

2019 Drake Software Classroom Training: Drake Accounting 101

Course Description: This two and a half-day (20-hour) course introduces accountants and bookkeepers to Drake Accounting. Upon completion of this course, participants will be able to:

- Set up clients, payroll, and a Chart of Accounts
- Create custom accounts in the Chart of Accounts, enter and post journal transactions
- Produce "Live" and "After-the-Fact" payroll
- Produce Payables checks and print checks "on-the-fly" and "After-the-Fact"
- Process and e-file W-2s, 1099s, and 94x series tax returns
- Review the setup and input procedures of accounts receivable transactions
- Export account balances from the Chart of Accounts to the Drake tax program.
- Review Drake Accounting tools and resources.
- Demonstrate basic Drake Accounting knowledge by completing a practical application workbook.

Course Fee: \$399.00. Register by midnight 30 days prior to the date of the course and receive a 5% discount.

How to Register: Log in to <https://Support.DrakeSoftware.com> and select **Training Tools > Classroom Training** from the menu on the left side of the web page. Refer to the **FAQs** on the web page for more details.

CPE Facts:

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	20	Group-Live	Accounting	N/A	103137
CTEC	N/A	N/A	N/A	N/A	3038
IRS	0	In Person	Accounting	N/A	FQTGU
TX State Board of Accountancy	20	Group-Live	Accounting	100256	002921

*Individuals with other professional credentials should check with their state licensing board or accrediting organization to determine if this program meets their continuing education requirements.

Course Level: Basic

Prerequisites/Advance Preparation: A working knowledge of basic accounting is necessary. The only advance preparation needed is to **bring a laptop computer to class with the latest version of Drake Accounting 2019 installed.**

Course Policies: Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or e-mail. Refunds will not be granted by phone. Drake will make a full refund for any request received 10 business days before scheduled start of the training. Any cancellation received 5-9 business days prior to start will receive 50% refund. No refunds on cancellations less than 5 days before the scheduled start of the training. For more information regarding the refund policy, administrative policies, and complaint resolution, please contact our office at (828) 524- 8020 or Education@DrakeSoftware.com or visit www.DrakeETC.com.



Drake Software is an IRS qualified sponsor of continuing professional education.



Drake Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

Drake Software is registered with the Texas State Board of Public accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program.