Drake Accounting Portals Guide

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TRADEMARKS

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Portals Overview

Drake Accounting Portals are a web-based service offered to users at no additional cost. It allows you to work more efficiently and securely regarding handling payroll for your clients, and it is intended to help you enhance your business.

The Portals are designed to have employers perform some of the more time consuming and labor intensive parts of payroll processing. By having the employer perform these redundant and time consuming tasks, the firm has more time for the more analytical and profitable tasks on behalf of the employer. In addition, employees are able to register and view their pay stubs and Forms W-2 that have been uploaded to the portal by the firm.

NOTE   The firm, employer, and employee must have Internet access to use the Portals.

The Portals lets your client send employee information to a Drake website that you can access with Drake Accounting to ensure both you and your client are always in sync. This includes time card information from which checks can be written using Drake Accounting. Employers can maintain their own employee information such as name, address, and pay rate. Each payroll cycle, employers enter hours worked, and vacation or sick time pay. Once the payroll information is processed, the firm prints the checks, runs payroll reports, makes the 94x tax deposit, and files the 94x tax return on behalf of the employer.

New Portals Features

This allows the firm-level user to customize the portal's "skin" as well as login image.

Branding

To customize the portal's appearance:

1. Log into the portal as a firm user
2. On the left, click **Branding**.
3. Click the color and choose a color.
4. To upload a logo or image for the portal login, click **Choose File**.
5. Click **Apply** to apply the settings.

Messaging

This new feature for firm-level and employer-level portal accounts allows the firm to send messages to the employers (clients). Employers can also send messages back to the firm. This

messaging feature is not applicable or accessible to employee-level users.

An advantage for firms using this method of communication over other means (e.g., text message, phone calls, email, etc.) is that the message is encrypted from the moment it is sent to when it is received. Information that can identify an individual, such as SSNs and bank account numbers, will be encrypted and secured.

At this time, messages will automatically be deleted after 7 days from when the message was sent. This prevents numerous messages from piling up on the server.

For the firm to send a message to a client:

1. Log into the firm-level portal account.
2. Go to **Messaging** (on the left).
3. Select the appropriate employer from the **Send To:** drop menu.
4. In the blank field under the drop down, type the message.
5. When finished, click **Send**.

For the client to send a message to the firm:

1. Client logs into their portal account.
2. Go to **Messaging** (on the left).
3. Type the message into the blank field on the right.
4. When finished, click **Send**.

Types of Portal Users

Users are only needed to be created once. There are four types of Portals users:

Type of User	Description of User Type
Firm	There are two levels of firm-level Portal users: 1. Executive Firm 　▪ Typically used for the firm's owner 　▪ Can create additional firm-level users, as well as client-level users 2. Firm 　▪ An employee of the accounting firm who has full Portals capabilities with the exception of managing Portals users and activating the portal.
Client/Employer	A client of the accounting firm (preferably the employee who handles payroll). 1. This user has the same functionality as the Firm user but is

	restricted to viewing employee/vendor and payroll details of their company. 2. This user level can assist with data entry and reduce communication-based errors.
Employee	An employee of the accounting firm's client who is able to register and view their uploaded pay stubs and Forms W-2.

Overview of Important Portal Settings in Drake Accounting

To access settings for syncing the portal within Drake Accounting:

1. Go to **Firm > Portal Setup**.
2. To bring up the log in screen for the firm-level portal, click **Access Portal**.
   - Since this link is for the firm only, there will not be a link to register.
3. **Sync Settings**
   - **Automatically Sync**
     - It is strongly recommended for **Sync Settings** to be set to **Automatically Sync.**
     - This option allows data changes made in Drake Accounting to be sent to the employer portal automatically, little by little, when switching to another client (**Client Switch**) and/or when closing out of Drake Accounting (**On Exit**).

NOTE

This eliminates the need for the firm to remember to hit the **Sync Now** button if set to the **Manually Sync** option.

However, **Sync Now** will be used before uploading pay statements to the portal, regardless of which sync option is selected.

   - **Manually Sync**
     - This option requires the firm to go to **Firm > Portal Setup** and hit the **Sync Now**; syncing will not happen on its own.
     - This option uploads changes in Drake Accounting data to the employer Portal and is intended for the employer Portal.
   - **Force Sync**
     - This method is generally not recommended (unless restoring from a backup), as it will erase everything in the employer portal. However, employees will still be brought up to the portal with using the **Force Sync**.

| | This will not bring over employee pay statement information to the employee Portal. To do this, the firm must manually select and upload pay statements in the **Check Print** screen. |

4. **Syncing Conflict priorities**
   - **Time-based**
     - The window will sync either DAS or the portal, depending on which application was used last.
   - **Drake Accounting**
     - DAS will be synced first.
   - **Portal**
     - The portal will be synced first.

