

MUNSOFT Training

SCHEDULED TRAINING

MARCH 2024

DESCRIPTION

We offer Munsoft training on all modules within the system. Training is classroom based but can be customised to suit your specific need—be it Virtual or Onsite.

WHO SHOULD ATTEND?

- ◆ Anyone wanting to get more insight on how a specific module works.
- ◆ Anyone wanting to run their department more efficiently.
- ◆ Anyone wanting to refresh their memory on existing modules and/or enhancements within those modules.

WHAT DOES THE COURSE COST?

- ◆ 1 Day Course @ R3 000 per delegate (excl. VAT)
- ◆ 2 Day Course @ R5 400 per delegate (excl. VAT)
- ◆ 3 Day Course @ R8 200 per delegate (excl. VAT)
- ◆ Virtual—1 Day Course @ R750 per delegate (excl. VAT)
- ◆ Virtual—2 Day Course @ R2250 per delegate (excl. VAT)
- ◆ Virtual—3 Day Course @ R3000 per delegate (excl. VAT)

HOW TO BOOK YOUR SEAT?

Send an e-mail to training@munsoft.co.za or contact us on (011) 215-8000

TERMS & CONDITIONS

- ◆ Booking is essential.
- ◆ Training bookings have to be cancelled at least 14 working days prior to the scheduled training event, or penalty fees will apply.
- ◆ Telephonic cancellations of booking will not be accepted. Please email your cancellation to training@munsoft.co.za
- ◆ For any non-attendance/cancellation or rescheduling within 14 days prior to the event, a 50% penalty fee per delegate will be charged up to 72 hours before the event.
- ◆ For any non-attendance cancellation or rescheduling within 72 hours prior to the event, a 100% of the quoted fee will be charged.
- ◆ Costs for travelling and accommodation are not included in training quotations and are for the municipality's account.
- ◆ Please confirm availability for a specific course, before booking/paying for accommodation, flights, etc. Munsoft will not be held responsible for such costs.

TRAINING SCHEDULE

Continued...Refer to page 2



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CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 REGISTERS * Grants, Petty Cash (VIRTUAL)
4 IDP & BUDGETING (DAY 1) Including: * Project Setup * IDP (VIRTUAL)	5 IDP & BUDGETING (DAY 2) Including: * Project Setup * IDP (VIRTUAL)	6 STORES	7 VAT (VALUES ADDED TAX)	8 CASHIERS Including: * Administrator & Supervisor Functions
11 SUNDRY DEBTORS	12 SUNDRY REGISTERS	13 REQUEST FOR GOODS * Formal/Informal Requests and Request for stock	14 REQUEST FOR GOODS * Formal/Informal Requests and Request for stock	15 INVESTMENTS REGISTER
18 SUPPLY CHAIN MANAGEMENT, PROCUREMENT (Day 1) Including: * Creditor Setup * Mini Tender	19 SUPPLY CHAIN MANAGEMENT, PROCUREMENT (Day 2) Including: * Creditor Setup * Mini Tender	20 GENERAL LEDGER * Journals * Vote Maintenance * Report Writer * Reporting	21 PUBLIC HOLIDAY	22 SUPERVISOR Including: * Administrators * Month-end Overview
25 CONSUMER DEBTORS (DAY 1)	26 CONSUMER DEBTORS (DAY 2)	27 CONSUMER DEBTORS (DAY 3)	28 FIXED ASSETS, WIP REGISTER Including: * Project Setup * Project Payments * Insurance Register	29 PUBLIC HOLIDAY

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