

30 October 2018

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

**MUNSOFT**

municipal financial software

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 13<sup>th</sup> to 14<sup>th</sup> of November 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 7<sup>th</sup> of November 2018.

Building 17, Cycad House  
Constantia Office Park  
Corner 14<sup>th</sup> Avenue and Hendrik  
Potgieter Street  
Weltevredenpark  
Roodepoort  
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[www.munsoft.co.za](http://www.munsoft.co.za)

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

**Agenda for the mSCOA Skills Transfer Workshop:**

Date	Time	Detail
13 November 2018	12:00 – 12:30	Arrival at Munsoft
	12:30 – 13:30	Lunch
	13:30 – 15:00	Selection of six segments
	15:00 – 15:30	Refreshment Break
	15:30 – 16:30	National Treasury Validation Rules
14 November 2018	08:00 – 08:30	Arrival at Munsoft
	08:30 – 10:30	Creation of budget data strings
	10:30 – 10:45	Refreshment Break
	10:45 – 12:45	Adjustment Budget and IDP Process
	12:45 – 13:45	Lunch
	13:45 – 15:00	Caseware Views on Munsoft
	15:00 – 15:15	Refreshment Break
	15:15 – 17:00	Mapping of Accounts Setup of Structure 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.

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**