

RANDY HOLLAR, LLC CERTIFIED PUBLIC ACCOUNTANT
CLASS OUTLINE FOR INCODE CLASSES OFFERED
OCTOBER 31 - NOVEMBER 4, 2016
WHITE SETTLEMENT CONFERENCE CENTER (FORT WORTH)
ADJACENT TO THE SPLASH DAYZ WATER PARK
8905 CLIFFORD ST
WHITE SETTLEMENT, TX 76106
CLASSES DAILY 8:00 AM TO 4:30 PM - LUNCH PROVIDED EACH DAY

Day One		MONDAY	
Financials			CPE Hours
GL1001	General Ledger Setup, Design, and Processing in Invision Software®		3.5
GL1002	Budget Process in the Invision General Ledger Software®		1.5
CH1001	Bank Reconciliation Processing in Invision Software®		1.5
PA1001	Project Accounting Setup and Processing in Invision Software®		1.5

Day Two		TUESDAY	
Payroll			
PR1001	Payroll Overview and Setup in Invision Software®		3.5
TE1001	Time Entry Setup and Processing in Invision Software®		1.0
HR1001	Human Resources Setup and Overview in Invision Software®		2.0
HR1002	Human Resources Budgeting of Personnel and Integration to General Budget in Invision Software®		1.5

Day Three		WEDNESDAY	
Other Financial			
AP1001	Accounts Payable Setup and Processing in Invision Software®		1.5
PO1001	Purchase Order Setup and Processing in Invision Software®		2.0
FA1001	Fixed Asset Setup and Management in Invision Software®		1.5
AR1001	Accounts Receivable Setup and Processing in Invision Software®		1.5

Day Four		THURSDAY	
Cash Collections & Utility Setup			
CL1001	Central Cash Collections Setup, Design, and Processing in Invision Software®		3.0
US1001	Utility Billing System Setup, GL Interface, and Account Management in Invision Software®		5.0

Day Five		FRIDAY	
Utility Processes and Reports			
US1002	Utility Billing Process: Including Readings, Review, Printing and Update in Invision Software®		4.0
US1003	Other Utility Processes and Reports in Invision Software®		3.0