Syncing Drake Accounting and Portals

Drake Accounting and Portals must be kept synchronized so no one is seeing old information. Because Drake Accounting is the hub of all payroll activity, those using Drake Accounting must accept or invoke this synchronization (or "sync").
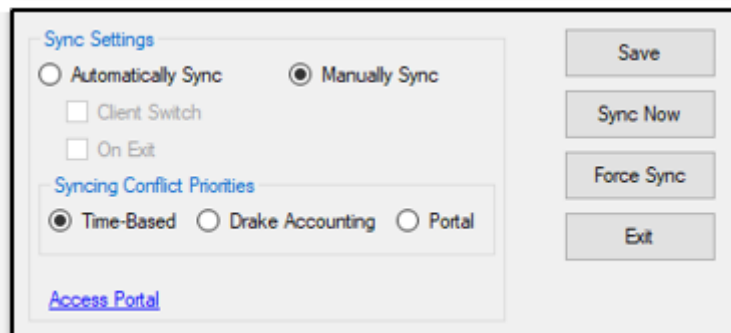
To manually sync records, complete the following:

1. In Drake Accounting, make the client you want to sync to Portals the active client.
2. Go to **Firm > Portal Setup**.
3. Make sure **Manually Sync** is selected.
4. Select a **Syncing Conflict Priority.**
5. Click **Sync Now**.
6. A message will display saying "The syncing process has successfully finished."
7. Click **OK**.

To automatically sync records, complete the following:

1. In Drake Accounting, make the client you want to sync to Portals the active client.
2. Go to **Firm > Portal Setup**.
3. Select **Automatically Sync.**

4. Choose to either have Drake Accounting automatically sync on **Client Switch** or **On Exit**.
5. Select a **Syncing Conflict Priority.**
6. Click **Save.**

Additional options on Portal Setup

1. **Save** will save the Sync settings and conflict priority that is selected on the Portal Setup screen.
2. **Sync Now** will sync the current active client.
3. **Force Sync** will override all portal data with Drake Accounting's data.
4. **Exit** will exit Portal Setup.
5. **Access Portal** is a link that will go straight to the Portal.

Selecting the Correct Year in the Portal
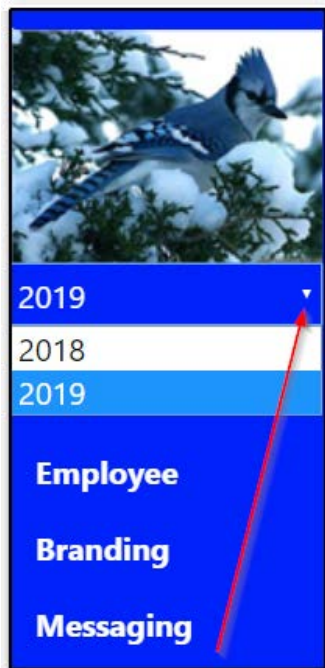
When logging into the Portal and doing payroll, be sure to first select the correct year for which year you will be posting payroll to. In the upper left corner under the logo, select the correct year. Whatever year is selected is what year payroll checks will be made for, and then to download them into Drake Accounting, you would need to be in the applicable Drake Accounting product.

For example, if you selected 2018 in the portal and completed batch payroll, to have it sync with and show up in Drake Accounting, you would need to open Drake Accounting 2018 and sync. The year selection is only available to firm-level users.

Which years being available in the drop menu depends on what has been synced to the portal for that particular year. For example, if client information and payroll data has been synced from

Drake Accounting 2018, the year 2018 it will be available to choose from on the left.

Changing the Active Client
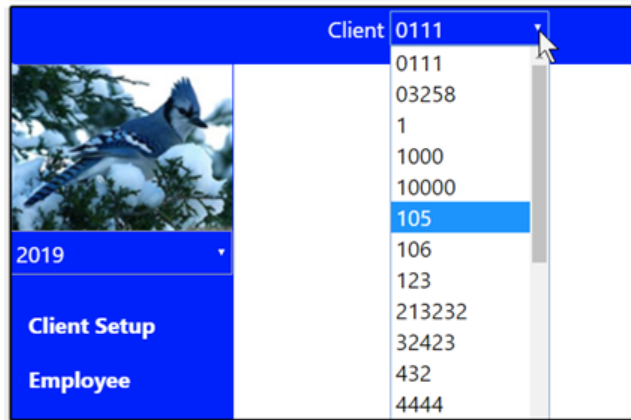
To change the active client, at the top-left corner of the portal, select the applicable client from the **Client** drop menu. Once they have been selected, the portal will switch over to that client's information.

