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 RECONCILIA-TION**	**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				

MUNSOFT SCHEDULED TRAINING - JULY 2023