



# WolfePak Beginner Monthly Classes

All classes are hands-on and are held in the WolfePak training center, located in the main offices at 2901 South 1<sup>st</sup>, Abilene, TX. The following sessions do not require previous knowledge of WolfePak, however WolfePak Overview & Fundamentals is a prerequisite for most other classes. Basic keyboard & accounting 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. All classes qualify for CPE credit with the Texas State Board of Accountancy.

**WolfePak Basic Training Class Week** – this class encompasses the core modules and requires 1 week to complete (see class schedule for dates & times). Topics include: **39.0 CPE Credit Hours**

**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 – 7 CE Hrs **Prerequisite: None**

**WolfePak Overview & Fundamentals:** WolfePak screens, fields and keyboard use. Learn company setup and maintenance. Hands-on practice setting up the chart of accts, entering transactions using unposted entries maintenance; plus how to post, unpost, and change entries. Import & print financial statements, and using the power of grid technology \$400 – 9 CE Hrs **Prerequisite: None**

**Accounts Payable:** Basic entry and use of the A/P system. Covers setup, vendor tables, printing and re-printing checks. \$175 – 4 CE Hrs **Prerequisite: WolfePak Overview**

**Bank Reconciliation:** Learn how to reconcile your bank statement to your general ledger using the bank reconciliation system. \$100 – 1 CE Hrs **Prerequisite: WolfePak Overview**

**Accounts Receivable and Quick Deposit:** Use the Deposit Entry system to receive payments and apply them to customer accounts. Use Accounts Receivable to print statements and aging reports. \$100 – 1 CE Hr **Prerequisite: WolfePak Overview**

**WolfePak Tips & Tricks:** Learn the use of many of our most powerful utilities to increase your performance in WolfePak. Includes advanced View/Trend techniques such as filtering and viewing by sub-account, the drill down feature in Financial Reporting and an overview of how Financial Groups work in WolfePak. \$150 – 1 CE Hr **Prerequisite: WolfePak Overview**

**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. \$175 – 4 CE Hrs **Prerequisite: WolfePak Overview**

**Joint Interest Billing & Revenue Disbursement:** Maintaining owner information including: address, suspense, 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. \$500 – 12 CE Hrs **Prerequisite: WolfePak Overview, Oil & Gas Checkstub Entry, Accounts Payable**

*Classes on this page are complimentary to new users who attend training within 60 days of purchasing the software.*

*Lunch is "on your own", but many class participants choose to visit local restaurants as a group. There are a couple (2) restaurants (Hamburger & Chinese) within walking distance of the WolfePak offices.*

## 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.

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



# WolfePak Software Quarterly Classes

## Oil & Gas Basic Classes (Non-WolfePak):

The following class selections are offered on a quarterly basis and are considered “basic” additional classes and not part of the complimentary core class offerings for new users. These classes require no previous WolfePak knowledge. All classes are held in the WolfePak training center, located in the main offices at 2901 South 1<sup>st</sup>, Abilene, TX. Customers that are on maintenance may deduct ½ of the stated price for the class.

**Fundamentals of Oil & Gas:** for users who are new to the oil and gas industry. Learn the basic terminology and processes used in the oil and gas industry. Walk through the different stages of drilling an oil well, from acquiring the land (leasing the mineral rights) to the exploration, production, transporting and refining of the oil. Learn how each phase of exploration and production is handled by the various WolfePak software systems.  
\$600

7 CE Hours

**Prerequisite: None**



**Land Basics for Accountants:** Taught by a registered Landman from one of the major oil companies, this class answers the question: “What does a landman do and why does it take so long to get it done?” This class will cover the theory, concepts and terminology associated with Land. Learn about the importance of land contracts, how prospects & tracts figure into things, and why the spacing requirements are a key factor in things. Learn about various types of leases & provisions, tracking expired leases and managing payment obligations. Gain an understanding and appreciation of the various clauses of a Lease Contract, create and determine Revenue and Expense Division of Interests and learn to interpret legal descriptions.

\$400 – 4 CE Hours

**Prerequisite: None**

## Advanced WolfePak Classes:

The following class selection is offered on a quarterly basis and is considered an “advanced” additional class and not part of the complimentary core class offerings for new users. This class requires a good foundation of basic WolfePak working experience. All classes are held in the WolfePak training center, located in the main offices at 2901 South 1<sup>st</sup>, Abilene, TX. Customers that are on maintenance may deduct ½ of the stated price for the class.

**The Financial Report Writing Class is 1 ½ days (see the class schedule) = 12.0 CPE Credit Hours**

**Financial Reporting (Part 1):** 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 hands-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.

**Financial Reporting (Part 2):** 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.

\$600 – 12 CE Hrs

**Prerequisite: WolfePak Overview & Fundamentals and/or Prior WolfePak Working Experience**



# WolfePak Software

## Training Class Schedule

**April 2012 – July 2012**

	<b>Topics</b>	<b>Day &amp; Time</b>		<b>Month</b>			
				<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
<b>Basic Monthly</b> (New User Core Classes)	Payroll	Mon	10:00 a.m. – 5:00 p.m.	<b>16</b>	<b>14</b>	<b>11</b>	<b>9</b>
	WolfePak Overview & Fundamentals	Tues	8:30 a.m. – 5:00 p.m.	<b>17</b>	<b>15</b>	<b>12</b>	<b>10</b>
	Accounts Payable	Wed	8:30 a.m. – 1:30 p.m.	<b>18</b>	<b>16</b>	<b>13</b>	<b>11</b>
	Bank Reconciliation	Wed	1:30 p.m. – 2:30 p.m.	<b>18</b>	<b>16</b>	<b>13</b>	<b>11</b>
	Accounts Receivable and Deposit Entry	Wed	2:30 p.m. – 3:30 p.m.	<b>18</b>	<b>16</b>	<b>13</b>	<b>11</b>
	WolfePak Tips & Tricks	Wed	3:30 – 5:00 p.m.	<b>18</b>	<b>16</b>	<b>13</b>	<b>11</b>
	Oil & Gas Checkstub Entry	Thur	8:30 a.m. – 12:00 noon	<b>19</b>	<b>17</b>	<b>14</b>	<b>12</b>
	Joint Interest Billing & Revenue Disbursement	Thur & Fri	1:00 p.m. – 5:00 p.m. 8:30 a.m. – 3:30 p.m.	<b>19</b> <b>20</b>	<b>17</b> <b>18</b>	<b>14</b> <b>15</b>	<b>12</b> <b>13</b>
<b>Quarterly</b> (Additional Classes)	Fundamentals of Oil & Gas	Mon	9:30 a.m. – 4:30 p.m.	-	-	-	-
	Land Basics for Accountants	Tues	8:00 a.m. – 12:00 Noon	-	-	-	-
	Financial Report Writing	Tues & Wed	1:00 p.m. – 5:00 p.m. 8:30 a.m. – 5:00 p.m.	-	<b>2</b> <b>3</b>	-	-

*Lunch is "on your own", but many class participants choose to visit local restaurants as a group. There are a couple (2) restaurants (Hamburger and Chinese) within walking distance of the WolfePak offices.*

**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!**