Transferring Files Using the Portal

IMPORTANT

This feature is to be used for the firm to transfer files back and forth between their employees or clients.

This is **not** to transfer your client data file to Drake Accounting Support. Call Drake Accounting Support at (828) 349-5908 for guidance on sending your client file.

Uploading a File

1. Log in to the portal.
2. Click the **File Transfer** from the left menu.
3. Select the **Browse** button in the **File Upload** box.
4. Locate the file to upload and either double-click on it or click **Open.**

NOTE

Only files with .ZIP, .TXT, .PDF, .CSV, or .RPT extensions can be uploaded to Drake's servers.

5. Select an **Upload To** option: **Firm** or **Active Client**.

6. Click **Upload**.

Downloading a File

1. Log in to the portal.
2. Click the **File Transfer** from the left menu.
3. Use the drop list in the **File Download** box to select the file to download.
4. Click **Download.**

Portal User Setup Overview

Adding Portal Users

Create portal accounts for staff at your accounting firm ("firm users") and for clients ("employer users") from the **User** screen. The **User Setup** screen is only visible by the Admin user or a firm-level user who account has been designated as an **Executive Account**.

1. Once logged into the portal, select the appropriate client at the top.
2. On the left, go to **User > User Setup**.
3. Click **New**.
4. Select the role of the user: **Firm** or **Client**.
5. If **Firm** is selected, you can designate the user to be an **Executive Account**
6. Firm Executive is a Firm user that can add additional Firm Users. Firm non-executive can only make Client Users.
7. Enter a **Login Name** for the user.
8. Enter **First Name**, **Last Name**, and a working **Email** address the user has access to.
9. Select the applicable **Client Code** from the drop menu.
10. If the user is working for a separate firm, make the appropriate selection from the Firm drop menu.

Editing Portal Users

1. Click **User > User Setup.**
2. Select the user to edit.
3. Make necessary adjustments to the user's information.
4. Click **Save**.

NOTE

If a firm user forgets their Portals password, the administrator can reset the password to the default password. To reset the password, select the firm user then select the check box under their **Portal User ID**. Click **Save**. The next time the user logs in to the portal, they'll use the default password and be prompted to create a new password.

Deleting Portal Users

1. Click **User > User Setup.**
2. Select the appropriate user, and the information will display in the **Edit User** section below.
3. Click **Delete**.

4. When the prompt displays to confirm, click **OK**.
5. The user will no longer be in the User Setup scroll down window.

Logging into the Portal

To log into the Portal, all users must have an Internet connection and point their web browser to, **at minimum**, the basic portal URL (https://dasapps.drakesoftware.com).

To access the portal from Drake Accounting, you can do one of the following:
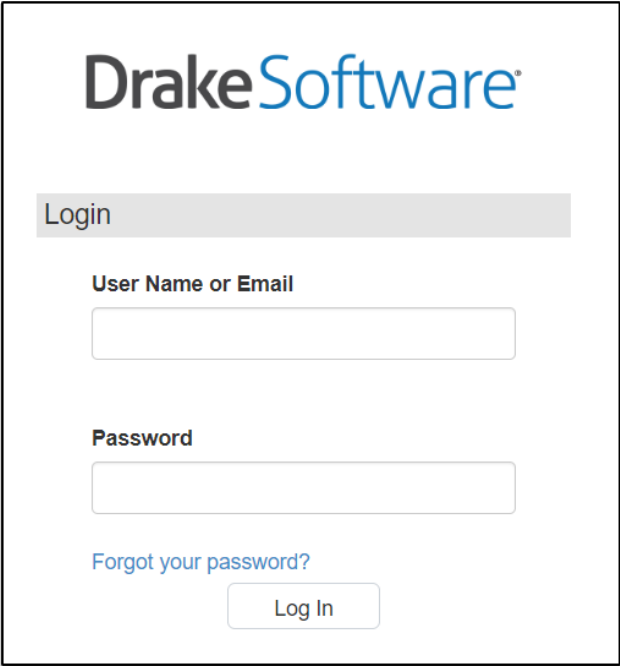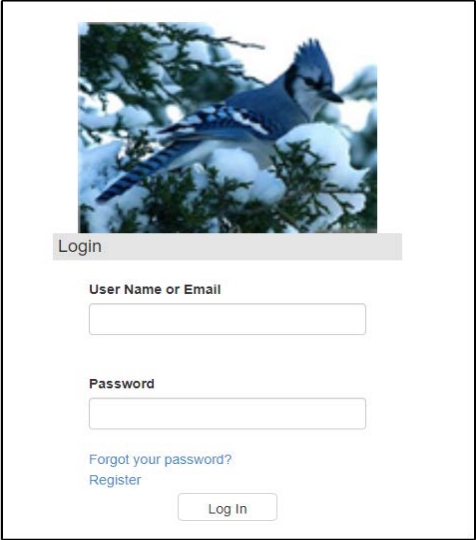
1. Go to **Firm > Portal Setup > Access Portal.**
2. Go to **Employees > Portal Batch > Access Portal.**
3. Go to **Help > Web Links > Access Portal.**

IMPORTANT

To have employers and their employees register to use the portals, you must provide them with the correct URL, which contains the basic portal URL and your Drake Account Number that is registered with Drake Software.

