9 <mark>301</mark>	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 <u>Account Coding Guide</u> .
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				
	Requi Incon Select	red fields will display in blue on the Coding Block. nplete or invalid fields have a pink background. tions on the drop-down lists will highlight in yellow.			
1.	Bill Code Project Code Project Number Contract Y Y Taxable N Project Descrip NNNNN Billing Activity Date Product ID Ta Williams Production Comp Select Function	Task Number Exp Type Exp Org Exp Item Date PG RU ne 01/04/2008			
2.	BIL V BIL P BIL NO PBIL	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		
Project Number Task Number Exp Type Exp Org %17 8720 8751 3041.99 1 - 10 of 725 25 10 10 10	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).		
1017795: WEET GRANDVIEW GATHERING 1046177: BRANSOM GATHERING SYSTEM 1055217: GBA Processing 31920329 EP37717: WDU 41-31-50768G-PREL EP38017: PERSSON FED 21-11-4674BG-PREL EP38170: MCBETH FED 34-25-4674BG-D EP38172: MCBETH FED 41-25-4674BG-D EP38172: MCBETH FED 41-25-4674BG-D EP38173: HAYDEN FEDERAL 43-9-4774-PREL EP38174: SRU 14-14-4876-D	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.		
Next>>	When only one choice is available, you must select it from the list; it will not auto-populate.		
Task Number Exp Type Exp Org % 8751 3041.99 1 - 2 of 2 8700: GATHERING PLANT & FA 8720: PIPELINE	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 <u>Account</u> <u>Coding Guide</u> .		
Exp type % 8135 8136 8322	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		
Exp Org % 3057.999	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.		
Evo Itom Data	Expenditure Item Date		
05/17/2007	This date is the same as the invoice date.		
	Property Group		
PG %	This field is required for Capital projects.		
LH	Enter a % in this field to view a list of valid property groups. Refer to Task/PG/RU Table below.		
RU	Retirement Unit		
Ve LH.A LH.P LH.PL	Enter a % in this field to view a list of valid retirement units. Refer to Task/PG/RU Table below.		
Vendor Charge Name	Vendor Charge Name This field will be filled in with the vendor"s property name.		



Billing Fields

Project Description	Project Description This field fills in when a Project Number is selected.
Williams Production Company Line Description	Company Line Description

Task/PG/RU Table					
Task Type	PG (Property Group)	RU (Retirement Unit)			
	Tangible = WT	Tangible = WT.T			
	Intangible = WI	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.
Activity Date	Make sure you enter the Activity Date NOT the Invoice Date.
Product ID	Enter the Product ID in this field.
Ext PO #	Enter an External PO # in this field.
Ship To % #1001 HERMITAGE, TN:TN08. #1003 NASHVILLE, TN:TN174 #1004 CENTERVILLE, TN:TN175 #1005 NASHVILLE, TN:TN175	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 <u>Ship to Information</u> 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 <u>Ship to Information</u> 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. Required Fields Validation Successful. All required fields for Invoice 200 are present. Code Block Validation Successful. All line items for Invoice 200 have been validated. Close
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.



Validating the Coding Combination

Line#	Chart of Accts	Activity Date	Ship To	Co Line Desc	Comments
005		×	×	X	A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
006		×	×	×	Could not find the Account:00000000000.0000.0000, A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
007		×	×		Could not find the Account:00000000000.0000.0000, A valid Billing Activity Date is required., Ship To is required., Company Line Description is required.
008			X		Ship To is required.
	Туре	e			Comments
🛛 S	ervice Date				Invoice Date is greater than 60 days in the past.
🛛 🛛 s	ervice 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. 					

