

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Finance Section

### Budget Lines:

Edit Budget Lines:

Step 1 Navigate to Budget Lines screen:

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

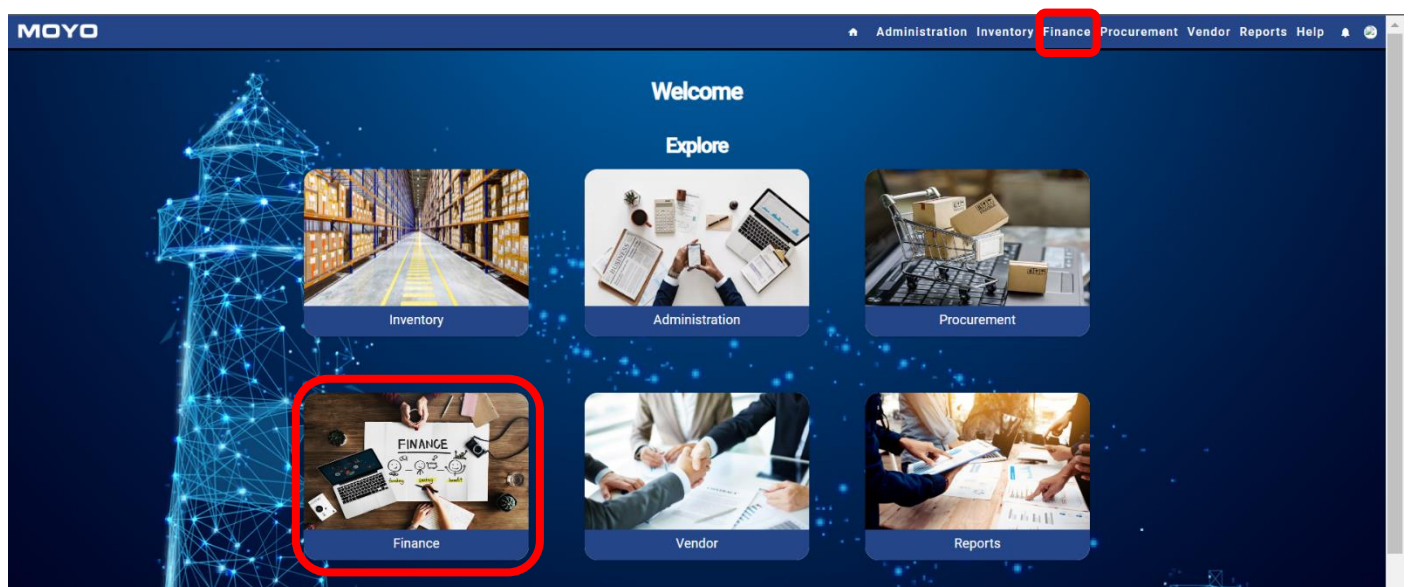


Figure 1 Home Screen to Budget Lines Screen

Then Click on the “Budget Allocation” button on the Finance side navbar and then click on the “Budget Lines” button in the Budget Allocation table:

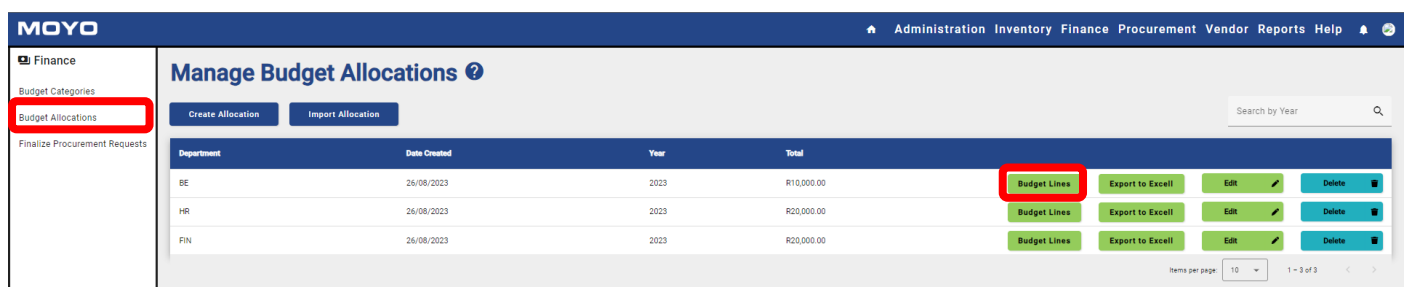
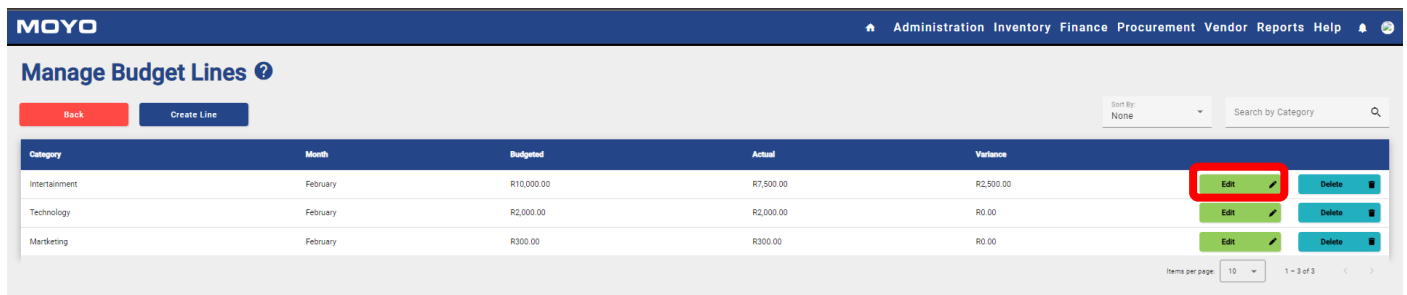


