

## THE UPSTREAM OFFICE

A 1-day Program

Up to 8 hours of CPE Credit are awarded

### Who Should Attend:

- Employees of exploration & production companies who are new to oil & gas
- Anyone in information technology application or shared services in an oil and gas company
- Any employee of a consulting firm that performs software evaluations, integration or implementation services
- Anyone who has been in one part of an oil and gas office and needs to understand the bigger picture
- Anyone who is moving into a position where their areas of accounting or other office functional supervision is broadening
- Anyone involved in a search and implementation of ERP software in an Upstream company

### Prerequisites:

- You should be an accountant, at least by training – **and** -
- Have a basic understanding of oil and gas terminology and energy industry processes and procedures

**Advance Preparation:** None

**Program Level:** Basic

**Delivery Method:** Group Live, Group Internet

**Based Field of Study:** Specialized Knowledge

### Upon Completion of this Program Participants will be able to:

- Demonstrate the flow of data and information into and out of their area of the oil and gas business
- Demonstrate how data exiting from their area affects other areas of the oil and gas business
- Demonstrate how data entering their area is dependent other areas of the oil and gas business
- Be able to create an information flow diagram showing all parts of the upstream business
- To emerge from this program with a greater understanding of how all the parts of upstream work together
- To be able to relate what happens in the office to what happens in the field

### Key Topics Covered:

- Geology, land, A/P, JIB, A/R, GL, production, allocation, valuation, revenue
- Gas balancing, netting, payout, LOS
- Interrelationship of all of the above
- Relationship of the business and operational functions of all of the above

### Registration Instructions:

Visit us online at [PDX Calendar](#). Click on register now next to any class and it will take you to a secure site where you can register and pay safely with a credit card. For other registration//payment options, please contact Tami Russell at [tamara.russell@unt.edu](mailto:tamara.russell@unt.edu). For information about quality programs offered on-site and adapted for your company, contact Jim Hoffman at 214.763.9644 or via email [james.hoffman2@unt.edu](mailto:james.hoffman2@unt.edu) for more details.

**Refund//Cancellation Policy:**

- Cancellations ~ A participant may receive a full refund by providing to PDX written cancellation 10 or more business days prior to the starting date of the program. No refunds will be granted within 10 business days of the starting date of the program. No refunds will be granted after the start of the program.
- Substitutions ~ Substitutions are accepted at any time up to and including the starting date of the program. For more information regarding refund, substitutions and/or program cancellation policies, please contact Tami Russell at [tamara.russell@unt.edu](mailto:tamara.russell@unt.edu).

**Complaint Resolution Policy:**

PDX will make every effort to resolve complaints within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit complaints to:

Samantha Nikolai

Director

PDX/DSI

1155 Union Circle #305101

Denton, TX 76203

[samantha.nikolai@unt.edu](mailto:samantha.nikolai@unt.edu)