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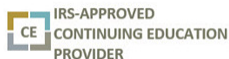
**CTEC does not allow credit to be awarded for courses that cover tax/accounting software topics.

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.*