

RANDY HOLLAR, LLC CERTIFIED PUBLIC ACCOUNTANT			
		CLASS OUTLINE FOR INCODE CLASSES OFFERED	
		OCTOBER 16-20, 2017	
		FAIRFIELD INN	
		5008 CORRIDOR LOOP RD	
		SCHERTZ, TX 78154	
		Classes Daily from 8:00 am to 5:00 pm	
	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	
	Other Financial		
	AP1001	Accounts Payable Setup and Processing in Invision Software®	1.5
	PO1001	Purchase Order Setup and Processing in Invision Software®	2
	FA1001	Fixed Asset Setup and Management in Invision Software®	1.5
	AR1001	Accounts Receivable Setup and Processing in Invision Software®	1.5
	IN1001	Tips and Tricks for Incode Users	1.5
	Day Three	WEDNESDAY	
	Payroll		
	PR1001	Payroll Overview and Setup in Invision Software®	3.5
	TE1001	Time Entry Setup and Processing in Invision Software®	1
	HR1001	Human Resources Setup and Overview in Invision Software®	2
	HR1002	Human Resources Budgeting of Personnel and Integration to General Budget in Invision Software®	1.5
	Day Four	THURSDAY	
	Cash Collections & Utility Setup		
	CL1001	Central Cash Collections Setup, Design, and Processing in Invision Software®	3
	US1001	Utility Billing System Setup, GL Interface, and Account Management in Invision Software®	5
	Day Five	FRIDAY	
	Utility Processes and Reports		
	US1002	Utility Billing Process: Including Readings, Review, Printing and Update in Invision Software®	4
	US1003	Other Utility Processes and Reports in Invision Software®	3