

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

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Finance Section

Budget Allocation:

Export to Excel:

Step 1 Navigate to Budget Allocation screen:

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

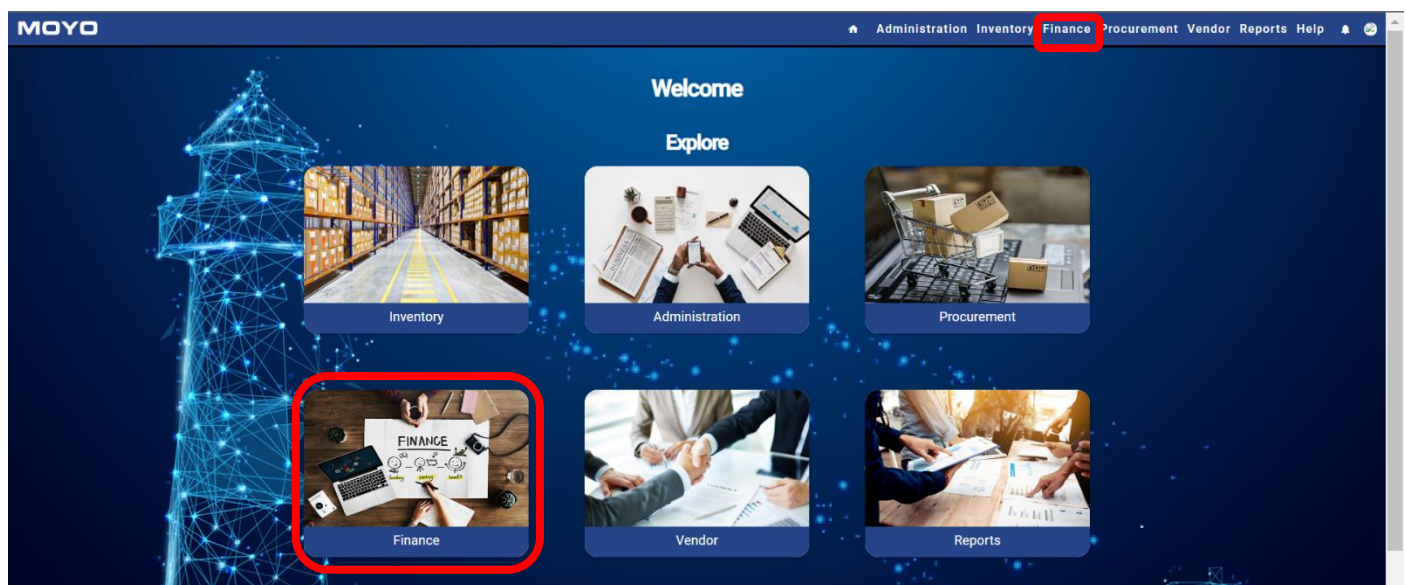


Figure 1 Home Screen to Budget Allocation Screen

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

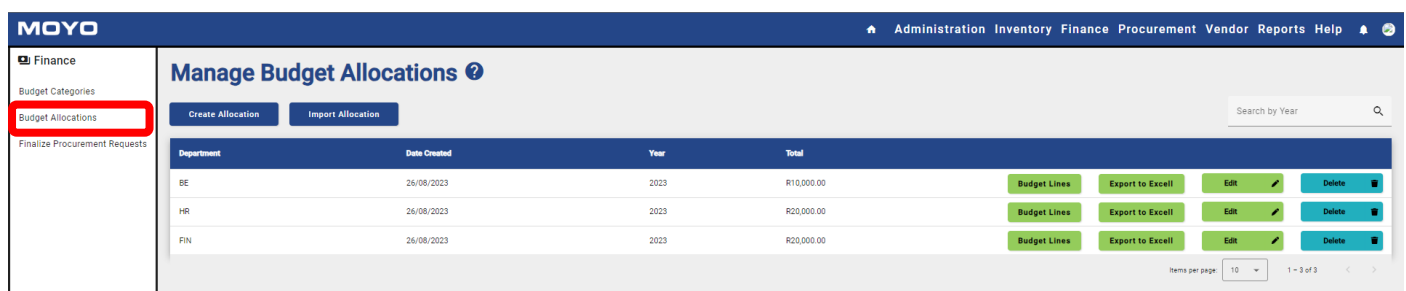


Figure 1 Finance side nav to Budget Allocation Screen



Step 2 Export to Excel:

click the “Export to Excel” to export the Budget Allocation with the Budget Lines for that allocation into a excel file:

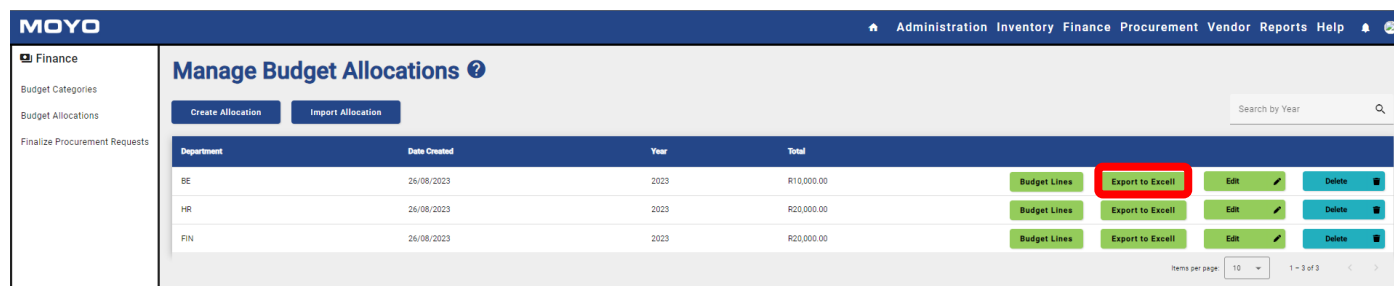


Figure 1 Click Export to Excel Button

This will navigate you to the “Export to Excel” screen. There you will be able to select the month you want to export the Click the “Export” button to export the Budget Allocation with its respective Budget Lines of the Month you chose.

SELECT FILTER CRITERIA ?

Please provide the following details:

☒ Export Specific Month?

Month:

Select One

Export

Cancel

Figure 1 Click Export Button

1. **“Month”:** Choose the Month from the list of all the months in the year January-December. (Compulsory)



This will download a excel file on your device with the Budget Allocation and Budget Lines for that allocation in the excel file.

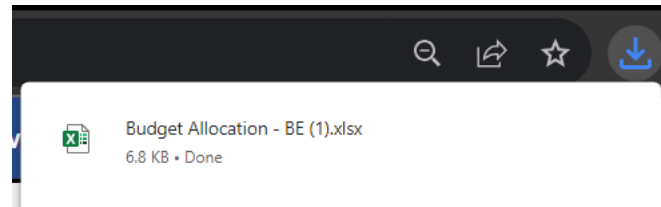


Figure 1 Download Excel File

Here is an Example of the Export Excel file format.

	A	B	C	D	E	F
1	Department: Finance Department					
2	FY: 2023					
3						
4		Budgeted Total	Actual Total	Variance		
5	Total Expenses:	R 30 000,00	R 24 700,00	R 5 300,00		
6						
7	Account Name	Account Code	Month	Budgeted Amount	Actual Amount	Actual Variance
8	Finance	638264	August	R 25 000,00	R 24 690,00	R 310
9	Business Marketing	53563	August	R 300,00	R 10,00	R 290
10						

Figure 1 Export Excel File Format

