2020 Drake Software Classroom Training

Drake Accounting Bookkeeping & Beyond – Webcast

Course Description: 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 entries and balance the books
- Perform a bank reconciliation
- Export to Drake Tax at the end of the year
- Complete year end close

Course Fee: $79.00. 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	4	Internet-Based	Accounting	N/A	103137
CTEC	N/A	N/A	N/A	N/A	3038
IRS	N/A	N/A	N/A	N/A	FQTGU
TX State Board of Accountancy	4	Internet-Based	Accounting	100298	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.

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 grant a full refund if the refund is requested in writing within 72 hours of the start of the webcast. Registrants who are "no-shows" for the Live Webcast will not qualify for a refund. For more information regarding the refund policy, administrative policies, and complaint resolution, please contact our office at (828) 524- 8020 or Education@DrakeSoftware.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.