



THE OSPREY LEGAL CLOUD

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OSPREYTM E-COURSE Accounts 1 - Basic Routines

MISSION STATEMENT

Accounts – Basic Routines

This training is provided to assist with the knowledge required for entering commonly used posting types and ensuring that banks are up to date.

Client Name	
Online Trainer	
Date of Training	
Type of Training	
Trainee	
Contact Name	
E-mail	
Telephone Number	

Mission Targets

Listed below are mission targets that you will need to complete in order to successfully accomplish your mission. Some items may not be relevant to your needs and these will then be omitted from your training. Please make reference to these items.

Tasks	Completed	
	Yes	No
Client Ledger		
Client Bank Payments/Receipts		
Office Bank Payments/Disbursements		
Office Bank Receipt		
Office Bank Payment		
Transfer from Nominal		
Bill Posting/ Ticking time against a Bill/Allocating Disbursements		
Cost Transfer & Cost Transfer Report		
Office Bank Receipts & Allocating against Bills		
Nominal Ledger		
Payments/Receipts – Office and Petty Cash		

Please sign to indicate that the Mission Targets listed above have been completed.

Mission Completed

Time Mission Completed _____

Date Mission Completed _____

Signed on behalf of Client: _____

Signed on behalf of Pracctice Limited: _____

Program Queries

Task	Error

Wish

Task	Problem	Function Required

Additional Comments