

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Finance Section

Budget category:

Edit 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:

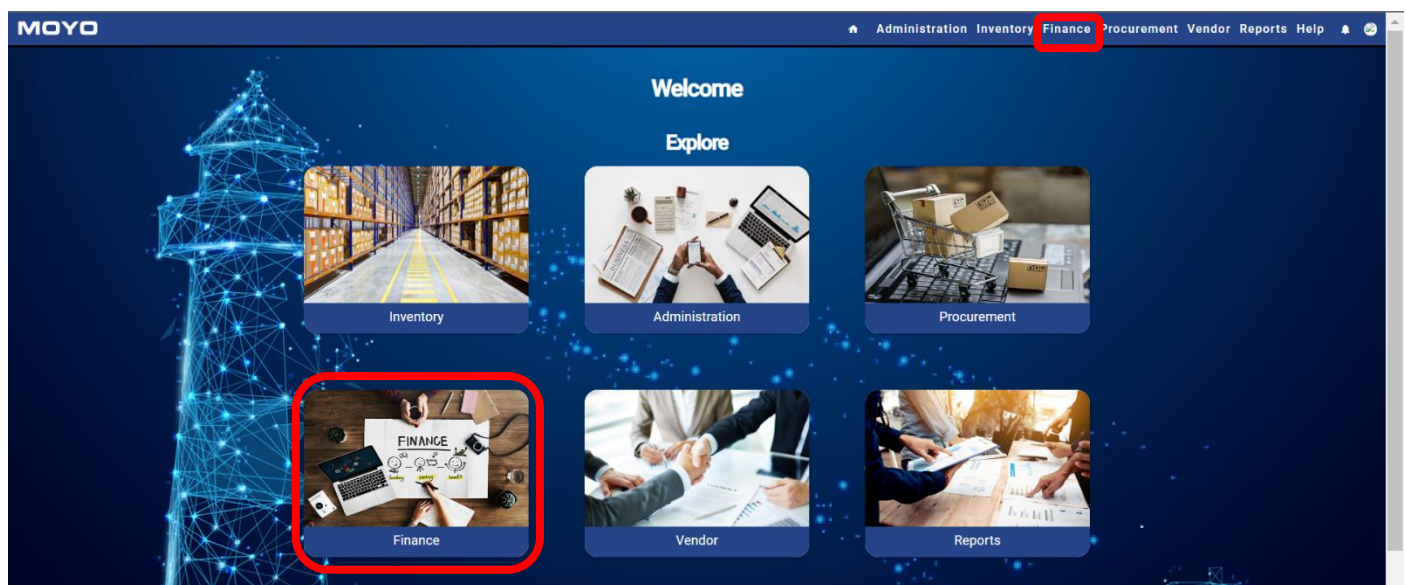


Figure 1 Home Screen to Budget Category Screen

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

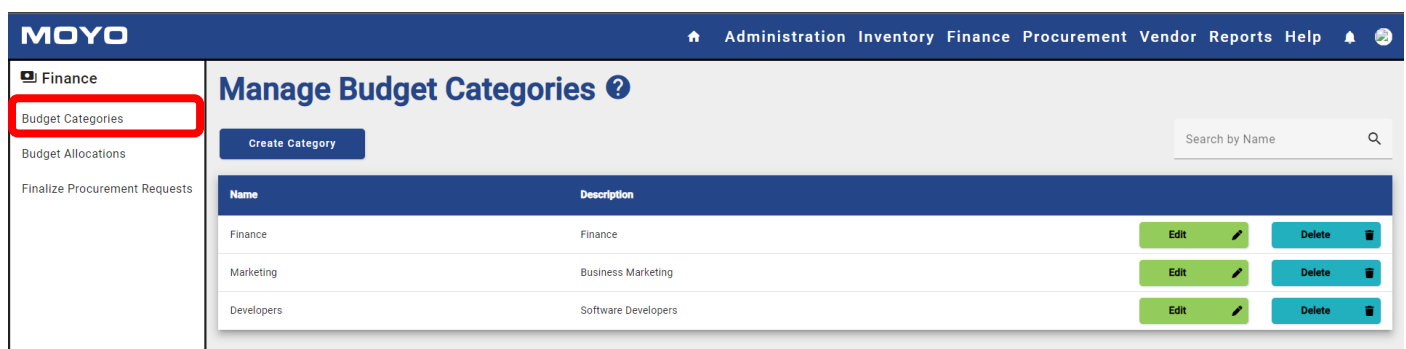


Figure 1 Finance side nav to Budget Category Screen



Step 2 Edit Budget Category:

Edit a Budget Category by clicking on the “Edit” button on the Budget Category screen within the Budget Category table: (The row you chose is the Budget Category you will be editing)

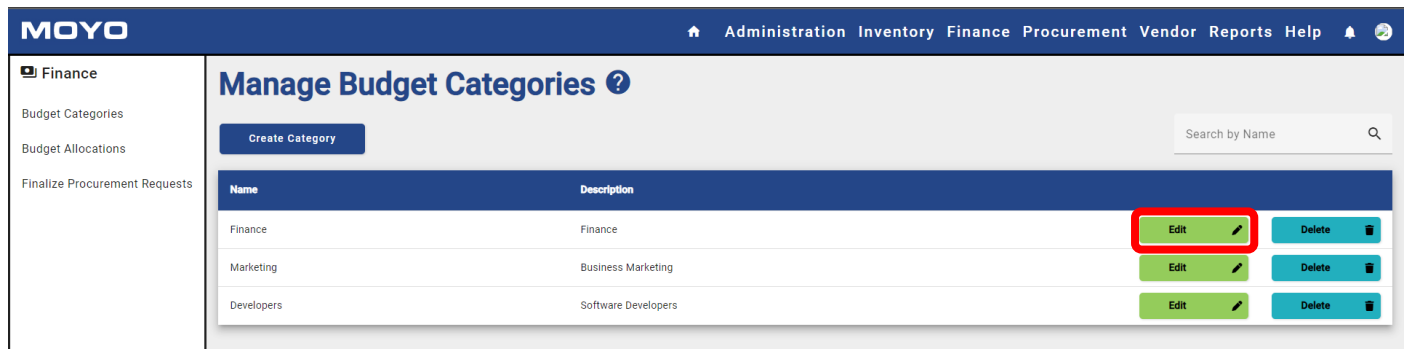


Figure 1 Click Edit Budget Category Button.

This will navigate you to the “Edit Budget Category” screen where you will be able to Edit the Budget Category. Click on the “Save” button to edit the Budget Category. (All Details are prefilled)

The screenshot shows the 'Edit Budget Category' screen. It has a title 'Edit Budget Category' with a question mark icon. Below the title are three input fields: 'Name' (prefilled with 'Marketing'), 'Account Code' (prefilled with '01111'), and 'Description' (prefilled with 'Marketing'). Each field has a placeholder text indicating the maximum length: 'Not more than 150 characters long.', 'Not more than 9 characters long (incl. point or comma).', and 'Not more than 200 characters long.' respectively. At the bottom, there are two buttons: 'Save' (green) and 'Cancel' (blue). The 'Save' button is highlighted with a red box.

Figure 1 Click Save Edit Budget Category Button.



1. "Name": Change the name of the Budget Category. (Not Compulsory)
2. "Account Code": Change the account code of the Budget Category. (Compulsory)
3. "Description": Change the description of the Budget Category. (Not Compulsory)

