

# MUNSOFT Training

## SCHEDULED TRAINING

MARCH 2022

### CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> <b>REGISTERS</b> Including: * Bonds, Loans, Grants Investments, Petty Cash	<b>2</b> <b>CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash <b>ALL PAYMENTS</b> Including: * Creditors * Cashbook <b>DAY 1</b>	<b>3</b> <b>CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash <b>ALL PAYMENTS</b> Including: * Creditors * Cashbook <b>DAY 2</b>	<b>4</b> <b>STORES</b>
<b>7</b> <b>BUDGETING</b> Including: * Project Setup * IDP <b>DAY 1</b>	<b>8</b> <b>BUDGETING</b> Including: * Project Setup * IDP <b>DAY 2</b>	<b>9</b>	<b>10</b> <b>GENERAL LEDGER, REGISTERS</b> Including: * Journals * Vote Maintenance * Report Writer * Reporting	<b>11</b>
<b>14</b> <b>SUPPLY CHAIN MANAGEMENT, PROCUREMENT</b> Including: * Creditor Setup * Mini Tender <b>DAY 1</b>	<b>15</b> <b>SUPPLY CHAIN MANAGEMENT, PROCUREMENT</b> Including: * Creditor Setup * Mini Tender <b>DAY 2</b>	<b>16</b> <b>VAT (Value Added Tax)</b>	<b>17</b> <b>FIXED ASSETS, WIP REGISTER</b> Including: * Project Setup * Project Payments * Insurance Register	<b>18</b> <b>SUPERVISOR</b> Including: * Administrators * Month-end Overview
<b>21</b> <b>PUBLIC HOLIDAY</b>	<b>22</b> <b>CONSUMER DEBTORS</b>	<b>23</b> <b>CONSUMER DEBTORS</b>	<b>24</b> <b>CONSUMER DEBTORS</b>	<b>25</b>
<b>28</b> <b>CASHIERS</b> Including: * Administrator & Supervisor Functions	<b>29</b>	<b>30</b> <b>SUNDRY DEBTORS</b>	<b>31</b> <b>SUNDRY REGISTERS</b>	

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