Splitting an Invoice



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 I nvoice from the drop-down menu.
	Williams Production Company 12 Priority 12 Invoice group: Map (Approvals; Rovd 12 Coded 1 Pmt 1) Priority 12 File View Mode Rekey Filter Route Approve Ref D Split Validate Attach <
	Split Invoice for Williams Production Company Invoice Number: 00078160 Number of splits 2 Add Even Split Templates Copy Select Field to all lines from split Select Split
	.001 Account Code CO OU CC FERC AAC SUB PRD JUR IC GROW BIL Image: Code Image: Code </th
	Activity Date Percent Dollars
	Account Code CO OU CC FERC AAC SUB PRD JUR IC GROW BIL 00000000000.0000.0000 0000 </th
	Activity Date Percent Dollars
	Pre-Tax Total: Percent Dollars 100.00 2266.66 Delta: Percent Dollars
	100.000 2266.66 Finish Cancel
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.						
	SpendWorks TM Williams Production Company 2 Invoice group: Map (Approvals: Rcvd 🖬 Coded 🖬 Pmt 🗐) Priority 🖾						
	File View Mode Bykey Filter Route Approve Ref IDs Split Validate Attach << Prev Next>>						
	Vendor # Vendor Name Invoice # Invoice Date From Ship/Service Date To Payment Due Date						
	455452-1 GRAND JUNCTIO TWO IN THE LOOP INC DLV123 05/01/2009 06/19/2009 05/31/2009						
	Contract Number: 1214bb *1 All monetary amounts are in \$ (USD)						
	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

Step	Action Required
1.	After splitting the invoice, click the Templates button to open the templates window.
	Split Invoice for Williams Production Company Invoice Number: 00078160
	Number of splits 0 Add Even Split Templates Copy Select Field to all lines from split Select Split Available Templates For Oildex Admin BryansTestTemplate Template User Name SplitDemo2 Name Project Bill Code SplitDemo4 Acct Code SplitDemo5 SplitDemo5 Load Save Delete Save As Name Search <>> 1 - 11 of 11 Templates
2.	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.

Searching for and Applying a Saved Template

Step	Action Required	
1.	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.



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.		
	Filter Display Document Type View		
	Williams Production Vinvoice View Search Route Approve		
	Expedite Invoice # Amount Sender _ Recipient Disputed Map Approve Select All Select All		
	Import ? V TESTWF4 \$7,471.42 RAPTOR IND Williams P 8/15/2007 Being Imp ************************************		
	2 V TESTWF16 \$200,000 00 PADTOR IND Decedure 9/29/2001		
	Select the invoice to be routed by clicking the \Box checkbox next to the Invoice number. Multiple invoices may be selected. Click the \Box Select All checkbox to select all of the invoices.		
	Click the Route button. The Route Documents To User window opens.		



Williams Prod	Williams Production Company - Route Documents To User 🛛 🔤 Document #s WF4, WF16		
Last Name User ID Search * Use % for the wildcard symbol when searching.	Gauronskas, Kathleen Williams Production TURNBAUGH, MICHAEL Williams Production Delete Pick List Entry Maximum Pick List Entries 150 V		
Route To	Document History		
Wed Oct 17 12:14:24 MDT 2007 Route Cancel	Name Action User ID Date Multiple documents were selected. History information cannot be displayed. Image: Selected sel		
Select a User by clicking the U	Jser name on the Please Select User list. Click the Route bu		

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.		
	SpendWorks''''''''''''''''''''''''''''''''''''		
	File View Mode Rekey File Approve Ref IDs Split Validate Attract <		
	Vendor # Default Invoice # Invoice Date From Ship/Service Date To Payment Due Date #FF FOR 4 OPANDA UNICTIO Phil Line		
	455462-1 GRANDOUNCTIO Pick List Braun, Leonor Dol01/2009 06/19/2009 05/31/2009		
	Contract Number: 2 465 All mon_organized and the second contract Number: 2 465 All mon_organized and the second		
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		



Routing an Invoice from the Invoice Detail or Header Page

	the docum	nent.
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

Step	Action Required				
	You can approve for receipt and payment before or after the map process, but you cannot approve the coding until the invoice is val				
		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.			
1.	Click the Mailbox primary menu tab and the Inbox secondary menu tab.				
	Click App	rove in the left panel to display the list of invoices requiring approval.			
	To open an invoice, click on the number in the Invoice # column.				
	Filter Displ Williams Expedite Disputed Map Approve Import Being Imp	Age Age Document Type View Vie			
		? _ WF4 \$7,471.42 RAPTOR IND Williams P 8/15/2007 Kathleen Gauronskas			
		? WF16 \$200,000.00 RAPTOR IND Parachute 8/28/2007 Sally Oildex 2 00078160 \$75.00 PADTOR IND Williams D 0/(0/2007) Oildex & dmin			
		Youroiou Youroiou Youroiou Youroiou Youroiou			



