

# MUNSOFT *Training*

## SCHEDULED TRAINING

FEBRUARY 2022

### CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <b>SUPPLY CHAIN MANAGEMENT, PROCUREMENT</b>	2 <b>SUPPLY CHAIN MANAGEMENT, PROCUREMENT</b>	3 <b>STORES</b>	4
7 <b>GENERAL LEDGER</b> Including: * Journals * Vote Maintenance * Report Writer * Reporting	8 <b>GENERAL LEDGER</b> Including: * Journals * Vote Maintenance * Report Writer * Reporting	9 <b>CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash  <b>ALL PAYMENTS</b> Including: * Creditor * Cash Book * Creditors	10 <b>CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash  <b>ALL PAYMENTS</b> Including: * Creditor * Cash Book * Creditors	11
14	15 <b>SUPERVISOR</b> Including: * Administrators * Month-end Overview	16 <b>VAT (Value Added Tax)</b>	17 <b>FIXED ASSETS, WIP REGISTER</b> Including: * Project Setup * Project Payments * Insurance Register	18
21 <b>BUDGETING</b> Including: * Project Setup * IDP	22 <b>BUDGETING</b> Including: * Project Setup * IDP	23 <b>CASHIERS</b> Including: * Administrator & Supervisor Functions	24 <b>REGISTERS</b>	25
28 <b>SUNDRY REGISTERS</b>				

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