Your Drake Account Number is not the same as your EFIN. Your Drake Account Number can be found under **Firm > Firm Information Setup** in the **Account #** field that was entered when you activated Drake Accounting. You can also log into Drake Support (Support.DrakeSoftware.com) and go to **My Account > My Serial Numbers** to retrieve your Drake Account Number.

For example, the custom URL will resemble https://dasapps.drakesoftware.com/012345, where "012345" represents the registered Drake Account Number. Without your Drake Account Number, employers and employees will not be able to register. However, if they are already registered, they can use the basic link without your Drake Account Number to log in, given that they enter the correct credentials. They will see the Drake Software logo instead of a customized logo (set by the firm).

Basic URL Login Page	Customized Login Page Example
https://dasapps.drakesoftware.com	https://dasapps.drakesoftware.com/012345
It is recommended that all users set up a bookmark in their browser to easily access this URL for future use.	

Creating an Admin Portal Login
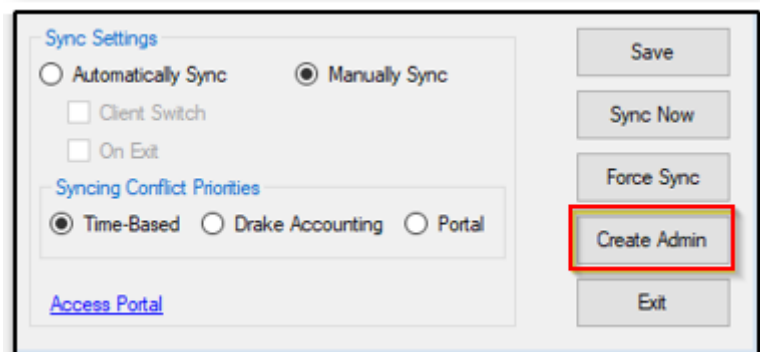
To access the portal, you must first create an admin account. The following steps are applicable only if the firm has never created a portal admin account before. If an account has been created for the firm, this information (below) will not be available. DAS will check the website database to see if there is already a firm account. If there is one, they need to utilize the website to create other accounts. If there isn't a firm user on the website, we allow them to create it via the program.

1. Go to **Firm > Portal Setup**. Select **Create Admin**.
2. Create a **Login Name** and enter the user's **First Name**, **Last Name**, and their valid

Email that they have access to.

3. Once the correct information has been entered, click **Submit**.
4. An email will be sent to the email provided in Step 2 with instructions about logging into the portal with a provided temporary password.
5. Click on the link provided.
6. Enter the **Username** and **Password** credentials. Once logged in, they must change the password.

Portal Employee Setup Overview

Adding Employees

To add an employee:

1. Go to **Employee > Employee Setup**.
2. From the Client drop menu at the top, select the appropriate client in which you want to add the employee to.
3. Click **New**.
4. If the client has multiple locations, select the appropriate location for the employee.
5. Complete the demographic and payroll information for the new employee.
6. Click **Save.**

Editing Employee Info

To edit an employee, complete the following:

1. Go to **Employee > Employee Setup.**
2. From the Client drop menu at the top, select the appropriate client in which you want to edit the employee information
3. From the list of employees, select the employee to edit.
4. Edit the appropriate information for the employee. All fields may be edited.
5. Click **Save** when finished editing.
6. Drake Accounting is updated to reflect these changes the next time a sync is run for this employer.

Managing Portal User's MFA for Logging into the Portal

This feature allows the firm-level user to disable multi-factor authentication for client-level portal users. See "Manage MFA" for more detailed information regarding MFA.

Setting up Multi-Factor Authentication

1. Once logged in, click on the user in the upper right corner.
2. Go to **Manage Multi-Factor Authentication.**
3. Complete the prompts as needed.

Forgotten Password

To retrieve their password associated with their portal account, the user will need to:

1. On the portal login screen, click **Forgot your password?**
2. Enter the email that is associated with the portal account.
3. Click **Confirm**. They will receive the following message.
4. They will need to sign into their email account. It may take a few moments before the email appears in their inbox. They will receive an email like this:

Hello,

You recently asked to have your Drake Accounting Portals Password reset. Please click this link to verify your account and reset your password.

