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## Sample Agenda

# **Electric Work Order and Fixed Asset Accounting**

#### Recommended CEUs .6/PDHs 5.5/CPEs 6.2 (for both sessions)

#### Field of Study: Accounting

Session 1

*Noted in Eastern Time*

**Noon** **Introduction, Agenda Items, Learning Outcomes**

**12:15 p.m.** **Overview of Work Order Accounting**

* Section 1: How does electricity get to my home and business?
* Section 2: Why Numbers Matter: What Makes for a Good Chart of Accounts

**12:30 p.m. Using Construction Standards and Compatible Units**

* Section 3: Impact of Construction Accounting on Electric Rates

**1:00 p.m.** **Break**

**1:10 p.m.** **Work Order Business Processes**

* Section 4: Work Orders Overview

**1:35 p.m. Developing Standard Units**

* Section 5: Using Standard Units

**2:00 p.m.** **Break**

**2:10 p.m. Construction Overheads**

* Section 6: Overhead Costs

**2:35 p.m. Allocating Common Costs**

* Section 7: Allocating administrative and general costs (G&A)

**2:50 p.m. Daily Wrap-up, Q&A, Evaluation**

**3:00 p.m.** **Session 1 Adjourns**

Session 2

**Noon**  **Introduction, Agenda Items, Recap from Session 1**

**12:15 p.m. Section 8: Applications and Retirement Accounting**

**12:35 p.m.** **Section 9: Miscellaneous Construction Topics**

* Advanced construction accounting topics

**1:00 p.m.** **Break**

**1:10 p.m. Section 10: Work Order Workshop**

**1:30 p.m. Section 11: Developing Capital Budgets**

**2:00 p.m. Break**

**2:10 p.m. Section 12: Helping You Like Your Continuing Property Records (CPRs) Again**

**2:25 p.m. Section 13: Train the Crew, Train the Office on Effective Processes**

**2:50 p.m. Wrap-up, Q&A, Course Evaluation**

**3:00 p.m. Course Adjourns**

## Learning Outcomes

# **Electric Work Order and Fixed Asset Accounting**

#### Recommended CEUs .6/PDHs 5.5/CPEs 6.2 (for both sessions)

#### Field of Study: Accounting

**Upon completion of this course, participants will be able to successfully:**

1. Describe how the work order and asset management process functions in a utility
2. Explain how work order accounting directly impacts customer rates
3. Define the key concepts and basic tools of utility construction accounting and apply the FERC USOA to common utility construction transactions
4. Calculate construction overhead costs and apply construction overheads to projects through journal entries
5. Calculate the unitization of utility construction projects into fixed asset components
6. Design usable basic continuing property records based on examples from the course
7. Identify areas for improvement in your utility's work order processes