

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

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Finance Section

Finalise Procurement Request:

Finalised Procurement Request:

Step 1 Navigate to Finalised Procurement Request screen:

Navigate to the Finalised Procurement Request Screen by clicking on the “Finance” button on the top navbar or on the “Finance” button on the home screen:

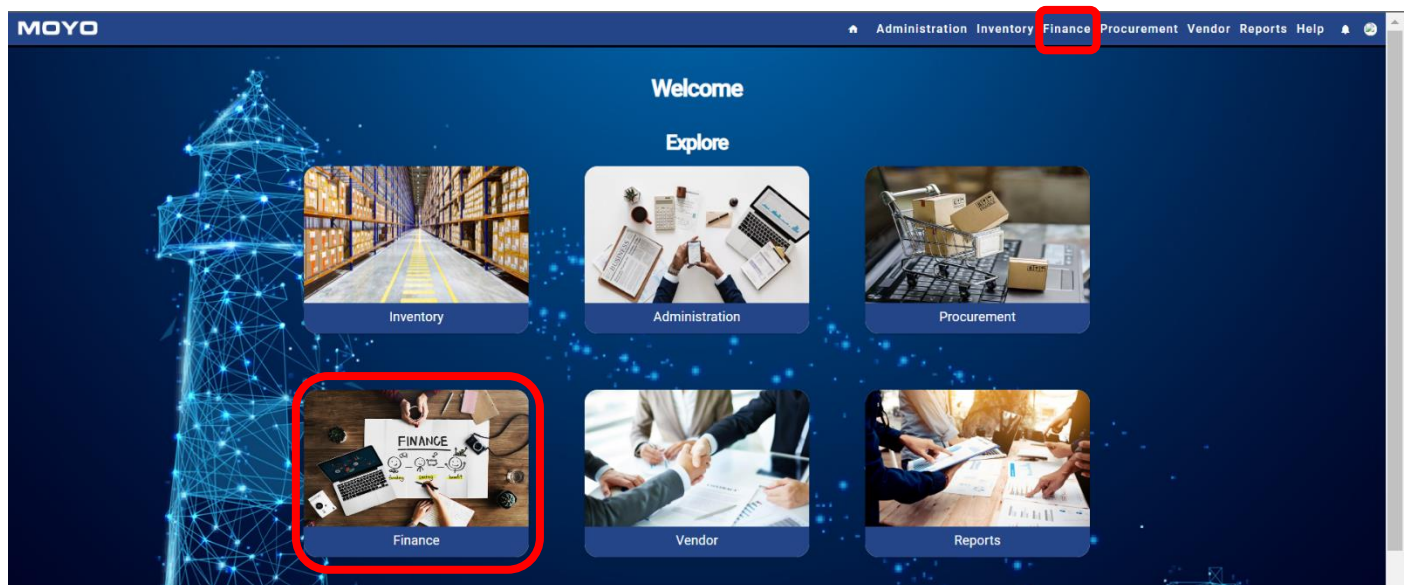


Figure 1 Home Screen to Budget Lines Screen

Then Click on the “Finalised Procurement Request” button on the Finance side navbar:

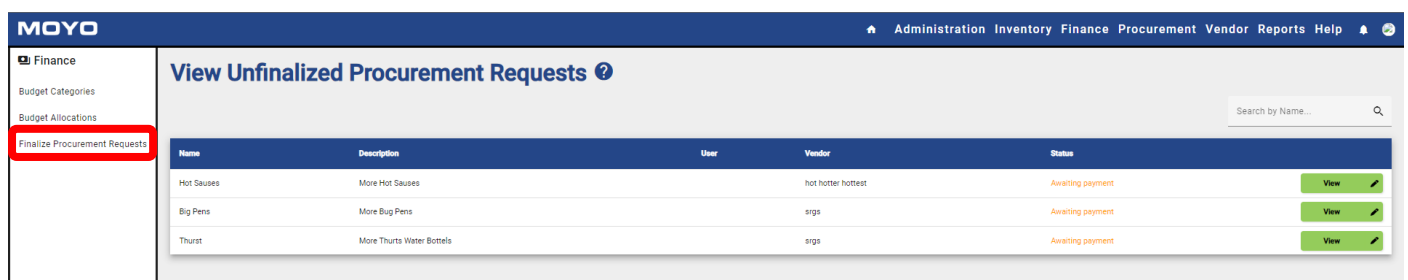
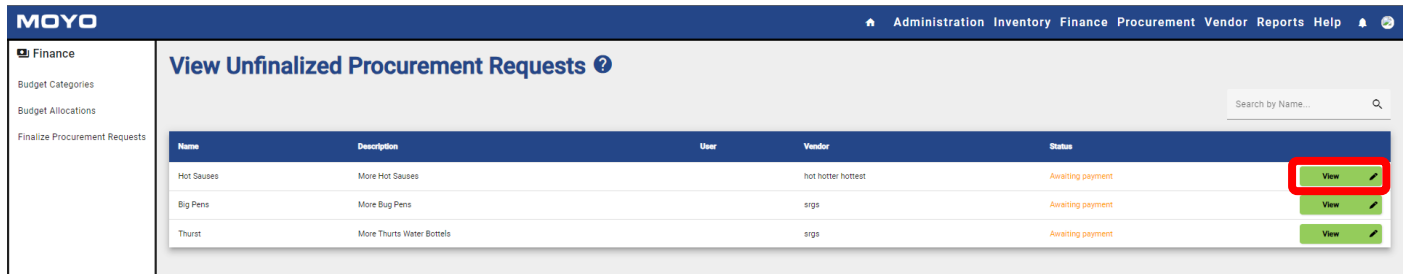


