

# MUNSOFT *Training*

## TRAINING SCHEDULE

OCT 2023

### CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2 CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash <b>ALL PAYMENTS</b> Including: * Projects * Cash Book * Creditors <b>DAY 1</b>	<b>3 CASHBOOK</b> Including: * Bank Reconciliation * Petty Cash <b>ALL PAYMENTS</b> Including: * Projects * Cash Book * Creditors <b>DAY 2</b>	<b>4 CONTRACT MANAGEMENT</b>	<b>5 SUPPLY CHAIN MANAGEMENT &amp; PROCUREMENT</b> Including: * Creditor Setup * Formal Quotation <b>DAY 1</b>	<b>6 SUPPLY CHAIN MANAGEMENT &amp; PROCUREMENT</b> Including: * Creditor Setup * Formal Quotation <b>DAY 2</b>
<b>9</b>	<b>10 CONSUMER DEBTORS</b> <b>DAY 1</b>	<b>11 CONSUMER DEBTORS</b> <b>DAY 2</b>	<b>12 CONSUMER DEBTORS</b> <b>DAY 3</b>	<b>13 CASHIERS</b> Including: * Administrator & Supervisor Functions
<b>16 SYSTEM ADMINISTRATION (SUPERVISOR)</b> Including: * Month-End Overview	<b>17 GENERAL LEDGER</b>	<b>18 BANK RECON</b>	<b>19 REGISTERS</b> Including: * Grants * Investments * Loans * Petty Cash	<b>20</b>
<b>23</b>	<b>24 IDP &amp; BUDGETING</b> Including: * Project Setup * IDP <b>DAY 1</b>	<b>25 IDP &amp; BUDGETING</b> Including: * Project Setup * IDP <b>DAY 2</b>	<b>26 STORES</b>	<b>27 FIXED ASSETS</b>
<b>30 VALUE ADDED TAX (VAT)</b>	<b>31</b>			

This document is protected by copyright under the Berne Convention and the South African Copyright Act, 98 of 1998. No part of this document may be reduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without the written permission of Munsoft. Whilst every effort has been made to ensure that the information contained in this document is accurate and complete, Munsoft, its directors, officers and employees take no responsibility for any loss or damage suffered by any person as a result of their reliance upon the information contained herein.

**MUNSOFT SCHEDULED TRAINING - OCT 2023**