

# MUNSOFT *Training*

## ONLINE TRAINING SCHEDULE

JUNE 2020

### CALENDAR

| MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|---|---|---|---|---|
| 1   | 2   | 3   | 4<br>CONSUMER DEBTORS   | 5<br>CONSUMER DEBTORS   |
| 8   | 9   | 10<br>CONTRACT<br>MANAGEMENT<br>Including:<br>* Project Setup<br>* Creditor Budgeting<br>* Projects Invoices & Payments | 11<br>BUDGETING<br>Including:<br>* Project Setup<br>* IDP   | 12<br>BUDGETING<br>Including:<br>* Project Setup<br>* IDP   |
| 15  | 16<br>PUBLIC HOLIDAY  | 17  | 18<br>YEAR-END<br>PROCEDURES  | 19<br>YEAR-END<br>PROCEDURES  |
| 22  | 23  | 24<br>FIXED ASSETS, WIP   | 25<br>SUPPLY CHAIN<br>MANAGEMENT,<br>PROCUREMENT<br>Including:<br>* Creditor Setup<br>* Mini Tender | 26<br>SUPPLY CHAIN<br>MANAGEMENT,<br>PROCUREMENT<br>Including:<br>* Creditor Setup<br>* Mini Tender |
| 29<br>CASHBOOK<br>Including:<br>* Bank Reconciliation<br>* Petty Cash<br><br>ALL PAYMENTS<br>Including:<br>* Projects<br>* Cash Book<br>* Creditors | 30<br>CASHBOOK<br>Including:<br>* Bank Reconciliation<br>* Petty Cash<br><br>ALL PAYMENTS<br>Including:<br>* Projects<br>* Cash Book<br>* Creditors |   |   |   |

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