Figure 1 Finance side nav to Finalised Procurement Request Screen



Step 2 Create Finalised Procurement Request:

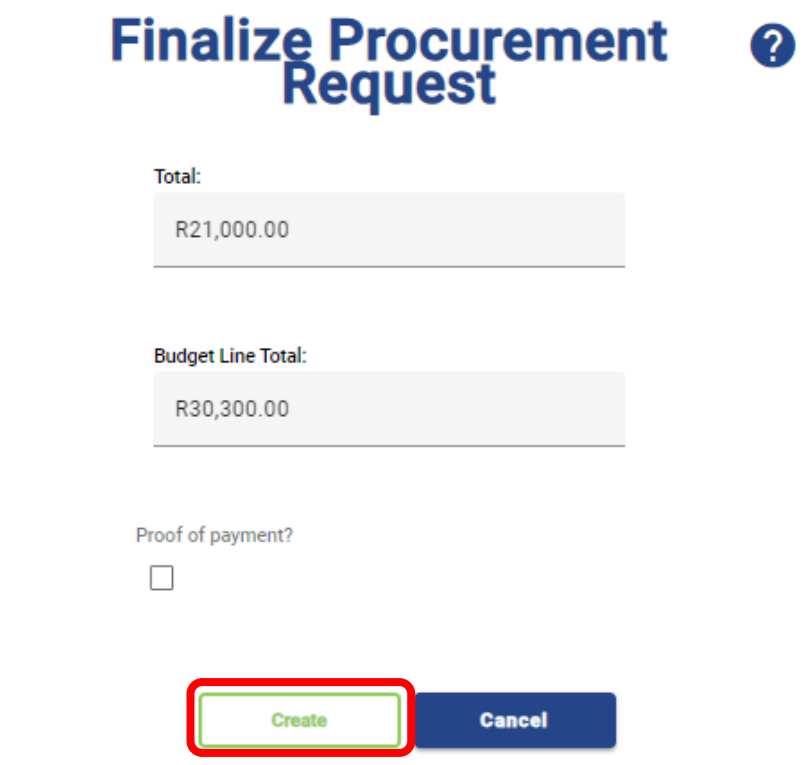
Create a Finalised Procurement Request by clicking on the “View” button on the Finalised Procurement Request screen:



| Name | Description | User | Vendor | Status | Action |
|------------|---------------------------|------|--------------------|------------------|----------------------|
| Hot Sauces | More Hot Sauces | | hot hotter hottest | Awaiting payment | View |
| Big Pens | More Bug Pens | | sigs | Awaiting payment | View |
| Thurst | More Thurst Water Bottles | | sigs | Awaiting payment | View |

Figure 1 Click Create Finalised Procurement Request Button

This will navigate you to the “Create Finalised Procurement Request” screen where you will be able to create the Finalised Procurement Request. Click on the “Create” button to create the Finalised Procurement Request.



Finalize Procurement Request

Total:

R21,000.00

Budget Line Total:

R30,300.00

Proof of payment?

☐

[Create](#) [Cancel](#)

Figure 1 Click Create Finalised Procurement Request Button

1. “Total”: Prefilled and cannot be edited.
2. “Budget Line Total”: Prefilled and cannot be edited.



3. **“Proof of Payment”**: Check the proof of payment checkbox. Checkbox must be checked to be able to upload the proof of payment and finalise the procurement request.

Finalize Procurement Request

Total:
R500,000.00

Budget Line Total:
R75,900.00

Proof of payment?
☒

Upload Proof of payment document:
Choose File No file chosen

Create Cancel

Figure 1 Create Finalised Procurement Request with checkbox Screen.

4. **“Choose File”**: Provide the Proof of Payment document. (Compulsory)(Proof of Payment document is required to be able to finalise the procurement request)

Explanation of the Finalised Procurement Request statuses:

| Name | Description | User | Vendor | Status | |
|------------|----------------------------|------|--------------------|------------------|----------------------|
| Hot Sauces | More Hot Sauces | | hot hotter hottest | Awaiting payment | View |
| Big Pens | More Bug Pens | | srgs | Awaiting payment | View |
| Thurst | More Thursts Water Bottels | | srgs | Awaiting payment | View |

Figure 1 Finalise Procurement Request Status

- Awaiting Payment**: If the status is “Awaiting payment” then the procurement request requires the proof of payment to be able to be finalised and become status “Done”.
- Done**: If the status is “Done” then the procurement request is finalised.(Will only display on View Procurement Details Page)