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 <u>Procurement Policy</u> 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 \textcircled{X} icon indicates that there is incomplete or invalid coding on the invoice. Click on the \textcircled{X} 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.		
	The following invoices were partially approved (pending final approval) due to insufficient approval authority: 7057676, 7057677 Please route them appropriately. OK		



Disputing an Invoice

Step	Action Required		
1.	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. Disputed Total Amount: \$299,239.54 Select All 2		
	<u>? C <u>E</u> <u>63565580</u> Oil Americ<u></u></u>		
2.	Click the E 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. Add comments for document #: 23562720 Gusher, Inc.		
	Enter Comments or Dispute information in the text field below:		
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). 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.		



	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.	Gusher, Inc Email CommunicationThe Email Communication form is addressed to the contact person at the vendor company, and your email address appears in the "From" field.To:jvendor@acme.com* Use a ; to separate multiple addressesFrom:aanderson@gusher.comSubject:Acme Supplies Invoice #23562720 - Gusher, Inc.Armount received is not correctYou can add addresses to the "To" field.SendCancel		
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 2 question mark changes to a red 2 question mark and the added comments (and the vendor's subsequent response) will appear in the Comments section at the bottom of the		



Undisputing an Invoice

Step	Action Required			
1.	When the vendor re-submits the corrected invoice, the red $\frac{2}{2}$ question mark changes to a gree $\frac{2}{2}$ 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 $\frac{2}{2}$ question mark) and click the $\frac{2}{2}$ 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 field Conf	invoice that was dispute ticket, the invoice will b iguration" setting must	ed for missing a field ticket is matched up with its e undisputed automatically. A "Dispute be in place for this to occur.	
	lt is r	not possible to hide com	ments when disputing or undisputing an invoice.	
	To di the c at th	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 Z question mark icon in the Mailbox (located to the left of the document number) to open the "Comments and Dispute" Form.		
	Add comments for document #: 23562720 Gusher, Inc.		
	Enter Comments or Dispute information in the text field below:		
	Hide this comment from Trading Partner		
	Select Dispute Type		
	Comments:		
	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 2 . The question mark changes to blue 2 after a comment is added.		
	The \mathbb{Z} 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.	Search All State: All Invoice #: Invoice # From: Invoice# From: Amount: Sender: Recipient: Date Received From: Date Received To: Assigned To Name PO #: Svc Date From: Svc Date From: Svc Date To: Batch Number: Image Sys DocID: Submit	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. (Invoices from vendor names beginning with the letter K. 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.	



Adding a Comment to a Document

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 Demand folder to access reports.
	Click the 🖉 desired report option.
	Preferences Reports Analysis Maps SmartMap AutoApprove Co
	Reports Administrative Security Sender (Subscription) On-Demand
	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.



Adding a Comment to a Document

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

Step	Action Required
	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.
1.	To import an invoice, select the checkbox next to the invoice number in the Invoice # column, and click the Import button.
	Select the Select Al l checkbox to select more than one invoice.
	Inbox Imported Rejected Deleted User ID: odx226.inv Filter Display Document Type View View
	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.
	Imported 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



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	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 view i also b	the info info	Inbox, clic mation at pened by c	ck the Ba bout the clicking t	atch las the	n Report b t import o Batch List	outton to open th or to run a report button on the th	e "Batch Import on past imports. ne "Batch Import	List" winc This wind Detail" w	low, to ow can indow.
							Ba	tch Import Lis	t		
								Batch Filter			
			Sta	rt Date/Tim	e	08	/14/2003	3 🔍 1:00 🔽	AM MDT		
			End	l Date/Time	e	08	/14/2003	3 🔍 11:00 🔻	PM MDT		
			Sta	tus		Al	1	-			
								Refresh Clos	e		
		Batc	h ID	Doc Туре	Batch T	ype	User	Start	End	Status	Success
		<u>667</u>		Invoice	Import		Ann Anderson	08/14/2003 04:05:23 PMMDT	08/14/2003 04:12:13 PMMDT	Complete	1 of 1
2.		To vie Detail	ew tl l" pa	ne detail o age opens	of a batcl	h, c	lick the nu	imber in the Batc	h ID column. The	e "Batch In	nport
3	•	To vie butto	ew tl n. T	ne status o he table w	of past ir vill displa	mpo ay tl	orts, selec ne request	t a Start and End ted information.	Date/Time, and o	click the R	efresh



