



THE OSPREY LEGAL CLOUD

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OSPREY™ E-COURSE

Accounts 2 – Journals/Banks & Journals/Nominal & Purchase ledger

MISSION STATEMENT

Nominal Ledger

This training is provided to assist with the knowledge required for using Journals, Banks and Journals, the Nominal ledger and the Purchase Ledger if used. This session will also assist with any posting queries.

Client Name	
Online Trainer	
Date of Training	at
Type of Training	Accounts 2
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
Assistance with posting queries		
Client Ledger		
Journals between matters		
Deposit Accounts		
Nominal Ledger		
Creating New Nominal's		
Journals/Multiline Journals		
Banks & Journals		
Petty Cash money introduced from Office Bank		
VAT Payment		
Bank Reconciliations		
Purchase Ledger		
Creating New PL Accounts		
Posting Invoices		
Posting Payments & Allocations		

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