

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Finance Section

Budget category:

Delete Budget Category:

Step 1 Navigate to Budget Category screen:

Navigate to the Budget Category Screen by clicking on the “Finance” button on the top navbar or on the “Finance” button on the home screen:

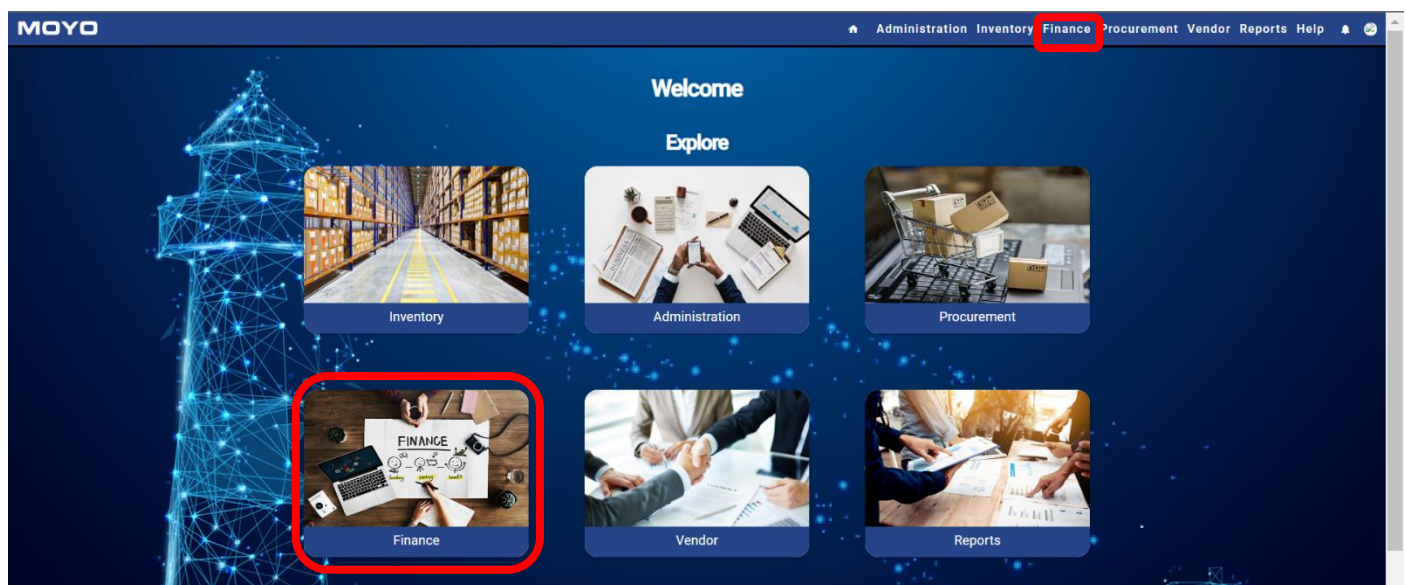


Figure 1 Home Screen to Budget Category Screen

Then Click on the “Budget Category” button on the Finance side navbar:

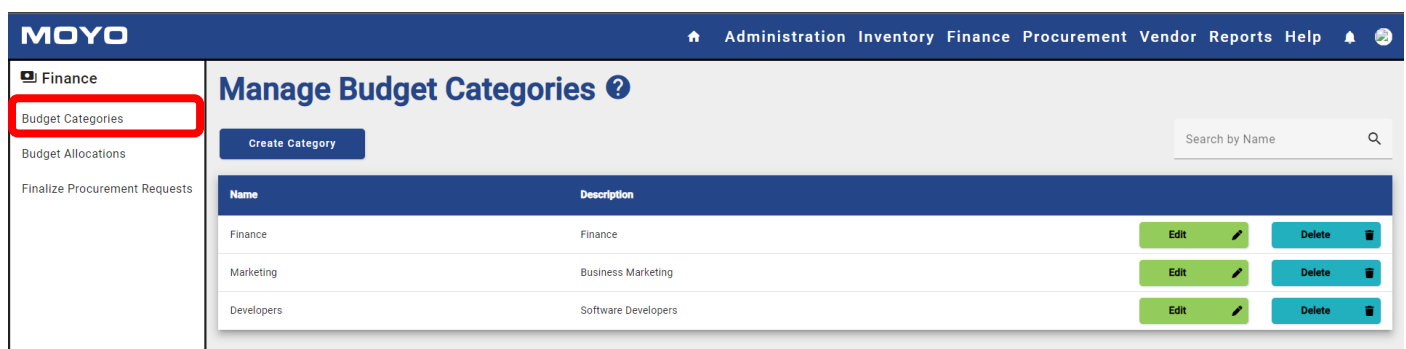


Figure 1 Finance side nav to Budget Category Screen



Step 2 Delete Budget Category:

Delete a Budget Category by clicking on the “Delete” button on the Budget Category screen within the Budget Category table: (The row you chose is the Budget Category you will be deleting)

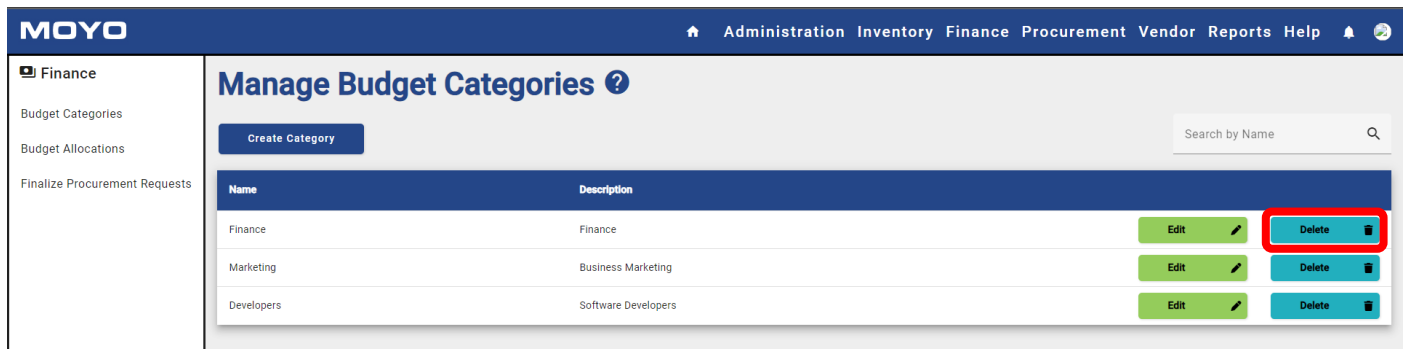


Figure 1 Click Delete Budget Category Button

This will navigate you to the “Delete Budget Category” screen where you will be able to delete the Budget Category. Click on the “Yes” button to delete the Budget Category.

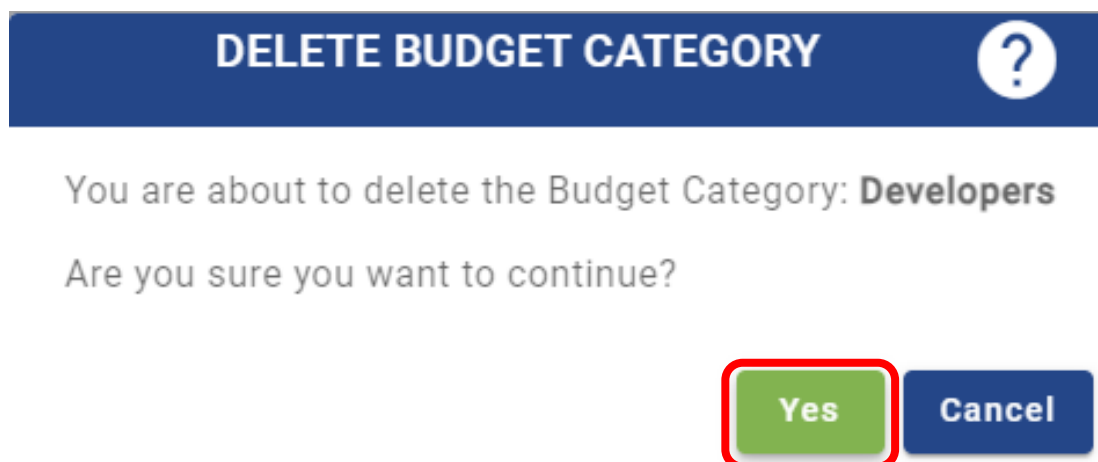


Figure 1 Click Yes Delete Budget Category Button