Figure 1 Finance side nav to Budget Lines Screen



## Step 2 Edit Budget Lines:

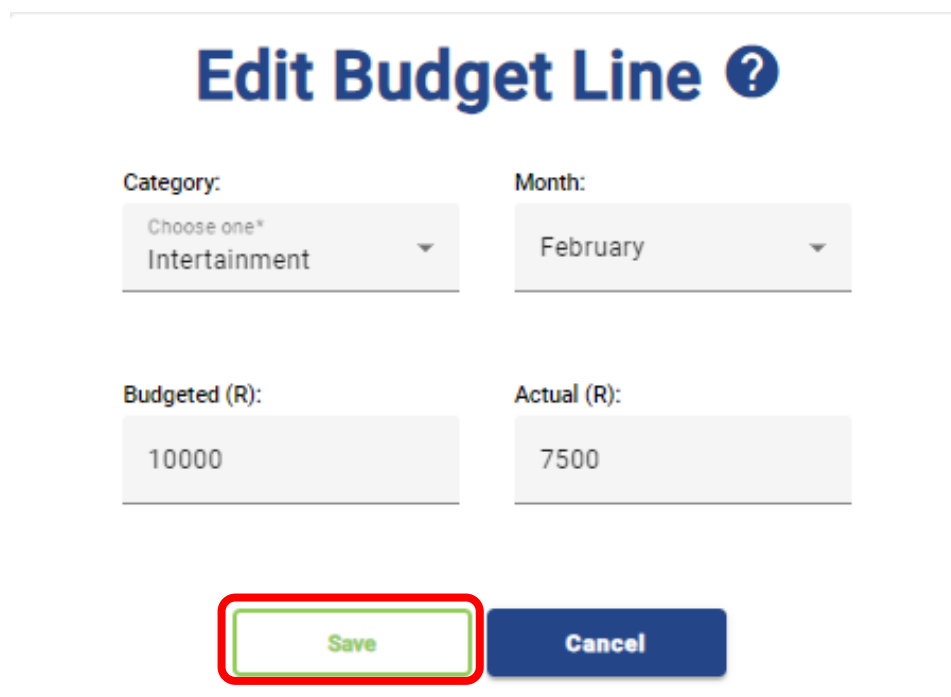
Edit a Budget Lines by clicking on the “Edit” button on the Budget Lines screen within the Budget Lines table: (The row you chose is the Budget Lines you will be editing)



Category	Month	Budgeted	Actual	Variance	
Entertainment	February	R10,000.00	R7,500.00	R2,500.00	<span>Edit</span> <span>Delete</span>
Technology	February	R2,000.00	R2,000.00	R0.00	<span>Edit</span> <span>Delete</span>
Marketing	February	R300.00	R300.00	R0.00	<span>Edit</span> <span>Delete</span>

Figure 1 Click Edit Budget Lines Button.

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



## Edit Budget Line ?

Category: Choose one\* Entertainment

Month: February

Budgeted (R): 10000

Actual (R): 7500

Save Cancel

Figure 1 Click Save Edit Budget Lines Button.

1. **“Category”**: Change the category from the list of budget categories for the Budget Lines. (Not Compulsory)
2. **“Month”**: Change the month from the list of January-December for the Budget Lines. (Not Compulsory)



3. "Budgeted (R)": Change the budgeted amount for the Budget Lines. (Not Compulsory)
4. "Actual (R)": Change the actual amount for the Budget Lines. (Not Compulsory)

