



Incode Regional Training

City of Union City

is offering an Incode User Training covering Utility Billing/Cash Collections, Finance, and HR training for Version 8 and 9 users with presenter, Randy Hollar, CPA. Randy specializes in Incode training all over the country with over 20 years experience in implementation and training.

The training will give attendees a better understanding of tools, tips and techniques that an initial impenetation of the software will not provide. This training will take the user to another level to maximize efficiencies in the operation and quality of capabilities the software offers. Those attending can see step by step processes, ask questions, and network with other cities. Space is limited; please register early.

October 24-28, 2016

Register today!

Union City's Finance Department offers Incode Regional Training.

Call today at (770) 515-7952
Or
Mail your registration form and checks to:

City of Union City
Finance Department
5047 Union Street
Union City, GA 30291

Rates

\$350 per person for the week
or
\$125 daily rate per person

CONTACT US

Alexis Fowler
770-515-7952
finance@unioncityga.org

Class Schedule

Monday

General Ledger Setup, Design, and Processing
Budget Process in the Invision General Ledger Software
Bank Reconciliation Processing
Project Accounting Setup and Processing

Tuesday

Payroll Overview and Setup
Time Entry Setup and Processing
Human Resources Setup and Overview
Human Resources Budgeting of Personnel and Integration to General Budget

Wednesday

Accounts Payable Setup and Processing
Purchase Order Setup and Processing
Fixed Asset Setup and Management
Accounts Receivable Setup and Processing

Thursday

Central Cash Collections Setup, Design, and Processing
Utility Billing System Setup, GL Interface, and Account Management

Friday

Utility Billing Process: Including Readings, Review, Printing and Update
Other Utility Processes and Reports

TRAINING LOCATION

Etrius Community Center
5285 Lakeside Drive
UnionCity, GA 30291
(770)964-1236

HOTEL ACCOMODATIONS

La Quinta Inn and Suites
6604 Mall Blvd
Union City, GA 30291
(770)306-0049

5047 Union Street, Union City Ga • 770-964-2288 main • www.UnionCityGA.org





REGISTRATION FORM

Tyler Technologies Regional Incode User Training
 October 24-28, 2016
 Deadline: October 7, 2016

AGENCY INFORMATION

Agency Name: _____
 Address: _____ State: _____ Zip: _____
 Primary Contact: _____ Title: _____
 Phone Number: _____ Email Address: _____

ATTENDEE INFORMATION

How many registrants will be attending from your site? _____
 Please list each attendees name and title below.

NAME	TITLE	CIRCLE DAYS
		MON TUES WED THURS FRI
		MON TUES WED THURS FRI
		MON TUES WED THURS FRI
		MON TUES WED THURS FRI
		MON TUES WED THURS FRI

Use the following formula to determine what your site's cost for the training seminar is:
 Number of attendees attending: _____ x \$350/week = _____
 Number of attendees attending: _____ x \$125/day = _____

PAYMENT INFORMATION

Payment by Check

Mail a copy of registration form along with a check to:
 City of Union City
 Attn: Finance Department
 5047 Union Street
 Union City, G.A. 30921

Payment by Credit Card

Fax or scan/email a copy of registration form with the section below completed to: (770) 306-6861
 or finance@unioncityga.org

Visa

MasterCard

Name on Card: _____
 Card Number: _____ CVV: _____ Exp. Date: _____
 Signature: _____

Contact Us
 Give us a call for more information about our training sessions (770) 515-7952 or email us at
 finance@unioncityga.org.
 We look forward to hearing from you!

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

Day One Financials		MONDAY	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 Payroll		TUESDAY	CPE Hours
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 Other Financial		WEDNESDAY	CPE Hours
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 Cash Collections & Utility Setup		THURSDAY	CPE Hours
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 Utility Processes and Reports		FRIDAY	CPE Hours
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