Please be advised that passwords must:

Be at least 8 characters in length.
Contain at least 1 lowercase and 1 uppercase letter.
Contain at least 1 special character (!@#$%^&*)
Contain at least 1 number (0–9)

If you believe you have received this email in error or if you have any questions, please feel free to call our Customer Support Center at 1-828-349-5908.

The Customer Support Center has representatives available to assist you from 8:00 AM to 9:00 PM EST, Monday through Friday and Saturday from 8:00 AM until 5:00 PM. Thank you for choosing Drake Accounting!

5. Click the link from within the email.
6. Enter a **New Password**.
7. Re-enter it in **Confirm Password**.
8. Click **Confirm**.
9. They will return to the portal login screen.
10. Enter the correct **User Name or Email** and the updated **Password**.
11. Click **Login** to return to the main menu.

Employee Portal Overview

The purpose of the employee portal is to allow the employees of clients (employers) that have been set up in DAS to have an easy way to retrieve their pay stubs, as well as their Forms W-2 after the end of the year. The employee will not be able to edit their demographic information; this will need to be done by the firm in the DAS software and then sync to have the changes reflect in the employee portal.

The portal levels are a web-based service and rely on a stable and consistent internet connection. DAS uses an internet connection to sync the payroll data to the portals. DAS and portals must be kept synchronized so no one is seeing old information.

The general format of the link to get to the portal log in page is https://dasapps.drakesoftware.com/#####. The # signs represent the firm's Drake Account Number that is registered with Drake Software (as shown on their Account Information page) and entered into the **Firm Information Setup** screen (**Firm > Firm Information Setup**). This is essential, for without the proper URL, there will not be an area to register. Once established, it is recommended that the employee bookmark the link for easy retrieval whenever needed.

Common FAQ

What is the difference between the employer and employee portals?

The employer portal is for employers to sign in and enter payroll data for their employees and then sync it to the firm. The firm is then able to generate checks in DAS based on the information that was synced over from the employer portal. In this scenario, the employer is essentially doing the data entry work for the firm; the firm just generates the checks. The employee portal is for the employee to retrieve their pay statements that have been uploaded and synced from the firm.

How many unsuccessful attempts before an employee's portal account is locked? What if an employee gets locked out?

After ten (10) unsuccessful attempts, the employee's account will be locked for 15 minutes. Once the 15 minutes have passed, the employee can try again. If the employee continues to have issues, they need to contact their employer.

What if an employee has multi-factor authentication (MFA) set up with a YubiKey but loses the key or it gets destroyed? What if they have Google Authentication or another authentication app set up but cannot access their phone?

The employee will need to go their employer. The employer will need to log in to their employer-level portal account to remove the MFA requirement from the employee's account. When the employee attempts to log back into their account, they will not see the MFA prompt.

What if a client has MFA set up but loses their YubiKey and/or cannot use their phone to access the Google Authenticator app or another authentication app?

The employer would need to contact the firm. The firm would remove the MFA requirement from the employer's account. When the employer logs into their employer-level portal account, they

will not be prompted for MFA.

What if the firm has MFA set up but loses their YubiKey and/or cannot use their phone to access the Google Authenticator app or another authentication app?

The firm will need to contact Drake Software Support, who will then direct them to Compliance for assistance and identity proofing (i.e., the firm will have to submit requested documents to prove their identity).

What is the gist of having an employee's pay statements uploaded to the portal?

In a nutshell, below is the sequence of events to have an employee's payroll information be properly uploaded to the employee portal:

1. Employee registers on the portal site using their unique URL containing the firm's Drake Account Number.
2. Firm enters the employee's payroll in DAS.
3. Firm syncs the data to the portal (**Firm > Portal Setup > Sync Now**).
4. Firm selects which checks to upload to the portal and uploads them.

How an Employee Registers with the Portal

To register their information with the portal, the employee needs to:

1. Access their employer's unique link that contains the firm's Drake Account Number.
   - Depending on the firm's branding settings in the firm-level portal account, the Drake Software logo may be replaced with a different image.
2. Once the login screen loads, click **Register**.
3. Based on the information that is entered for the employee under **Employees > Employee Setup**, complete the following information.
   - Enter the following information as it is set up in Drake Accounting:
     - Employee First Name
     - Employee Last Name
     - Employee SSN
     - Email (can be whatever employee chooses)
     - Re-enter the employee email
     - The **User Name** is something the employee can choose
       - Numbers, letters, and special characters may be used
4. Once the information is complete and accurate, click the **Register** button.
5. The employee will need to check their email (the same email that was used to register) and click the link in the email to verify their account.
6. Once the link from the email has been clicked, they will be asked to create a password. Click **Submit**.
7. The Employee will now be able to log in using the username and password they previously created. Enter the information and click **Log In**.

