

Drake Accounting 101 (In Person)

Course Description: This 2-day (16 hours) 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
- Process and e-file W-2s, 1099s, and 94x series tax returns.
- Review the setup and input procedures of Accounts Payables transactions.
- Export account balances from the Chart of Accounts to the Drake Tax program.

Course Fee: \$419

How to Register: Sign in to <https://Support.DrakeSoftware.com> and select **Training > Classroom 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	Format	CPE/Field of Study	Course ID #	Sponsor ID #
NASBA	Group - Live	16 — Accounting	N/A	103137
CTEC**	N/A	o- N/A	N/A	N/A
IRS	In Person	o - N/A	N/A	FQTGU
TX State Board of Accountancy	Group - Live	16 — Accounting	100349	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.

**CTEC does not allow credit to be awarded for courses that cover tax software topics.

Course Level: Basic

Last Revision: Summer 2023

Prerequisites: Students should have an understanding of basic accounting terminology.

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 training. Any cancellation received 5-9 business days prior to the start will receive 50% refund. No refunds on cancellations less than 5 days before the scheduled start of the training. For more information regarding refund policy, administrative policies, and complaint resolution, please contact our office at 828-524-8020 or email Education@DrakeSoftware.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.



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