

**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"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>Classes and Chart of Accounts</b>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Customer and Vendor Centers	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Lists – vendors, customers, classes, chart of accounts	<input type="checkbox"/> <input checked="" type="checkbox"/> <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"/> <input checked="" type="checkbox"/>
	<b>Payroll</b> – Timesheet, payroll voucher, paychecks, reports, liability/benefits liabilities, tax forms.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Backup file. Software & Payroll Updates.	<input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Registers</b> – checkings, savings, money market, CDs, other investments	<input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Reports</b> – Customize, Filters, Verify and Validate, Compare	<input type="checkbox"/> <input checked="" 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"/> <input checked="" type="checkbox"/>
	<b>Transfers</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Budgets</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
	General Journal Entries*	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Fixed Assets Inventory*	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Invoices and Accounts Receivables*	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Bills and Accounts Payables*	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Credit Card Transactions*	<input type="checkbox"/> <input checked="" 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  
 Send copy of completed Agreement to your Regional Director

QuickBooks Trainer  
 Send copy of completed Agreement to your Regional Director

Regional Director