

## Letter of Agreement County Engagement Specialist Training

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

Topics in bold are recommended for County Engagement Specialists. It is understood and agreed that the aforementioned County Engagement Specialist 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	<input type="checkbox"/>
	<b>Classes and Chart of Accounts</b>	<input type="checkbox"/>
	Customer and Vendor Centers	<input type="checkbox"/>
	Lists – vendors, customers, classes, chart of accounts	<input type="checkbox"/>
	Monthly Accounting Checklist for some of the following items <a href="http://extension.missouri.edu/staff/fiscal/documents/QuickBooks/Checklists/Accounting_Checklist.pdf">http://extension.missouri.edu/staff/fiscal/documents/QuickBooks/Checklists/Accounting_Checklist.pdf</a>	<input type="checkbox"/>
	Deposits – receipts, direct deposit	<input type="checkbox"/>
	Checks – EFT (electronic funds transfer)	<input type="checkbox"/>
	<b>Payroll</b> – Timesheet, payroll voucher, paychecks, reports, liability/benefits liabilities, tax forms.	<input type="checkbox"/>
	Backup file. Software & Payroll Updates.	<input type="checkbox"/>
	<b>Registers</b> – checkings, savings, money market, CDs, other investments	<input type="checkbox"/>
	<b>Reports</b> – Customize, Filters, Verify and Validate, Compare	<input type="checkbox"/>
	<b>Bank Reconciliation</b> – long-term outstanding checks	<input type="checkbox"/>
	<b>Validating data</b> – CES Materials. Verify, Validate, Analyze	<input type="checkbox"/>
	<b>Transfers</b>	<input type="checkbox"/>
	<b>Budgets</b>	<input type="checkbox"/>
	General Journal Entries*	<input type="checkbox"/>
	Fixed Assets Inventory*	<input type="checkbox"/>
	Invoices and Accounts Receivables*	<input type="checkbox"/>
	Bills and Accounts Payables*	<input type="checkbox"/>
	Credit Card Transactions*	<input type="checkbox"/>

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

 \_\_\_\_\_  
 County Engagement Specialist

 \_\_\_\_\_  
 QuickBooks Trainer

 \_\_\_\_\_  
 Regional Director

Send copy of completed Agreement to your Regional Director