Unimporting an Invoice

Step	Action Required						
1.	Imported invoices (found in the Imported tab of the Mailbox) can be unimported by a User with "Super User" rights.						
	Mailbox Utilities Community Administration Help Exit						
	Roles Users BusinessUnits Update						
	Active Business Unit: Williams Production Company/						
	Edit Role Williams Production Company Required fields in *Blue						
	'Name Viewer/Mapper/Approver(T						
	Description Viewer/Mapper/Approver(Test)						
	RIGHTS						
	Allow User to map, approve and edit documents assigned to others, as well as modify documents that have been imported.						
	Products						
	✓ Invoice Unassigned Assigned						
2.	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.						
	Search O Inbox Imported Rejected Deleted						
	Filter Display Document Type View Days: Parachute (Piceance) Invoice Detail 30 Search Comment Refresh Print						
	Being Imported Amount Sender Recipient Date Rcv Assigned To Name Date Imported Pay Status Payment #						
	Imported Total Amount: \$26,915.90 Displaying 1 - 10 of 10 Sort Columns						
	? TEST6B (\$10.00) RAPTOR IND Parachute 10/17/2007 Joan Quest 10/17/2007 2 TEST6B (\$36.10) PARTOR IND Parachute 10/17/2007 Joan Quest 10/17/2007						
	2 □ FEST5A \$19,800.00 RAPTOR IND Parachute 10/17/2007 Joan Quest 10/17/2007						
	? IEST4A \$245.00 RAPTOR IND Parachute 10/17/2007 Joan Quest 10/17/2007						
	2 TEST3B \$5,075.00 RAPTOR IND Parachute 10/17/2007 Joan Quest 10/17/2007						
3.	The following alert will appear. Click OK to continue.						



Unimporting an Invoice

	Microsoft Internet Explorer Microsoft Internet Explorer Image: Comparison of the state of the
	Add comments for document #: SALLYTEST9 Williams Production Company
	Unimport Invoice
	Enter Comments in the text field below:
	The well name is incorrect
	Pick List
	View History Save Cancel Select an Unimport Reason Code • Select an Unimport Reason Code • Delete invoice - Deleted • Dispute Invoice - Disputed • Fix approvals - RequiresApproval • ReImport - Approved • Wrong mapping - UnMapped • test unimport - RequiresApproval •
4.	Enter a comment in the text field.
5.	Select a Reason Code from the drop-down list.
6.	Click Save.
7.	The following pop-up message will appear. Click OK to continue.
	Microsoft Internet Explorer Image: Continue in the selected documents to UnMapped state. Continue? OK Cancel
	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.

Unimporting an Invoice

8.	Example of u	nimporteo	d invoice in the In	box:						
	Spend	Work	<s<sup>™ ce</s<sup>		V Invoice group: Ma	Villiams Producti ap (Approvals: R	on Company 😰 cvd 🗹 Coded 🔲 F			
	File View	Mode Filter	Route Approve	Ref IDs Split	Validate Atta	ich				
	Vonders		Vender Nome		luveice #	Invoice Date	From Chin/Co			
	451106-2 R			SINC	SALLYTEST9	08/30/2007	08/22/2007			
	401100 210			.0	oncerteoro	00/00/2001	00/12/12001			
	Contract Number	er: items on imp Dart	port Invoice unim	Invoice Inf	o son code Wrong	Nalue	Processing SplitLin			
	001	Fait	Comment: T	l moved to Unit ne well name i:	lapped state s incorrect	4.0				
9.	An email repo	ort is sent	to the user who ι	inimported	the invoice.					
,		<u> </u>				5 1 11				
SpendWorks Invoice Unimport Summary Report Fri Nov 09 12:49:5					19:56 MST 2007					
	To : Williams F	Production Co	ompany			joan.que	970-285-9377 st@williams.com			
	List of invoice(s) unimported by Ima Mapper									
	Invoice Number	Assigned To User			Action					
	TESTING3	Oildex Admin	Invoice unimported wit	h reason code	Wrong mapping	and moved to U	JnMapped state			
					Т	otal: 1 Invoices	(s) unimported			
			Wron	g mapping						
	Technical Su	pport:								
	Phone:			UnMapped	1.	.888.922.1222 x19	1/303.863.8600			
	Fax:						303.863.0505			
	Email:					te:	st@transzap.com			
		Th pr	e community contact infor roprietary, intended only fo Any unauthorized us	nation contained r the individual o e, distribution, or	in this report is confi r entity to whom it is disclosure is prohibit	idential and addressed. ed.				



