

MUNSOFT Training

SCHEDULED TRAINING

FEBRUARY 2022

CALENDAR

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|--|---|--------|
| | 1 SUPPLY CHAIN MANAGEMENT, PROCUREMENT | 2 SUPPLY CHAIN MANAGEMENT, PROCUREMENT | 3 STORES | 4 |
| 7 GENERAL LEDGER Including: * Journals * Vote Maintenance * Report Writer * Reporting | 8 GENERAL LEDGER Including: * Journals * Vote Maintenance * Report Writer * Reporting | 9 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Creditor * Cash Book * Creditors | 10 CASHBOOK Including: * Bank Reconciliation * Petty Cash ALL PAYMENTS Including: * Creditor * Cash Book * Creditors | 11 |
| 14 | 15 SUPERVISOR Including: * Administrators * Month-end Overview | 16 VAT (Value Added Tax) | 17 FIXED ASSETS, WIP REGISTER Including: * Project Setup * Project Payments * Insurance Register | 18 |
| 21 BUDGETING Including: * Project Setup * IDP | 22 BUDGETING Including: * Project Setup * IDP | 23 CASHIERS Including: * Administrator & Supervisor Functions | 24 REGISTERS | 25 |
| 28 SUNDRY REGISTERS | | | | |

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