

Finance

Financial Reporting

- Trial Balance Reporting
- Data & Report Consolidation
- Intercompany Consolidations
- Regional or Country Consolidations
- Foreign Exchange Rates Entry
- Employee Headcount Reporting
- Financial Workbook Creation (XLS)
- Executive Presentation Creation (PPT)

Fixed Assets

- Capital Expenditure Threshold Analysis
- PP&E Spend Consolidation
- Lease Spend Consolidation
- Quarterly Book Reporting (Internal)

Financial Planning

- Projects Planning and Data Capture
- Financial Metadata Cascade
- Financial Planning Reports
- Prepare Validation Sheets
- Financial Resolutions for Accounting and Financial Reporting Discrepancies

Regulatory & Compliance Reporting

- FIA Reserve Rollforward Reporting
- Maintenance Reporting
- Operational Quality Assurance Reporting

Treasury

- Pay Cycle Run Reporting – ACH, Wires, Credit, Kyriba®
- Investment Account Bank Balance Reports
- Bank Statement Download & Validations
- Credit Card Download & Validations
- Bloomberg Reporting – Daily FX Rates, Monthly FX Rates, Libor Rates

Operations

Drilling & Completions

- Daily Well Status Collection & Distribution (PetrolLink®)
- Daily Rig Status Updates

Production

- Real-time Inventory Updates
- Operational Available Capacity Measures (Columbia Gulf Transmission)

Maintenance

- Vessel Data Cleanup & Alignment
- Maintenance Reporting

Trading

- Trade Confirmation & Settlements

Accounting

Accounting Reporting

- Consolidated/Blue Reporting – Summary, Detailed, Month-end, Quarter-end
- Chart of Accounting Reporting
- Cash Taxes Paid
- Financial Management Reporting

Accounts Payable

- AFE Reporting
- FastPay® Payment Processing (Lawson, SAP, Oracle)

Accounts Receivable

- Invoice Generation
- Invoice Entry into Customer AP Portal
- Invoice to PO Line Item Reconciliation
- Customer Invoice to Receivables Tie Out

Cost Accounting

- Part Configuration and Cost Setup
- Part Costs Updates / Change Orders
- Part Costs Reporting

General Accounting

- Bank Statement Download & Validations
- Cleared Check Capture
- Bank Account Reconciliation for AP, AR, Cash, Credit Card – Monthly, Daily
- Blackline® Account Reconciliation Updates
- Commissions Reconciliations
- Vendor Invoice Three-way Match (Invoice to Receipt to Purchase Order)
- Invoice Confirmations in ERP
- Invoice Approval Requests
- Late Expense Messages
- Prepaid Expense Journal Entry
- Currency Rate Data Entry
- Freeze / Unfreeze Journal Entries
- Month-end Close

Payroll Processing

- Process Payroll Changes
- Travel & Expense Processing
- Hours & Hours Reconciliation Reporting
- Reporting for Travel, 401K, Gifts & Awards, Benefits, and Taxes
- Tax File Create & Validate for ADP

Production Accounting

- Daily Flowback Accounting (FlowCal®)
- Meter Volume and Measurement Download (Atmos®, Flowcal®)
- OBO/Non-operated Well Month Entry (DrillingInfo®)

Tax / Audit

Sales & Use Tax Returns

- Retail Sales & Use Tax Return Filings
- State Tax Refund Filings

Income Tax

- Income Tax State Apportionment
- Income Tax Fringe Benefits Communications
- Company Benefits Tax Letters

Tax Reporting

- Gross Sales Reporting
- Sales & Use Tax Reporting
- Backup Withholding Reports (ADP®)
- Year-end Legal Reports
- Download GL Account balances
- Download AP Detail for Tax Obligations
- Capture/Print Vendor Invoices for Backup
- Enter/Upload Details into ONESOURCE®
- Prepare Audit Samples of Tax Data

Sales

Order Entry

- Sales Order Entry - ERP & Customer Portal

Order Confirmation

- Invoice to PO Line Item Reconciliation

Human Resources

Onboarding

- Process New Hires, Movers, Leavers

Communications

- HR Mail Message Notifications

Supply Chain

Purchasing

- Purchase Requisitions

Contracting

- Certificate of Insurance (COI) Validation and Update into CMS (Apttus®)

Information Technology

Master Data Management

Infrastructure

- Virtual Machine Builds
- Database Scripting Updates

Security

- Account De/Activations
- URL Blocking (JIRA®, Websense®)