

### **Drake Accounting Bookkeeping & Beyond Webcast**

This four-hour course is an introduction to the bookkeeping features of Drake Accounting. Upon completion of this course, participants will be able to:

- Set up a client and their chart of accounts
- Enter vendors, create invoices, and process vendor payments
- Set up receivables to create invoices for customers
- Manually enter journal transactions and balance the books
- Perform a bank reconciliation
- Export to Drake Tax at the end of the year
- Complete year end close

Individual attendees fee is \$79. Register by midnight (Eastern Time) 30 days prior to the date of the class and receive 5% off.

#### **AGENDA**

1:00PM – 2:15PM: Introduction, Client Setup, Chart of Accounts Setup

2:15PM – 2:30PM: Break

2:30PM - 3:45PM: Payables and Receivables

3:45PM – 4:00PM: Break

4:00PM – 5:00PM: Manual Bookkeeping, Bank Reconciliation, Export to Drake Tax, Year End Close

*All times listed in Eastern Standard Time*