

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Procurement Section

### View Procurement Details:

Upload Proof of Payment, Upload Invoice, Asset Receive Item, and Consumable Receive Item:

Step 1 Navigate to View Procurement Details screen:

Navigate to the View Procurement Details Screen by clicking on the “Procurement” button on the top navbar or on the “Procurement” button on the home screen:

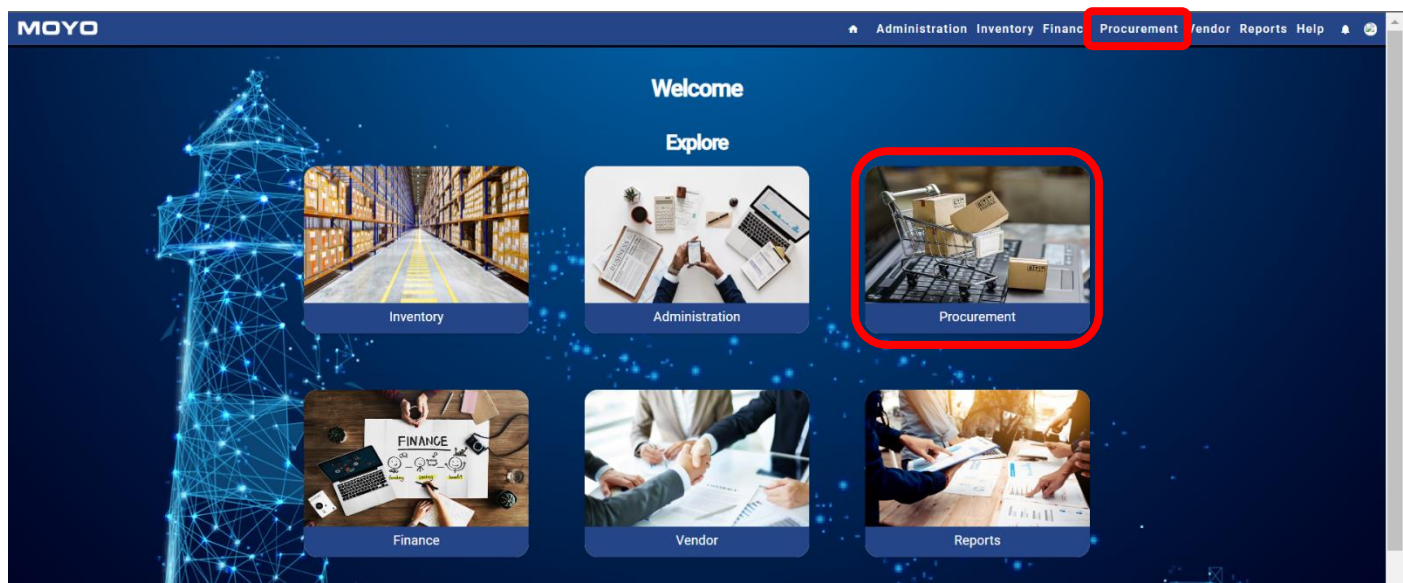


Figure 1 Home Screen to View Procurement Details Screen

Then Click on the “View Procurement Details” button on the Procurement side navbar:

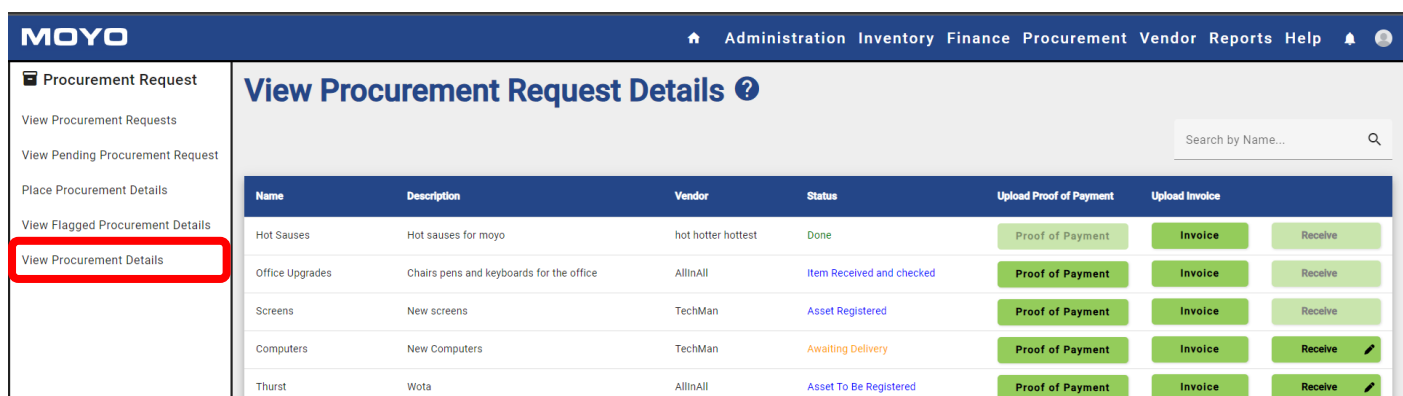
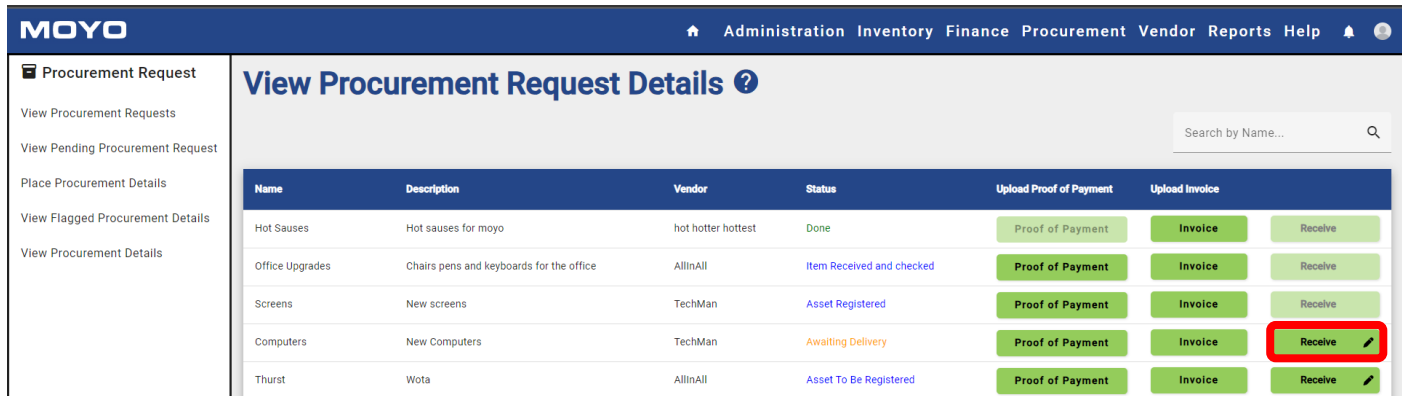


