



WolfePak Software Class Descriptions

All classes are hands-on and are held in the WolfePak training center, located in the main offices at 2901 South 1st, Abilene, TX. The following sessions do not require previous knowledge of WolfePak, however Basic General Ledger is a prerequisite for most other classes. Basic keyboard skills are required. These classes are provided free for 60 days after purchase of WolfePak. Customers that are on maintenance may deduct ½ of the stated price for the class.

Payroll: Set up employees, earnings, and deductions, taxes, 401K, workers' compensation. Process a payroll cycle, including printing checks and creating G/L entries. Print historical reports. \$350

Prerequisite: None

Oil & Gas Checkstub Entry: Setup new leases, purchasers and division orders. Enter information from purchaser check stubs, cross-referencing, reports, and post to G/L and Revenue. \$150

Prerequisite: Basic General Ledger

Production Reporting: Set up properties, enter run tickets & gauge reports, process the monthly cycle and complete all regulatory reporting. \$200

Prerequisite: None

Basic General Ledger: WolfePak screens, fields and keyboard use. Learn company setup and maintenance. Hands-on practice setting up chart, entering transactions using unposted entries maintenance; plus how to post, unpost, and change entries. Import & print financial statements \$400

Prerequisite: None

Land Management: Set up land contracts, prospects & tracts. Managing payment obligations, setting up special provisions on leases and various reporting capabilities. \$200

Prerequisite: None



Accounts Payable: Basic entry and use of the A/P system. Covers setup, vendor tables, printing and re-printing checks. \$175

Prerequisite: Basic General Ledger

Bank Reconciliation: Learn how to reconcile your bank statement to your general ledger using the bank rec system. \$50

Prerequisite: Basic General Ledger

Joint Interest Billing & Revenue Disbursement: Maintaining owner information including: address information (3 addresses), suspense maintenance, division of interest, and netting information. How to setup AFE's, automated overhead entries and maintain lease information. Run a complete JIB/Revenue cycle including printing checks and owner reports. \$400

Prerequisite: Basic General Ledger, Oil & Gas Checkstub Entry, Accounts Payable

Advanced Classes...

Financial Reporting (Basic): Go beyond how to import and print financials, learn how to setup basic report definitions from scratch and how to implement groups in your financials. This hand-on design class will teach the basic record types used and how to turn a blank canvas into a custom designed Balance Sheet and Income Statement. \$400

Prerequisite: Basic General Ledger & Prior WolfePak Working Experience

Financial Reporting (Advanced): Learn the more advanced features of financial reporting design with an emphasis on spreadsheet reporting and setting up budgets. Learn how to export in various formats including PDF and Excel. Learn the higher level record types and how they are used in more advanced reporting needs. \$200

Prerequisite: Financial Reporting Basic

Lunch is "on your own", but many class participants chose to visit local restaurants as a group.

Please note: the class schedule is subject to change! Before making travel arrangements please call our office to confirm your placement in our classes if you haven't received written confirmation!

On-site training is available at your office! Call for more information!



WolfePak Software

Training Class Schedule

August thru October 2010

	Class	Day & Time		Month		
				Aug	Sept	Oct
Basic (New to WolfePak)	Payroll	Mon	10:00 a.m. – 05:00 p.m.	9	13	11
	Basic General Ledger	Tues	09:00 a.m. – 04:00 p.m.	10	14	12
	Accounts Payable	Wed	09:00 a.m. – 12:00 noon	11	15	13
	Bank Reconciliation	Wed	01:00 p.m. – 01:30 p.m.	11	15	13
	Accounts Receivable and Deposit Entry	Wed	01:30 p.m. – 04:00 p.m.	11	15	13
	Oil & Gas Checkstub Entry	Thur	09:00 a.m. – 12:00 noon	12	16	14
	Joint Interest Billing & Revenue Disbursement	Thur & Fri	01:00 p.m. – 05:00 p.m. 09:00 a.m. – 12:00 noon	12 13	16 17	14 15
	Land & Production (Optional-offered based on need)	Fri	01:00 p.m. – 04:00 p.m. (Times Vary-Call for Schedule)	13	17	15
Houston, TX User's Conference	Various Classes at a One-Day Conference (see our website for more information) http://www.wolfepak.com/uc.html	Mon	08:00 a.m. – 05:00 p.m.	-	-	4
Oklahoma City, OK User's Conference		Mon	08:00 a.m. – 05:00 p.m.	-	-	18
Creating Financial Reports	Financial Reporting	Mon	09:00 a.m. – 05:00p.m.	16	-	-
		Tues	09:00 a.m – Noon	17	-	-

**All WolfePak Classes are eligible for CPE credit from the Texas State Board of Public Accountancy
A break for lunch is typically taken from 12:00 noon to 1:00 each day (on your own)*

Classroom Policies

- Please do not use cell phones during class. You may step outside the classroom to take calls.
- WolfePak is a smoke-free facility & Abilene is a smoke-free community by city ordinance (no smoking in any public place or within 20 feet of the front door of any public place).
- Class reservations canceled within 14 days of the first class will receive a full refund. Cancellations received within 8-13 days of the first class will receive a ½ refund. No refund will be given for reservations canceled less than one week before the first scheduled class.
- Since the temperature of the classroom may vary, a sweater or jacket on top of lighter clothing may be advisable.



WolfePak Class Registration

2901 S. First ♦ Abilene, TX ♦ (325) 677-1543 ♦ wolfepak.com

Company Name: _____

Address: _____

City/St/Zip: _____

Phone #: _____ Fax #: _____

Participant #1:

Name: _____

Dates Attending: _____

Email Address: _____

Classes to Attend:

Participant #2:

Name: _____

Dates Attending: _____

Email Address: _____

Classes to Attend:

(If more than 2 participants, please complete an additional registration form)

Please fax completed form to:
(325) 677-1599

Class sizes are limited and available seats are reserved on a first come-first served basis

Upon receipt of registration form we will provide you with an invoice* and class confirmation

**New customers can send 2 people free of charge during the first 60 days after purchase*