

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Finance Section

Budget Allocation:

Create Budget Allocation:

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:

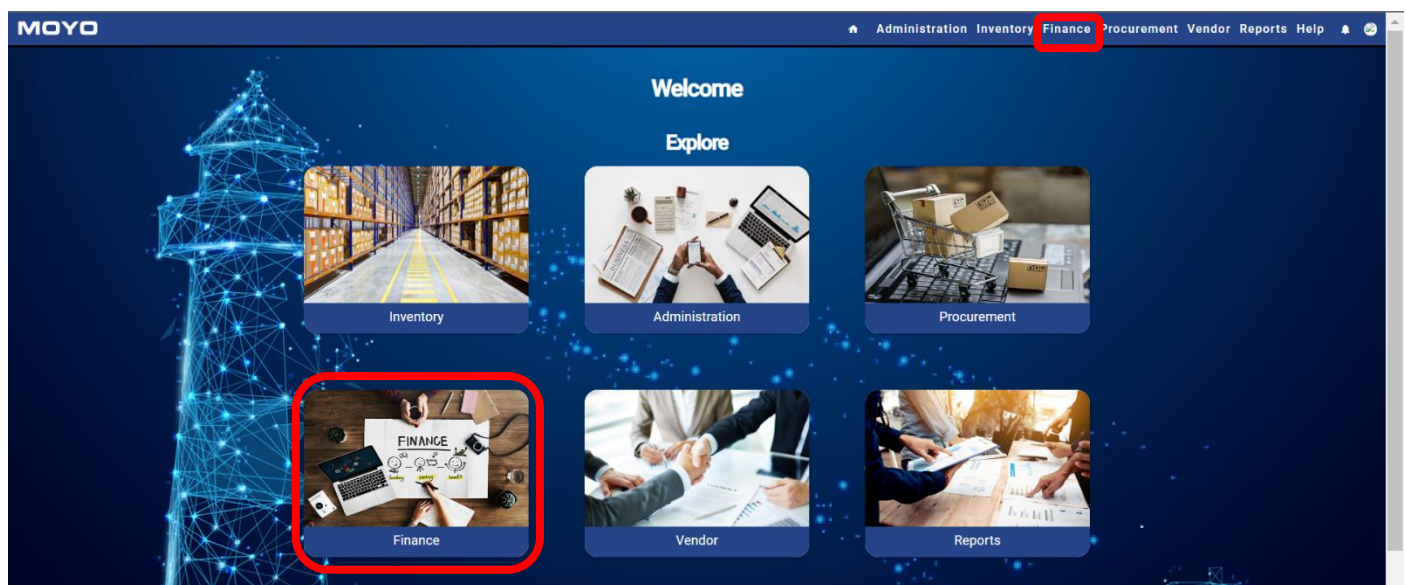


Figure 1 Home Screen to Budget Allocation Screen

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

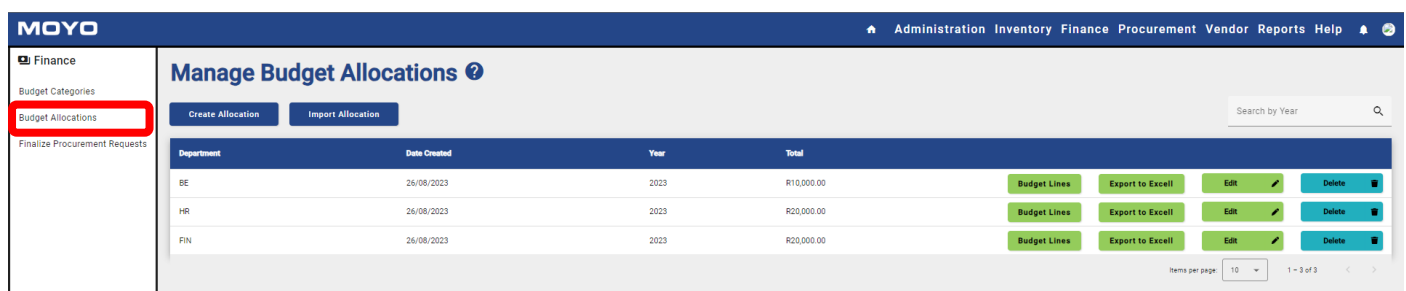


Figure 1 Finance side nav to Budget Allocation Screen



Step 2 Create Budget Allocation:

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

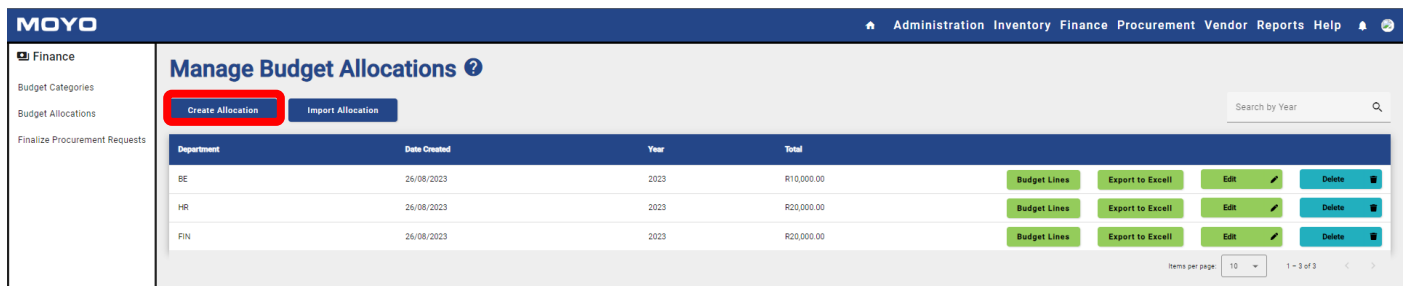


Figure 1 Click Create Budget Allocation Button

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

Create Budget Allocation ?

Total (R):

Year:

Department:

Figure 1 Click Save Create Budget Allocation Button

1. **“Total”**: Fill in the total of the Budget Allocation. (Compulsory)
2. **“Year”**: Fill in the year of the Budget Allocation using a year date picker. (Compulsory)
3. **“Department”**: Choose the department from the list of departments for the Budget Allocation. (Compulsory)

