

Drake Accounting Payroll Basics

Course Description: This 3-hour course introduces accountants and bookkeepers to Drake Accounting Payroll. Upon completion of this course, students will be able to:

- Identify the required setup for facilitating the payroll process in Drake Accounting.
- Identify how to produce “Live”, Batch, and “After-the-Fact” payroll.
- Recall how to print checks from within the program.
- Identify how to process and e-file 94X tax returns in Drake Accounting.

Course Fee: \$69. Register 30 days prior to the date of the course and receive a 5% discount.

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	Internet-Based	3 — Accounting	N/A	103137
CTEC**	N/A	0- N/A	N/A	3038
IRS	N/A	N/A	N/A	FQTGU
TX State Board of Accountancy	Internet Based	3 — Accounting	100375	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.

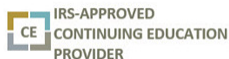
**CTEC does not allow credit to be awarded for courses that cover tax/accounting software topics.

Course Level: Basic

Last Revision: Winter 2023

Prerequisites: A working knowledge of basic accounting is necessary.

Course Policies: Drake Software will grant a full refund if a refund request is received within at least 72 hours prior to the start of the webcast. Registrants who are “no-shows” for the live webcast will not qualify for a refund. Refund requests will *not* be granted by phone and must be sent to 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