

MUNSOFT *Training*

TRAINING SCHEDULE

MAY 2023

CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 PUBLIC HOLIDAY	2	3	4	5 STORES
8 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Projects * Cash Book * Creditors	9 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Projects * Cash Book * Creditors	10 CONSUMER DEBTORS	11 CONSUMER DEBTORS	12 CONSUMER DEBTORS
15 SUPERVISOR Including: * Administrators * Month-end Overview	16	17 VALUE ADDED TAX (VAT)	18	19 CASHIERS Including: * Administrator & Supervisor Functions
22	23 BUDGETING (DAY 1) Including: * Project Setup * IDP	24 BUDGETING (DAY 2) Including: * Project Setup * IDP	25 REGISTERS Including: *Grants *Investments *Loans *Petty Cash	26 BANK RECON
29 WORKSHOP—PAYROLL RECON WITH PAYDAY	30 GENERAL LEDGER	31 CONTRACT MANAGEMENT		

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