

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



Finance Section

Budget category:

Create Budget Category:

Step 1 Navigate to Budget Category screen:

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

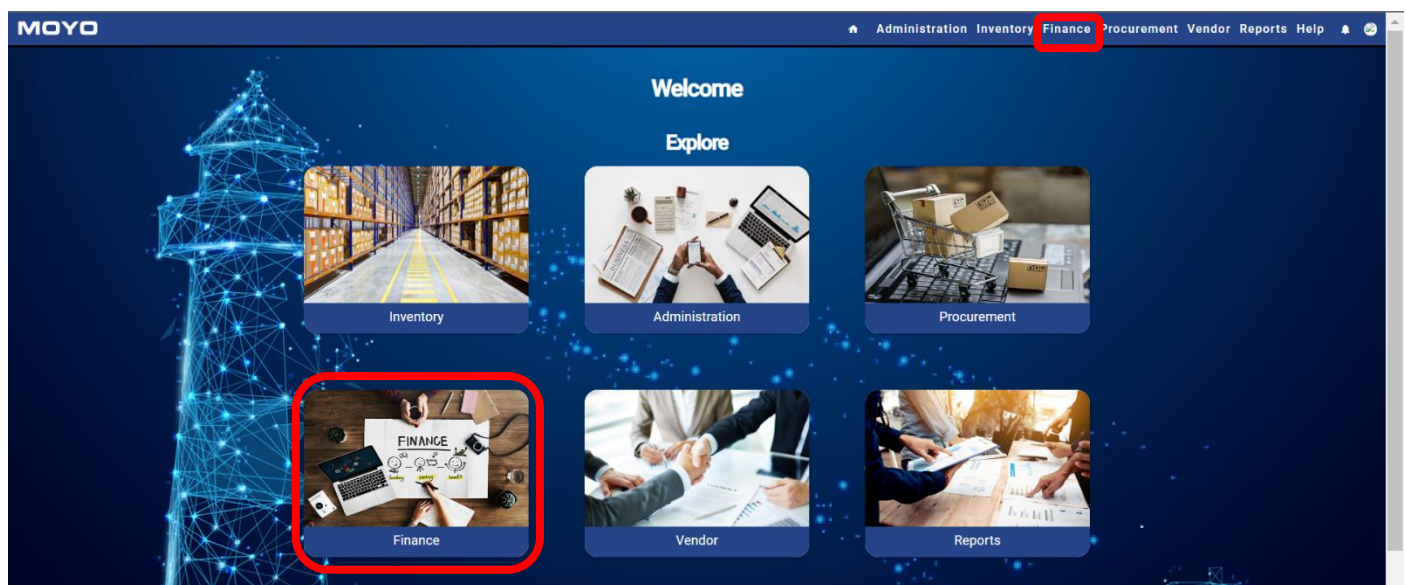


Figure 1 Home Screen to Budget Category Screen

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

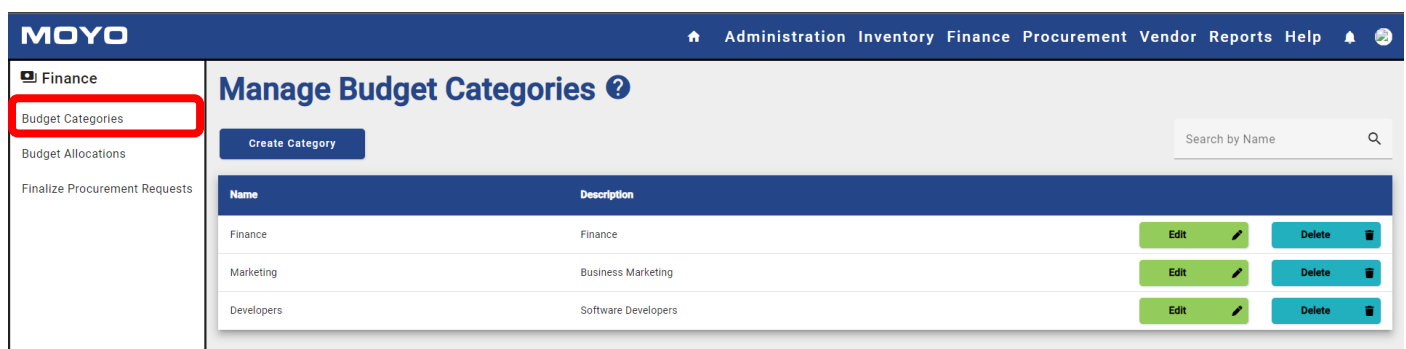


Figure 1 Finance side nav to Budget Category Screen



Step 2 Create Budget Category:

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

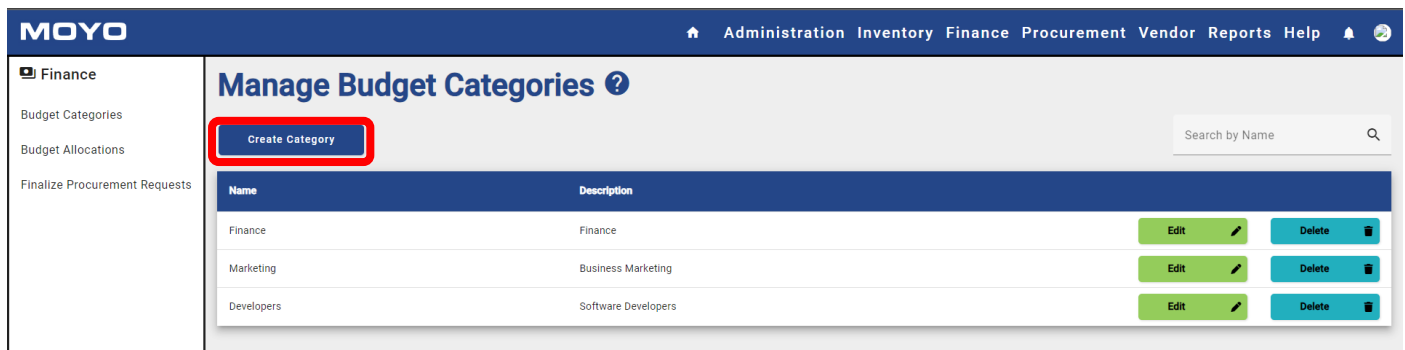


Figure 1 Click Create Budget Category Button

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

The screenshot shows the 'Create Budget Category' form. It has a title 'Create Budget Category' with a help icon. There are three input fields: 'Name' (with a note 'Not more than 150 characters long.'), 'Account Code' (with a note 'Not more than 9 characters long (incl. point or comma).'), and 'Description' (with a note 'Not more than 200 characters long.'). At the bottom are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangle.

Figure 1 Click Save Create Budget Category Button

1. “Name”: Fill in the name of the Budget Category. (Compulsory)



2. “Account Code”: Fill in the account code of the Budget Category. (Compulsory)
3. “Description”: Fill in the description of the Budget Category. (Compulsory)