Changing a Password

When changing a password, it cannot be changed to a previously used password within the past five password changes. To change the password associated with their portal account, the employee will need to:

1. Log into their portal account.
2. Under Personal Information, click **View Info**.
3. At the top, click **Change Password**.
4. Enter the **Current Password**.
5. Enter the desired **New Password**.
6. Re-enter the desired password in the third field.
7. Click **Change Password**.
8. When successful, **Password Changed** will display at the top.
9. When logging in again, they will need to use the new password.

Manage MFA

The employee portal allows users to log in and set up multi-factor authentication (MFA) for an extra layer of security when logging in. It helps confirm the employee's credentials that have been entered into the portal log in screen. Once either the **Mobile App Authentication** or the **YubiKey Authentication** has been set up, their chosen method of MFA will be required when logging in until they remove the authentication. If the employee wishes, both MFA methods can be utilized. At this time, MFA is an optional feature and is not mandatory, but there is a strong possibility it will be required in the future of all portal levels and Drake Accounting.

Setting up Google Authenticator

Setting up Google Authenticator for the Portal

Regardless if the employee's phone is an iPhone (iOS) or a non-Apple product (Android), the setup process for Google Authenticator is essentially the same. The screens shown below may be a little different between the two products, but the employee will need to add their portal account to the Google Authenticator app on their phone. It will generate 6-digit codes (**unique identifiers**) that will change frequently.

Once set up, the employee will need to enter the current unique identifier displayed in their app when signing into the portal. They will not be able to sign in without the unique identifiers generated from the app until they remove Google Authentication.

To set up Google Authentication, the employee needs to:

1. Log in to their portal account.
2. Go to **Manage Two Factor Authentication.**
3. On their phone, download the Google Authenticator app.
4. Once downloaded, open the app and follow the prompts.
5. They will be asked to **Add an account**. They can either **scan a barcode** or **enter a provided key**:
   - **Scan a barcode (Recommended for quick and easy set up)**

- They can use the camera on their phone to take a picture of the QR Code (left) on the portal's **Multi-Factor Authentication Setup** page. The portal account will be added to the app. The unique identifier will refresh in the app frequently.

- **Enter a provided key**
  - On the **Add an account** screen (app), select **Enter a provided key**.
  - Enter the long code from under **Mobile App Authentication Setup** (on the portal site) into the app.
  - Click **Confirm Google Authenticator.**
  - When the unique identifier generates in the app, enter this code into the blank Validate my code field on the portal site.
  - Click **Confirm Google Authenticator.**

Logging into the Portal Using Google Authentication

To log in to the portal after setting up Google Authentication, the employee needs to:

1. Go to the portal log in screen.
2. Enter the correct **User Name or Email** and **Password**.
3. Click **Log In**.
4. Open the **Google Authenticator** app on their phone.
5. Enter the app's current unique identifier into the blank field.
6. Click **Submit Google Authentication**.

Removing Google Authentication

To remove Google Authentication, the employee needs to:

1. Once logged into their portal account, go to **Manage MFA**.
2. Click **Remove Google Authenticator**.

Setting up YubiKey

Setting up a YubiKey

The YubiKey (pronounced you-bee) is a small key that is inserted into an easily accessible USB port on the employee's laptop or tower. It will generate a very lengthy code for the MFA Setup screen. After being set up, the employee will need to insert the key and get a new code each time in order to log into the portal.

To set up YubiKey Authentication, the employee needs to:

1. Insert the YubiKey into an easily accessible USB port.
2. A message may appear in the bottom right corner that the key is being installed. The "Y" on the key will light up and once finished installing, it will not be lit up.
3. Log into the portal.
4. Click on **Manage MFA.**
5. Click once in the **YubiKey Goes Here** field to activate the cursor.
6. Press and hold the "Y" on the YubiKey, and it will populate the field with a long code.
7. Click **Confirm YubiKey**.
8. A message in green will display that YubiKey was successfully set up.

Logging in with a YubiKey

After the employee has set up their YubiKey, to log into the portal, they need to:

1. Make sure the YubiKey is inserted into an easily accessible USB port.
2. Log into their portal account.
3. Click in the blank field for **YubiKey goes here**.
4. Press and hold the "Y" on the key to generate the code.
5. It will automatically log into the portal.

