

MUNSOFT *Training*

TRAINING SCHEDULE

JULY 2023

CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10 MSCOA IN MUNSOFT	11 CASHIERS Including: * Administrator & Supervisor Functions	12 SUPERVISOR Including: * Administrators * Month-end Overview	13	14 VALUE ADDED TAX (VAT)
17 GENERAL LEDGER	18 SUPPLY CHAIN MANAGEMENT, PROCUREMENT (Part 1) Including: * Creditor Setup * Formal Quotations	19 SUPPLY CHAIN MANAGEMENT, PROCUREMENT (Part 2) Including: * Creditor Setup * Formal Quotations	20 STORES	21
24 BANK RECONCILIATION	25 IDP & BUDGETING (PART 1)	26 IDP & BUDGETING (PART 2)	27 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Projects * Cash Book * Creditors	28 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Projects * Cash Book * Creditors
31 REGISTERS * Grants * Investments * Petty Cash * Loans				

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