



WolfePak Software

Training Class Schedule

November, 2018 – April, 2019

	<i>Topics</i>	<i>Day & Time</i>		<i>Month</i>			
				<i>Nov</i>	<i>Dec</i>	<i>Feb</i>	<i>Apr</i>
Basic Monthly New User Core Classes	Payroll	Mon	9:00 a.m. – 5:00 p.m.	-	10	11	8
	WolfePak Overview & Fundamentals – Part 1	Tues	8:30 a.m. – 5:00 p.m.	-	11	12	9
	WolfePak Overview & Fundamentals – Part 2	Wed	8:30 a.m. – 5:00 p.m.	-	12	13	10
	Oil & Gas Checkstub Entry	Thur	8:30 a.m. – 12:00 Noon	-	13	14	11
	Joint Interest Billing & Revenue Disbursement	Thur & Fri	1:00 p.m. – 5:00 p.m. 8:30 a.m. – 3:30 p.m.	- -	13 14	14 15	11 12
Quarterly	Financial Reporting- Day 1	Mon	8:30 a.m. – 5:00 p.m.	5	-	4	-
	Financial Reporting- Day 2	Tues	8:30 a.m. – Noon	6	-	5	-
Users Conference	2019 - TBD	-	-	-	-	-	-

Lunch is “on your own” (except on Wednesday on the “Basic Monthly” Classes).
On Wednesday of the Basic Class week only, lunch is provided at the WolfePak Offices.

Classroom Policies

- WolfePak is a smoke-free campus & 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 more than 14 days from 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.

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!



Beginner Classes

Beginner Classes are offered online and in a classroom setting. Although previous WolfePak knowledge is not needed, basic keyboard and accounting skills are required. Also, WolfePak Overview & Fundamentals is a prerequisite for most other classes such as Check Stub, Revenue, and Financial Reporting classes.

Classroom classes are hands-on and are held in the WolfePak training center, located in the main offices at 2901 South 1st, Abilene, TX. Classroom classes qualify for CPE credit with the Texas State Board of Accountancy.

Online classes are easy-to-use and self-paced. They contain the same curriculum on on-site and have printable documentation. These classes do not qualify for CPE Credit Hours.

Classroom prices and CPE Credit Hours

Payroll

Set up employees, earnings, deductions, and taxes. Process a payroll cycle, including printing checks, and creating G/L entries. Review historical reports.

Non-Customer: \$350

Customer: \$175

CE Hrs: 7

WolfePak Overview & Fundamentals

This 2-Day class will teach you the basic WolfePak screens, fields and keyboard use.

Day one starts with hands-on practice setting up Accounts and Sub-Accounts. Plus how to enter, post, unpost, and change entries.

Then learn about the power of View/Trend reporting including searching & changing posted entries.

Finally, learn about Financial Reporting including how to “drill down” to individual transactions.

WolfePak Overview & Fundamentals (continued)

Day 2 will be spent in Accounts Payable. Learn about basic entry and use of the A/P system including setting up vendors, printing checks, and reviewing basic A/P reports.

Then, in Bank Reconciliation learn how to reconcile your bank statement to your General Ledger.

Finally, see how Accounts Receivable and Deposit Entry can help you send statements to your customers and apply the payments

Non-Customer: \$800

Customer: \$400

CE Hrs: 14

Prerequisite: None

Oil & Gas Checkstub Entry

Setup new leases, purchasers, and division orders. Enter information from purchaser check stubs, post to G/L and Revenue, and run reports.

Non-Customer: \$200

Customer: \$100

CE Hrs: 3

Prerequisite: WolfePak Overview

Joint Interest Billing & Revenue Disbursement

Learn how to maintain owner information including: addresses, suspense, division of interests, and netting information. Discover how to setup automated overhead entries and maintain lease information. Run a complete JIB/Revenue cycle including printing checks, and owner reports.

Non-Customer: \$600

Customer: \$300

CE Hrs: 10

Prerequisites: WolfePak Overview, Oil & Gas Checkstub Entry

Classes on this page are complimentary to new users who attend training within 90 days of purchasing the software.

Customer pricing is for those clients on maintenance

*Lunch is “on your own” (except on Wednesday) on the Basic & Quarterly Classes.
On Wednesday of the Basic Class week only, lunch is provided at the WolfePak Offices.*

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



Advanced Quarterly Classes

The following class selections are offered on a quarterly basis and are considered “advanced” additional classes and are not a part of the complimentary core class offerings for new users. These classes require a good working knowledge of WolfePak. All classes are held in the WolfePak training center, located in the main offices at 2901 South 1st, 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 Go beyond how to import and print financial reports, 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 or Income Statement.

Learn the more advanced features of financial reporting design with an emphasis on spreadsheet reporting, calculating formulas and setting up budgets. Learn how to export reports in various formats including PDF and Excel. Learn the higher level record types and how they are used in more advanced reporting needs.

Non-Customer: \$700

Customer: \$350

CPE Hrs: 12

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

Hotel Accommodations Are Available!

Ask for the “WolfePak” Rate of \$96.00 at:

MCM Elegante Suites • 4250 Ridgemont Drive • Abilene, TX 79606

(325) 698-1234 • Toll Free (888) 897-9644

http://www.reseze.net/cassets/mkt/mcmelegante/landing_pages/MCM_Abilene_template.html

- All 2-Room Suites
- Complimentary High Speed Internet
- Fitness/Business Center
- Full Service Restaurant Onsite
- Refrigerator, Microwave, 2 TV's, Sofa in *EVERY* room
- Complimentary Hot Cooked Breakfast
- Complimentary Evening Reception
- Close to Several Shopping Venues

