

21 November 2018



**To: Municipal Manager  
Chief Financial Officer  
Manager Budget  
Budget and Treasury Office**

Dear Sir/Madam,

**Invitation: mSCOA Skills Transfer Workshop**

Munsoft hereby cordially invites you to attend the mSCOA Skills Transfer Workshop presented by our Consulting Division to be held from the 3rd to 4th of December 2018 at Munsoft's training centre in the Constantia Office Park, Weltevredenpark.

Limited seats are available and will be reserved on a first come first serve basis. If you want to attend the mSCOA Skills Transfer Workshop, please email the delegates' full name, email address, cell phone number and dietary requirements to [sales@munsoft.co.za](mailto:sales@munsoft.co.za). Your booking will only be confirmed once payment is received. Your response is highly anticipated on or before the 27<sup>th</sup> of November 2018.

Agenda for the mSCOA Skills Transfer Workshop:

Date	Time	Detail
3 December 2018	08.00 – 09.00	Arrival at Munsoft
	09.00 – 10.00	Selection of six segments
	10.00 – 10.15	Refreshment Break
	10.15 – 12.30	National Treasury Validation Rules
	12.30 – 13.30	Lunch
	13.30 – 15.30	Adjustment Budget and IDP Process
	15.30 – 15.45	Refreshment Break
	15.45 – 17:00	Creation of budget data strings
4 December 2018	08:00 – 09:00	Arrival at Munsoft
	09:00 – 11:00	Caseware Views on Munsoft
	11:00 – 11:30	Refreshment Break
	11:30 – 12:45	Mapping of Accounts
	12:45 – 13:45	Lunch
	13:45 – 15:00	Setup of Structure
	15:00 – 15:15	Running Schedules (S71 Reports)

The cost per delegate for the one-and-a-half-day workshop will be as follows:

- Schedule N clients – free of charge
- Non-Schedule N – R 3,750.00 excluding VAT
- Cost includes the workshop and lunch for two days.
- Cost excludes all other meals, accommodation and transport to and from Munsoft.

Building 17, Cycad House  
Constantia Office Park  
Corner 14<sup>th</sup> Avenue and Hendrik  
Potgieter Street  
Weltevredenpark  
Roodepoort  
1709

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[www.munsoft.co.za](http://www.munsoft.co.za)

Reg no: 2001/024674/07  
Vat no: 4820201004

Accommodation available close to Munsoft Office:

Protea Hotel Roodepoort (011 246 1103) and Town Lodge Roodepoort (011 767 5600).

Please contact Mrs. Theresa Gositamang at 079 476 2396 for further enquiries.

Yours sincerely,

**Stephan du Toit**  
**Head of Consulting**