Removing YubiKey Authentication

1. Once logged into the portal, go to **Manage MFA**.
2. Click **Remove YubiKey**.

Navigating Through the Employee Portal

Once the employee has successfully registered, they will see the following menu upon logging in:
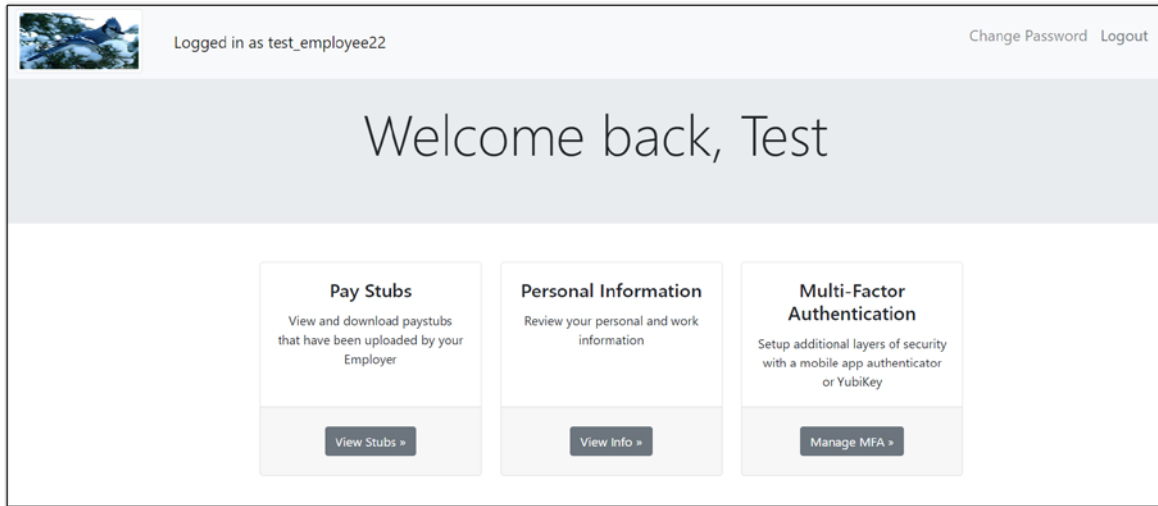
View Personal Information

This section of the portal displays the employee's demographic information based on what the firm has entered in DAS and the last time DAS and the portal were synced. Remember that information cannot be edited here. If the employee needs to change any information, the firm will need to make the changes in Drake Accounting and sync.

Employees Working in Multiple Locations
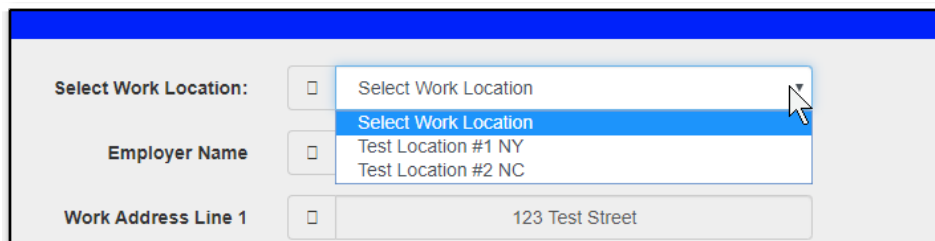
If the Employer is set up as a multi-location client in Drake Accounting and the employee has been assigned to more than one location, there will be a drop down menu on the left. The first location is associated with what has been entered in **Client Setup** (**Client > Add** or **Client > Edit**). Any additional locations are based on what has been entered under **Client > Locations**.

Viewing Pay Stubs

This section of the portal displays all the pay statements that have been uploaded to the portal by the firm. Remember that the payroll data is uploaded to the portal, not the check itself. Pay statements can be downloaded as PDFs, if desired. In Drake Accounting, options for the check stubs are chosen under **Setup > Check & Stub Options**.

Portal Payroll

Entering Employee Batch Payroll Information

To create batch payroll, complete the following:

1. Ensure you have selected the appropriate year in the left corner to apply the payroll to. See "Selecting the Correct Year in the Portal" on page
2. Go to **Employee > Batch Payroll.**
3. From the Client drop menu at the top, select the appropriate client in which you want to complete batch payroll for.
4. Click **Create Batch.**
5. Create a **Batch Name** and select a **Pay Period Ending Date.**
6. Click **Create.**
7. Select the employee on the **Add/Edit Batch Payroll** screen.
8. Make any necessary adjustments to the employee's check in the **Edit Check** window.
9. Click **Save** after making changes for each employee.
10. Click **Approve Batch** once the payroll information looks correct.
11. Click **OK** to confirm.
12. Once timecards have been approved, they are available to be downloaded and processed by the accounting firm.
13. Once the accounting firm has downloaded the "approved" batch, the information displays on the **Batch Payroll** screen.

