



# 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 the initial 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: **34.0 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. \$350/\$175  
7 CE Hrs

**Prerequisite: None**

**WolfePak Overview & Fundamentals:** This 2-Day class will teach you the basic WolfePak screens, fields and keyboard use.

Hands-on practice setting up the chart of accts, entering transactions using unposted entries maintenance; plus how to post, unpost, and change entries.

Learn about the power of View/Trend query of transactions & changing posted entries, filtering and viewing by sub account. Learn how to “drill down” to transactions in Financial Reporting.

**WolfePak Overview & Fundamentals (continued):**

In Accounts Payable: Basic entry and use of the A/P system. Covers setup of vendors, printing checks and reviewing basic A/P reports.

In Accounts Receivable and Deposit Entry: Use the Deposit Entry system to receive payments and apply them to customer accounts. Use Accounts Receivable to print statements and aging reports.

In Bank Reconciliation learn how to reconcile your bank statement to your general ledger using the bank reconciliation system. \$800/\$400  
14 CE Hrs

**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. \$200/\$100 – 3 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 automated overhead entries and maintain lease information. Run a complete JIB/Revenue cycle including printing checks and owner reports. \$600/\$300 – 10 CE Hrs

**Prerequisite: WolfePak Overview, Oil & Gas Checkstub Entry**

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

*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.  
There are two (2) restaurants (Mexican and Chinese)  
within walking distance of the WolfePak offices (less than 1/4 mile – but wear comfortable shoes)*

## 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 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.

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



# WolfePak Software Quarterly Classes

## Advanced Specialty WolfePak 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 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** 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.  
*\$700/\$350 – 12 CPE Hrs*

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

## Hotel Accommodations Are Available!

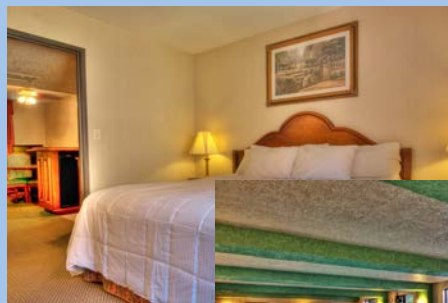
Ask for the “WolfePak” Rate of \$96.00 at:

**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](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
- Free Shuttle to WolfePak (*PLEASE Reserve at Check-in*)





# WolfePak Software

## Training Class Schedule

### September – December, 2017

	<i>Topics</i>	<i>Day &amp; Time</i>		<i>Month</i>			
				<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<b>Basic Monthly</b> New User Core Classes	Payroll	Mon	9:00 a.m. – 5:00 p.m.	11	9	13	11
	WolfePak Overview & Fundamentals – Part 1	Tues	8:30 a.m. – 5:00 p.m.	12	10	14	12
	WolfePak Overview & Fundamentals – Part 2	Wed	8:30 a.m. – 5:00 p.m.	13	11	15	13
	Oil & Gas Checkstub Entry	Thur	8:30 a.m. – 12:00 Noon	14	12	16	14
	Joint Interest Billing & Revenue Disbursement	Thur & Fri	1:00 p.m. – 5:00 p.m. 8:30 a.m. – 3:30 p.m.	14 15	12 13	16 17	14 15
<b>Quarterly</b>	Financial Reporting- Day 1	Thurs	8:30 a.m. – 5:00 p.m.	-	-	9	-
	Financial Reporting- Day 2	Fri	8:30 a.m. – Noon	-	-	10	-
<b>Users Conference</b>	Abilene, TX (October)	<b>Mon &amp; Tues</b>	Mon 8-5, Tues 8-Noon	-	2-3	-	-
	San Antonio, TX (October)		Mon 8-5, Tues 8-Noon	-	23-24	-	-
	Dallas, TX (November)		Mon 8-5, Tues 8-Noon	-	-	6-7	-

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***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!***