Figure 1 Procurement side nav to View Procurement Details Screen



## Step 2 Receive Asset:

Create the received item by clicking on the “Receive” button on the View Procurement Details screen:



Name	Description	Vendor	Status	Upload Proof of Payment	Upload Invoice	
Hot Sauses	Hot sauses for moyo	hot hotter hottest	Done	Proof of Payment	Invoice	Receive
Office Upgrades	Chairs pens and keyboards for the office	AllinAll	Item Received and checked	Proof of Payment	Invoice	Receive
Screens	New screens	TechMan	Asset Registered	Proof of Payment	Invoice	Receive
Computers	New Computers	TechMan	Awaiting Delivery	Proof of Payment	Invoice	Receive
Thurst	Wota	AllinAll	Asset To Be Registered	Proof of Payment	Invoice	Receive

Figure 1 Click Receive View Procurement Details Button Asset

This will navigate you to the “Receive Asset” screen. There you will be able to create the item received. Click on the Dropdown to select the status of the asset. If The Procurement Item is an Asset.

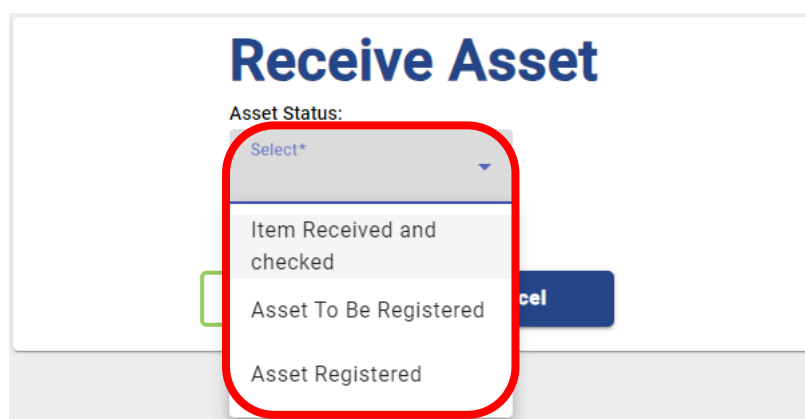


Figure 1 Click Dropdown Receive Asset Status

- “Item Received and Checked”: This status is when the Asset Procurement item is received and checked.
- “Asset To Be Registered”: This status is when the Asset Procurement needs to be registered.
- “Asset Registered”: This status is when the Asset Procurement item is registered.



Once done choosing the status click the “Save” button to create the received asset item.

Figure 1 Click Save Receive Asset

## Explanation of the View Procurement Details statuses:

MOYO						
Administration Inventory Finance Procurement Vendor Reports Help						
<b>Procurement Request</b> <a href="#">View Procurement Requests</a> <a href="#">View Pending Procurement Request</a> <a href="#">Place Procurement Details</a> <a href="#">View Flagged Procurement Details</a> <a href="#">View Procurement Details</a>	<b>View Procurement Request Details ?</b>					
	<input type="text" value="Search by Name..."/>					
	<b>Name</b>	<b>Description</b>	<b>Vendor</b>	<b>Status</b>	<b>Upload Proof of Payment</b>	<b>Upload Invoice</b>
	Hot Sauces	Hot sauces for moyo	hot hotter hottest	Done	<a href="#">Proof of Payment</a>	<a href="#">Invoice</a>
	Office Upgrades	Chairs pens and keyboards for the office	AllinAll	Item Received and checked	<a href="#">Proof of Payment</a>	<a href="#">Invoice</a>
	Screens	New screens	TechMan	Asset Registered	<a href="#">Proof of Payment</a>	<a href="#">Invoice</a>
	Computers	New Computers	TechMan	Awaiting Delivery	<a href="#">Proof of Payment</a>	<a href="#">Invoice</a>
	Thurst	Wota	AllinAll	Asset To Be Registered	<a href="#">Proof of Payment</a>	<a href="#">Invoice</a>

Figure 1 View Procurement Details Status

- **Done:** If the status is Done that means that the procurement request is finished.
- **Item Received and Checked:** If the status is Item Received and Checked that means that the asset item from the procurement request is received and has been checked.
- **Asset Registered:** If the status is Asset Registered that means that the asset item from the procurement request has been receive and has been registered.
- **Awaiting Delivery:** If the status is Awaiting Delivery that means that the procurement item request has not yet been received.



- Asset to be Registered: If the status is Asset to be Registered that means that the asset item from the procurement request has been receive but not yet registered.