Reviewing Completed Batch Payroll Information

1. From within the portal, go to **Employee > Batch Status.**
2. From the **Client** drop menu at the top, select the appropriate client in which you want to display the batch payroll information.
3. From the first drop menu on the left, view batch payroll by status: **Created, Approved**, or **Processed**.
   - **Created** displays batch payroll information that has been started and not yet approved or processed.
   - **Approved** displays batch payroll information that has been approved from within the portal by clicking **Approve Batch** in the portal's **Batch Payroll** screen. It is ready to be processed within the software once the portal has been synced.
   - **Processed** refers to batch payroll that has been processed within Drake Accounting under **Employees > Payroll > Portal Batch**. Click **Process** when the payroll is ready to be printed on checks.
4. In the drop menu below, select the appropriate batch.

5. To export the information to an Excel spreadsheet, click **Export to Spreadsheet**.

Viewing Processed Payroll in Drake Accounting

Paycheck information has to be processed in Drake Accounting once it has been synced from the portal.

1. In Drake Accounting, go to **Employees > Payroll > Portal Batch**.
2. The list of batches will produce on the left side of the screen. The status will show it is approved.
3. Select that batch. To the right, it will show the list of employee codes and the hours for that employee.
4. Click **Process**.
5. The batch on the left will change the status to **Processed**.
6. Once the batch payroll is processed, go to **Employees > Check Print** to print out the payroll checks for each employee.

Deleting the Batch Payroll

To delete the batch:

1. Click **Delete Batch.**
2. click **Edit** to go to the Batch Payroll screen that lists the batches that have been created.

How the Firm Uploads Pay Statements to the Portal

In Drake Accounting, the firm must designate which check stubs (pay statements) are to be synced to the portal, regardless if they are live or after-the-fact (ATF). Live checks need to be printed first before DAS will recognize them; ATF checks do not need to be printed for them to be recognized.

1. The firm will complete payroll for the applicable employee and, if needed, will print the payroll checks.
2. They will then go to **Firm > Portal Setup**.
3. Click **Sync Now**, and they will receive the following message. Click **OK**.

Please do NOT skip this step!

IMPORTANT   **Before uploading the check stub, the employee data and payroll data need to be linked to one another or the check stub will not be associated with the employee. As a result, the employee will not see their stubs when they log in.**

4. Go to **Employees > Check Print**.

5. Check the **Reprint Checks** box on the right side of the window.
6. Check **To portal** (under **Reprint checks** on the right).
7. Click in the empty box(es) to the left of the checks (pay statements) that need to be uploaded to the employee portal to select them for upload.
8. When all desired checks have been selected, click **Upload**. Depending on the number of checks, you may see a status bar.
9. When the stub is successfully uploaded to the portal, it will disappear from the list in the **Reprint Checks** screen.

NOTE

Although you have to select the checks in Drake Accounting to upload them, it is the pay statement information that is uploaded to the employee portal, not checks themselves.

How the Employee Views Uploaded Pay Statements

1. The employee will log into their portal account.
2. Click on **View Stubs**.
3. All the pay statements that have been uploaded for that employee will be listed. They can see:
   - **Check date**
   - **Pay period end date**
   - **Net pay**
   - **Gross Pay**
   - **Hours worked**
4. If they wish to view a PDF of their pay statement, click **Download Check Stub** (on the right) from the desired row.
5. The download will begin and, depending on their browser, may appear in the bottom left corner of the browser.
   - If not, they may have to browse to their **Downloads** folder by simultaneously pressing the **Windows Key + E**.
6. When the PDF is located, double-click to open. The information displayed depends on their payroll options and chosen settings under **Financial > Check & Stub Options.**

Pay Statement

Pay Period: 8/13/2019 - 8/19/2019
Pay Date: 8/19/2019
Pay Class: Multi-Rate

123 Test Street
Franklin, NC 28734

Employer EIN: 44-4444444

Taxable Marital Status: Single
Exemptions/Allowances:
    Federal: 2

Test Employee
234 Test Rd
Franklin, NC 28734

Social Security Number: Test1

Earnings	Rate	Hours	Current	YTD
Regular	15.00	40.00	600.00	8,640.00

	Gross Pay:		600.00	8,640.00
Balance available as of	8/19/2019	Vac: 0.00	hrs	
		Sick: 0.00	hrs	

Withholdings	Current	YTD
Federal	25.72	1,379.97
Social Security	29.76	501.12
Medicare	6.96	117.20
North Carolina	15.00	407.84

Benefits	Current	YTD
^ 401k employer	20.00	90.00
^ Test Benefit 2	15.00	30.00

Benefits Total:	35.00	120.00

Deductions	Current	YTD
401K	20.00	90.00
HSA	100.00	362.50

Net Pay:	402.56	2,406.13

Deductions Total:	120.00	452.50

* Benefit amount is applied to Gross Pay.
^ Benefit not applied to Gross/Net Pay.
~ Benefit taxed not applied to Gross/Net Pay.

An example of an employee pay statement