

## 2017 Drake Accounting Software Classroom Training: Drake Accounting 101

**Course Description:** This four-day (32 - hour) course provides an overview of Drake Accounting Software, Drake's accounting package and taught by the Drake Accounting Development Team.

Upon completion of this course, attendees have an understanding of the following modules:

- Firm - Paid Preparer Setup, Rates & Withholding Setup, Direct Deposit Setup, Security Setup, and MICR.
- Client - Add/Edit Clients, Backup, Restore, Delete Client and Update Prior Year.
- Employees - Deductions & Benefits, Employee Setup, Transmit Direct Deposit, Federal Forms, State Tax & Wage Forms.
- Accounting - Chart of Accounts, Transactions, Year End Close, Bank Reconciliation and Update Prior Year.
- Payables - Vendor Setup, Invoices, Payments, Check Print, Check Writer, Check Alignment and 1099-Misc.
- Receivables - Sales Tax Setup, Customer Setup, GL Account Setup, Invoice Item Setup, Invoices and Apply Payments.
- Tools - Print Blank Forms, Print Mailing Labels, Review Reports, Spread Sheets and Client Transfer.
- E-Filing - 94x, W-2 and 1099/1098.
- On the Fly - Federal Forms, State Tax & Wage Forms and Update Prior Year.
- Setup - MICR Bank Accounts, Check & Stub Options, Report Options and Electronic Signatures.

**Course Fee:** \$399

**How to Register:** Log in to [www.Support.DrakeSoftware.com](http://www.Support.DrakeSoftware.com) and select **Training > Live Training** from the menu on the left side of the web page. Refer to the **FAQs** on the web page for detailed instructions and frequently asked questions.

### CPE Facts:

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	32	Group-Live	Accounting	N/A	103137
CTEC*	0	N/A	N/A	N/A	3038
IRS*	0	In Person	Federal Tax Law	N/A	FQTGU
TX State Board of Accountancy	32	Group-Live	Accounting	100217	002921

\*CTEC and IRS does not accept courses in which the main content is software instruction.

\*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:** The prerequisite for this course is a working knowledge of basic accounting and accounting practices. There will not be lab work, but a laptop would be useful in order to follow along during class. If bringing a laptop, the software should be installed prior to class. Laptops can be rented from our Education department. Drake Accounting 2017 can be installed using the following link: [https://dasapps.drakesoftware.com/deployment/DrakeAccounting2017/Installations/LatestBuild/DrakeAccounting2017\\_Setup.exe](https://dasapps.drakesoftware.com/deployment/DrakeAccounting2017/Installations/LatestBuild/DrakeAccounting2017_Setup.exe)

**Course Policies:** Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or email. 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](mailto:Education@DrakeSoftware.com) or visit [www.DrakeETC.com](http://www.DrakeETC.com).

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



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.



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