

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Finance Section

### Budget Lines:

Delete 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:

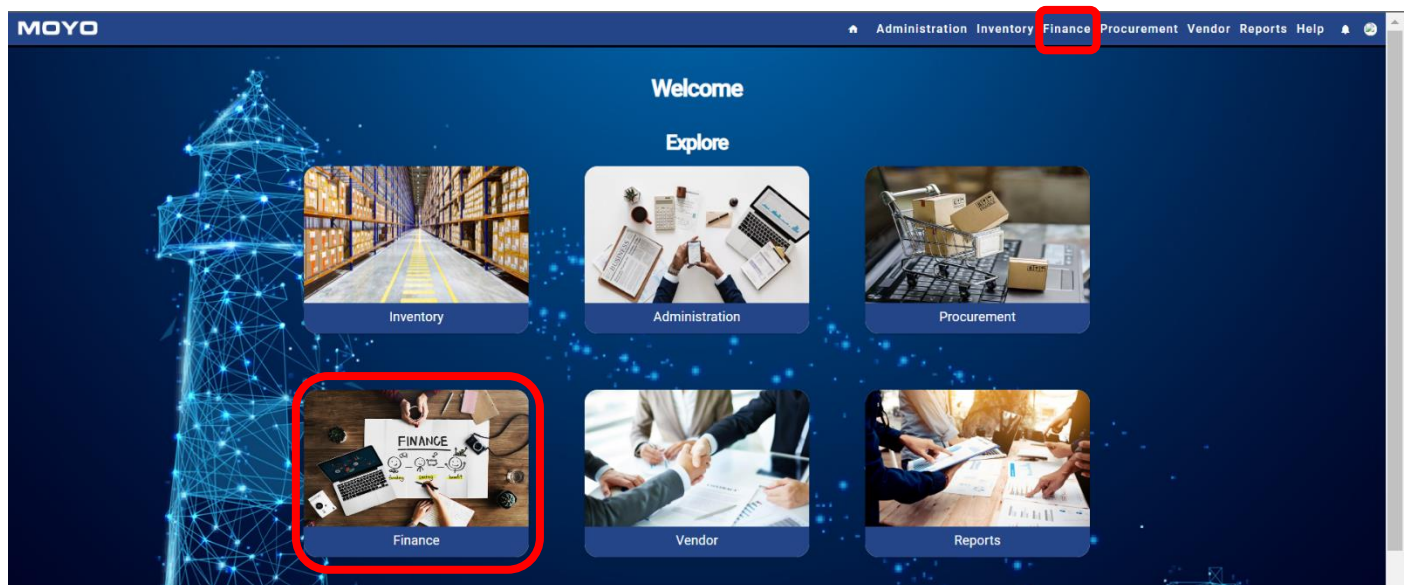


Figure 1 Home Screen to Budget Lines Screen

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:

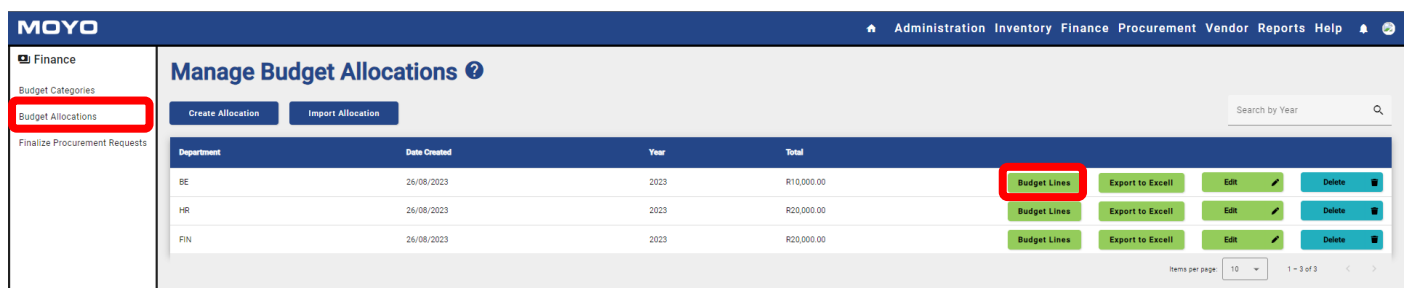
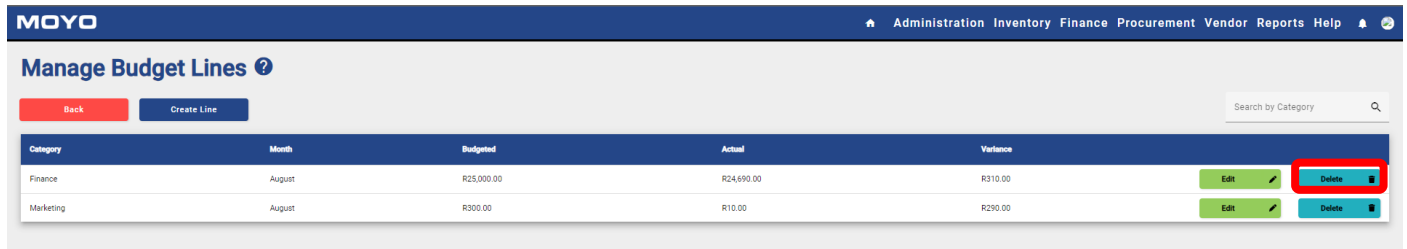


Figure 1 Finance side nav to Budget Lines Screen



## Step 2 Delete Budget Lines:

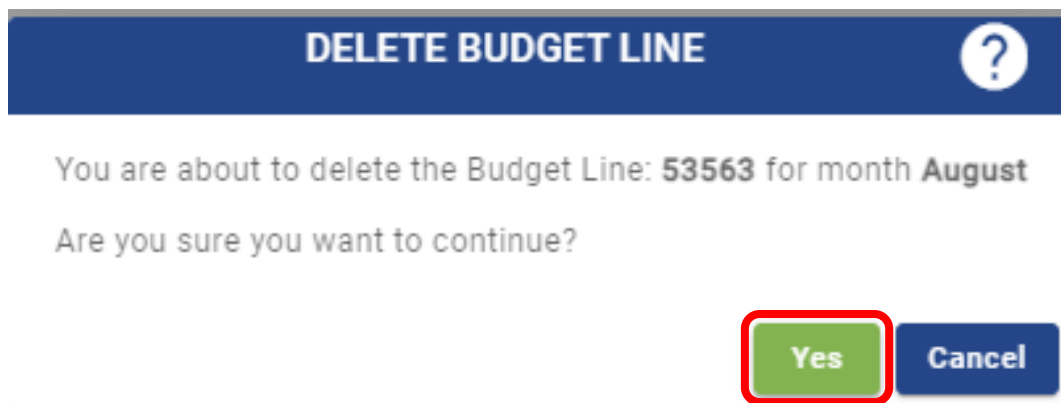
Delete a Budget Lines by clicking on the “Delete” button on the Budget Lines screen within the Budget Lines table: (The row you chose is the Budget Lines you will be deleting)



Category	Month	Budgeted	Actual	Variance	Edit	Delete
Finance	August	R25,000.00	R24,690.00	R310.00	Edit	Delete
Marketing	August	R300.00	R10.00	R290.00	Edit	Delete

Figure 1 Click Delete Budget Allocation Lines

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



### DELETE BUDGET LINE

You are about to delete the Budget Line: 53563 for month August

Are you sure you want to continue?

Yes Cancel

Figure 1 Click Yes Delete Budget Lines Button

