

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck



Finance Section

Budget Allocation:

Delete 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:

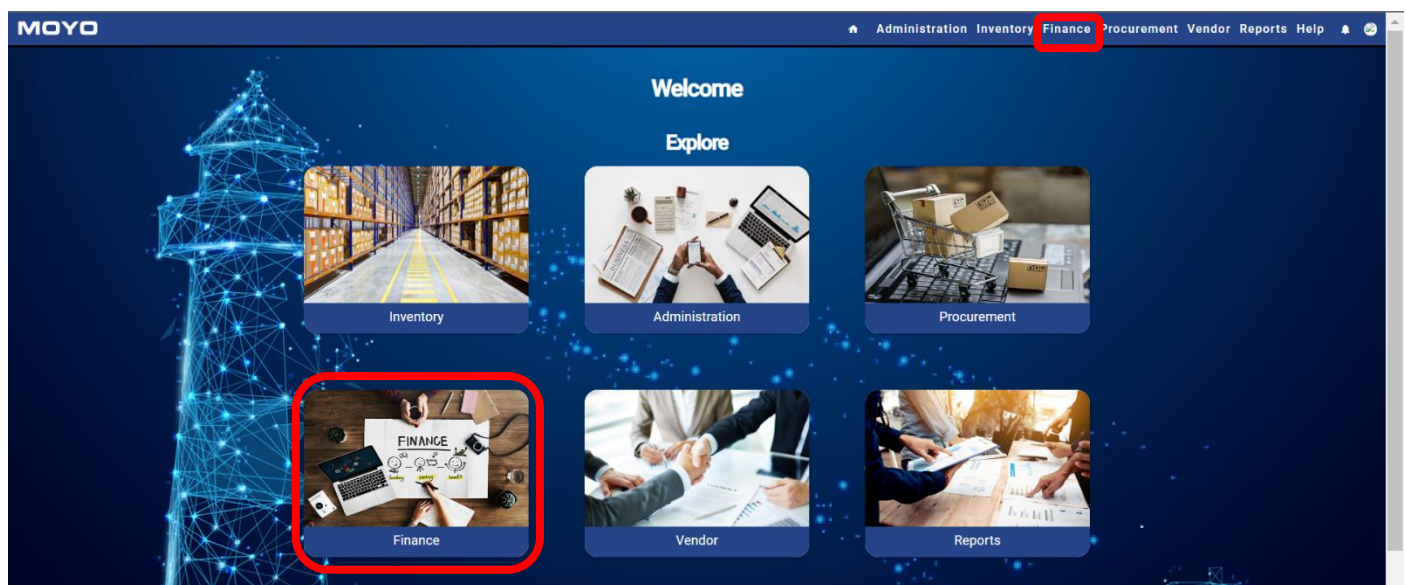


Figure 1 Home Screen to Budget Allocation Screen

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

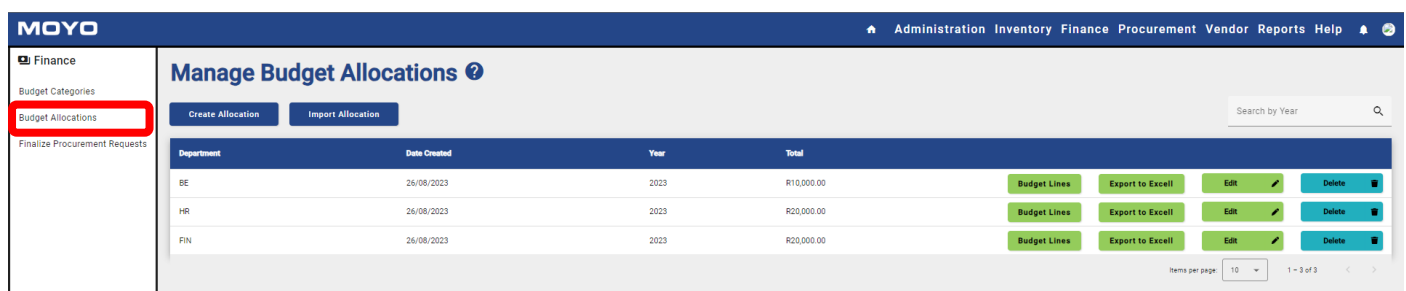


Figure 1 Finance side nav to Budget Allocation Screen



Step 2 Delete Budget Allocation:

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

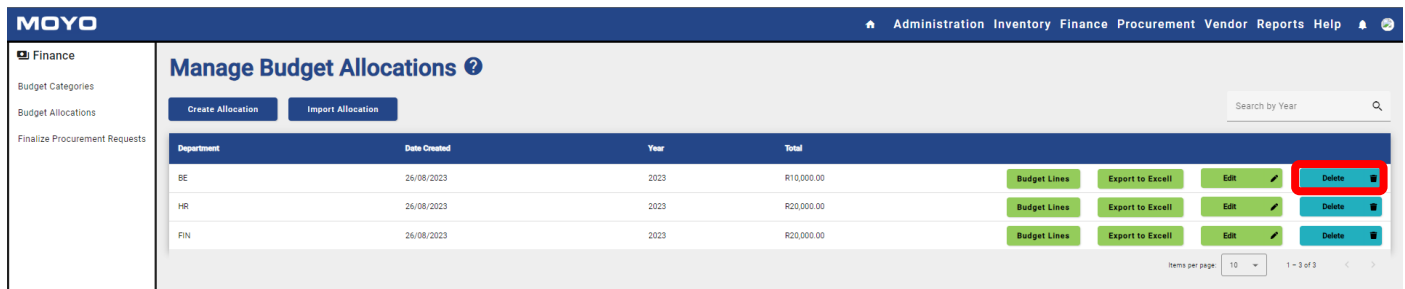


Figure 1 Click Delete Budget Allocation Button

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

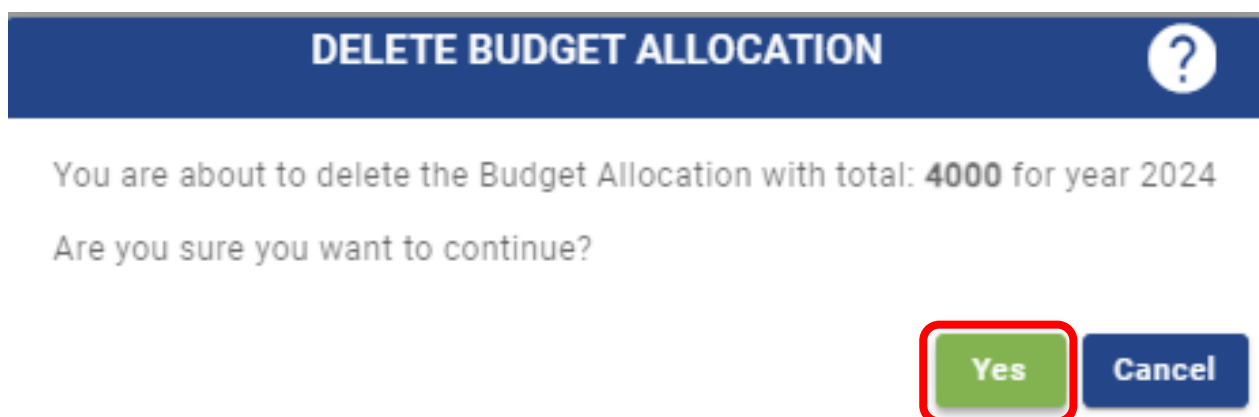


Figure 1 Click Yes Delete Budget Allocation Button

