

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Finance Section

Budget Allocation:

Edit 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:

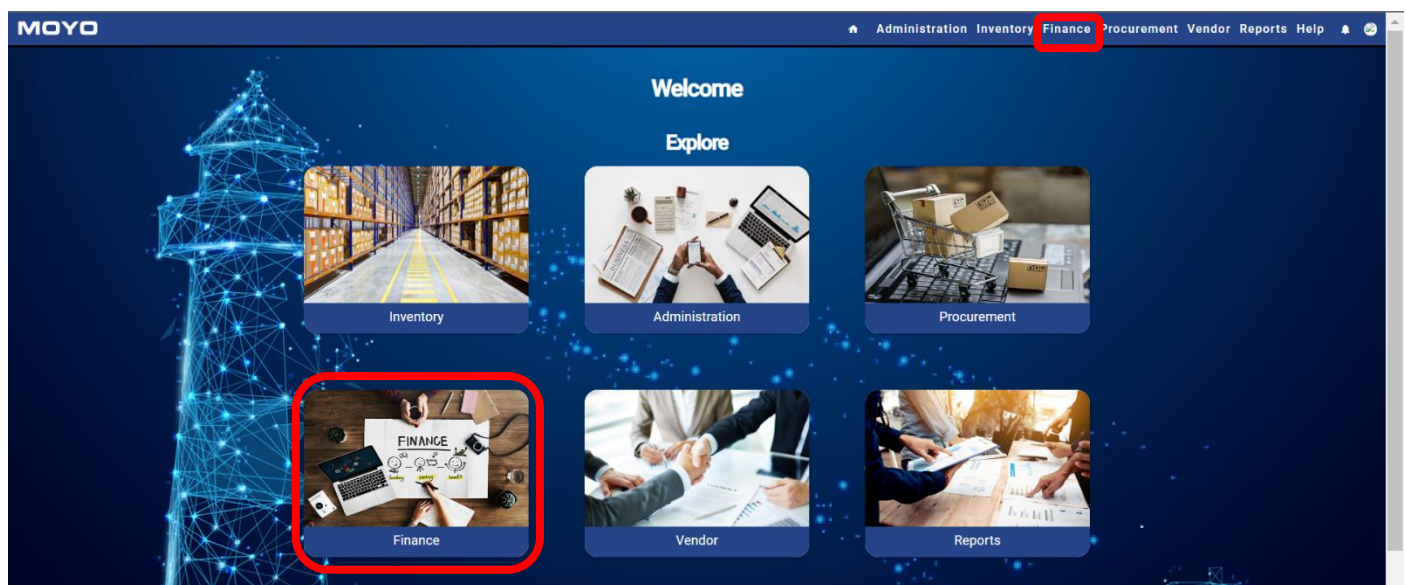


Figure 1 Home Screen to Budget Allocation Screen

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

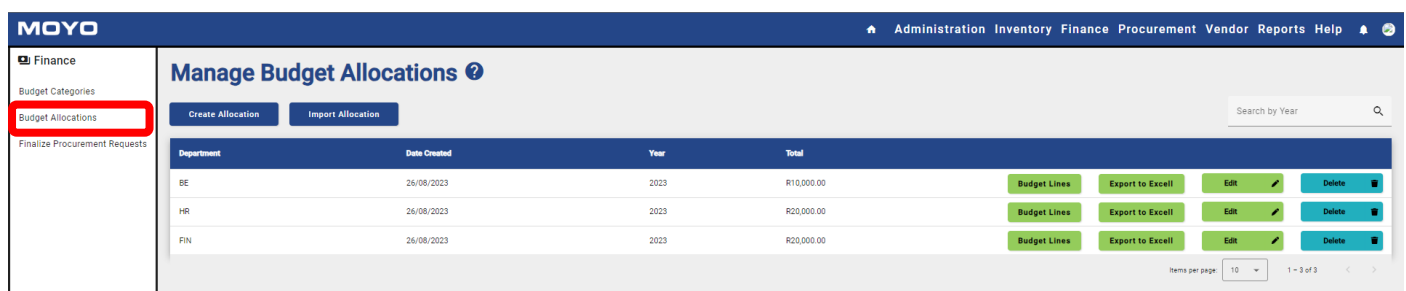


Figure 1 Finance side nav to Budget Allocation Screen



Step 2 Edit Budget Allocation:

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

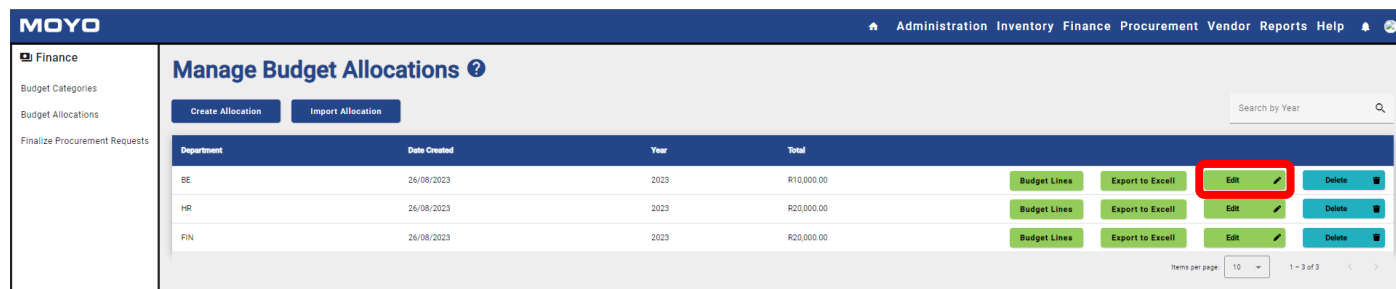


Figure 1 Click Edit Budget Allocation Button.

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

Edit Budget Allocation ?

Total (R):

4000

Year:

Year* 2024

Department:

Choose one* Finance

Save Cancel

Figure 1 Click Save Edit Budget Allocation Button.

1. “Total”: Change the total of the Budget Allocation. (Not Compulsory)
2. “Year”: Change the year of the Budget Allocation using a year date picker. (Not Compulsory)



3. “Department”: Change the department from the list of departments for the Budget Allocation.
(Not Compulsory)

