Letter of Agreement
Bookkeeper Training

Extension University of Missouri

This agreement is between _____, Office Bookkeeper, and _____, QuickBooks Trainer, and _____, County Engagement Specialist, to establish initial or continued accounting training for the County Bookkeeper. Training may be presented as onsite consultations or online communications.

It is understood and agreed that the aforementioned bookkeeper and CAST trainer will negotiate an accounting training schedule as follows. (Learning tasks identified with an asterisk are optional. Some offices may not use these features.)

Date	Description of Learning Task	Check off when task is completed		
	Overview – QB Navigation			
	Classes and Chart of Accounts			
	Customer and Vendor Centers			
	Lists – vendors, customers, classes, chart of accounts			
	Monthly Accounting Checklist for some of the following items http://extension.missouri.edu/staff/fiscal/documents/QuickBooks/Checklists/Accounting_Checklist.pdf			
	Deposits – receipts, direct deposit			
	Checks – EFT (electronic funds transfer)			
	Payroll – Timesheet, payroll voucher, paychecks, reports, liability/benefits liabilities, tax forms.			
	Backup file. Software & Payroll Updates.			
	Registers – checking, savings, money market, CDs, other investments			
	Reports – Customize, Filters, Verify and Validate, Compare			
	Bank Reconciliation			
	Validating data – CPD Materials. Verify, Validate, Analyze			
	Transfers			
	Budgets			
	Fixed Assets Inventory*			
	General Journal Entries*			
	Invoices and Accounts Receivables*			
	Bills and Accounts Payables*			
	Credit Card Transactions*			

The Bookkeeper further agrees to seek additional resources from the accounting resource web site, the QuickBooks Administrator, a CAST Trainer, or another Bookkeeper as need arises.

The County Engagement Specialist agrees to provide backup support as follows:
☐ during bookkeeper's training ☐ while learning at desk.

_____   _____   _____
     County Bookkeeper   CAST Trainer   County Engagement Specialist
 Send copy of completed Agreement to your Regional Director