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 Co	odes from the menu.			
3.	Enter the code inthe New l	J nimport Reason Code field	d.		
4.	Select a State (which repre Click the Add button.	sents a category or folder i	n the Inbox).		
	Active Business Unit: Williams Production	Analysis Maps SmartMap AutoAppro ion Company/ Unimport Reason Code	ove Configuration User ID: odx226.inv		
	Auto Approval Auto Approval Coding Block Configuration Data Warehouse Info Dispute Configuration Export Format Imaging System Import Configuration Import Frequency Line Item Classification Mailbox Columns Price Alert Configuration Required Fields - Electronic Required Fields - Scanned Smart Maps Terms and Discounts	Current Unimport Reason Codes Delete invoiceDeleted Dispute InvoiceDisputed Fix approvalsRequiresApproval ReImportApproved wrong mappingUnMapped test unimportRequiresApproval	Select State for unimported invoice V Select State for unimported invoice Approved Deleted Disputed(Import) Requires Approval UnMapped To delete existing unimport reason codes, select one or more reason codes and press the delete button Delete		



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.	Add comments for document #: 23562720 Gusher, Inc. Enter Comments or Dispute information in the text field below: Image: Cancel Concel Pick List Cancel Hide this comment from Trading Partner Select Dispute Type Image: Comments: 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:
	Restore 1 document ?
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 <u>not enter tax</u> 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 doe not apply. 			
	The most important thing to remember about Colorado Tax is to ensure you have coded		

Tax Items to Remember

WPXENERGY.

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 Bifle 				
 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 <u>shipped to</u> 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 <u>picked up</u> 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 				

Tax Items to Remember

WPX	EN	ER	GY	SM

 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 <u>outside 250 feet</u> 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
- Wellhead equipment
- Water disposal facilities

- Metering equipment
- PumpsSeparators
- Gathering lines
- Other machinery

Tanks

Controllable & Non-Controllable Tangible Costs – Refer to <u>COPAS MFI-28 Material Classification</u> 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
 - ig 🔳
- 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 <u>Petroleum Accounting - Principles, Procedures, & Issues;</u> 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		
	 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)		
	Customer Service email: <u>WPXAP@us.ibm.com</u>		
	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 <u>Knowledge Xchange</u>.

Select Procedures /Tools.

Goals Catalog Policies Standards & Drawings Process Maps Procedures/Tools	⊡My Kno	owledge Rep	oository			
Measures	Goals	Catalog	Policies	Standards & Drawings	Process Maps 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.

Procedures & Tools

EP_04.1.1_Procurement

4.1.1.5_Invoice Coding & Approval -

4.1.1.5 Invoice Coding & Approval

Account Coding Guide Changes.pptx Account Coding Guide.xlsx Add New Account Code Procedure.doc Check Request Procedure.doc Check Request with Ship To Example.doc Colorado Direct Tax Information.ppt COPAS MFI-28 Material Classification.rtf Data Window Reporting Procedure.docx EP Lifecycle external.pptm EP Lifecycle internal.pptm EU Procedure Create OPU Number.docx EU Procedure Update OPU Number.docx Field Check Procedure.doc Invoice Coding for Planned RFS Tracking Procedure.doc Invoice Matching-Approval Procedure.pdf Invoice Routing Codes for Scanning.xlsx MarkView User Manual.docx Matching Tolerances.doc Payment Term Change Letter.doc Property Group Retirement Unit Table.xlsx Quick Release Procedure.doc Rate Sheet Quarterly Sample Procedure.docx Rate Sheet Sample Worksheet.xls Ship To Information.xlsx SpendWorks User Manual.doc Thumbs.db