



OSPREYTM E-COURSE

Accounts 3 – Supplementary

MISSION STATEMENT

Accounts - Supplementary

This training is provided to assist with the knowledge required for non standard posting routines.

Client Name	
Online Trainer	
Date of Training	at
Type of Training	Accounts 3 – Supplementary
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		
Unpaid Disbursements		
Provisional Bills		
Counsel Fees		
Nominal Ledger		
Scheduled Postings		
Provisional Journals		
Budgets		

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