

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



## Finance Section

### Budget Lines:

Create Budget Lines:

Step 1 Navigate to Budget Lines screen:

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

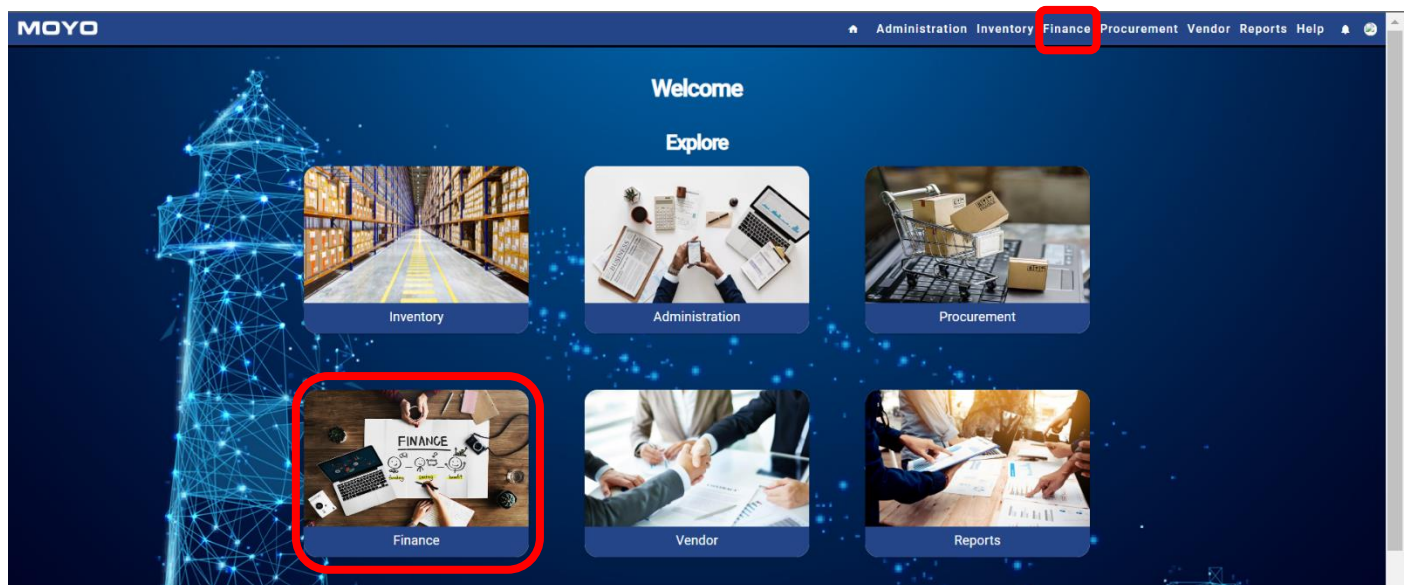


Figure 1 Home Screen to Budget Lines Screen

Then Click on the “Budget Allocation” button on the Finance side navbar and then click on the “Budget Lines” button in the Budget Allocation table:

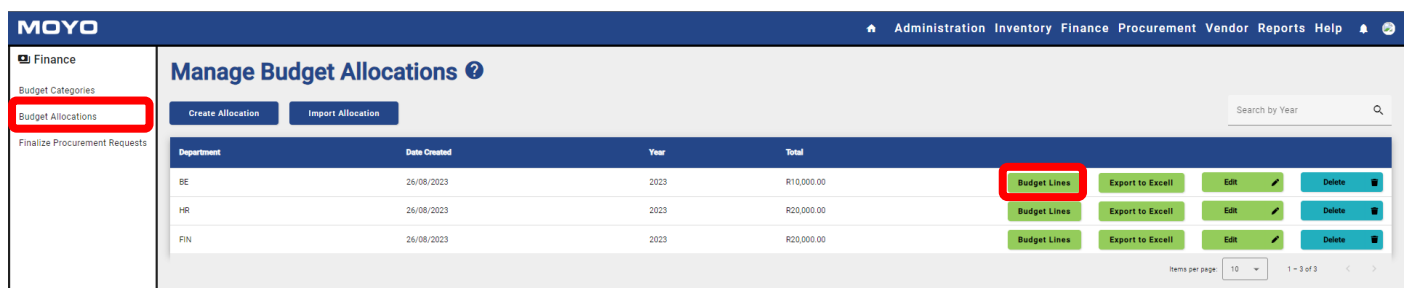


Figure 1 Finance side nav to Budget Lines Screen



## Step 2 Create Budget Lines:

Create a new Budget Lines by clicking on the “Create Lines” button on the Budget Lines screen:

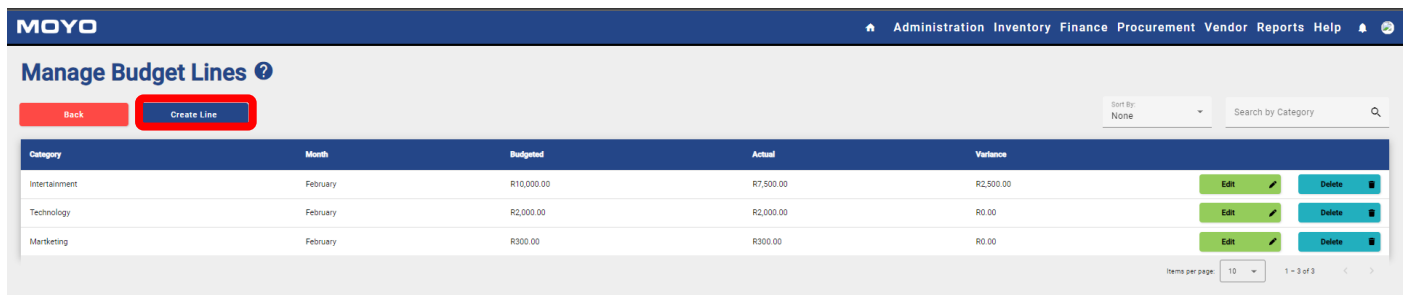


Figure 1 Click Create Budget Lines Button

This will navigate you to the “Create Budget Lines” screen where you will be able to create the new Budget Lines. Click on the “Save” button to create the new Budget Lines.

## Create Budget Line ?

Category:

Choose one\*

Month:

Select One

Budgeted (R):

0

Actual (R):

0

Save

Cancel

Figure 1 Click Save Create Budget Lines Button

1. “Category”: Choose the category from the list of budget categories for the Budget Lines. (Compulsory)
2. “Month”: Choose the month from the list of January-December for the Budget Lines. (Compulsory)



3. “Budgeted (R)”: Fill in the budgeted amount for the Budget Lines. (Compulsory)
4. “Actual (R)”: Fill in the actual amount for the Budget Lines. (Compulsory)

