MUNSOFT

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 MANAGE-MENT		

MUNSOFT SCHEDULED TRAINING - MAY 2023