

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Finance Section

Budget Allocation:

import from Excel:

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:

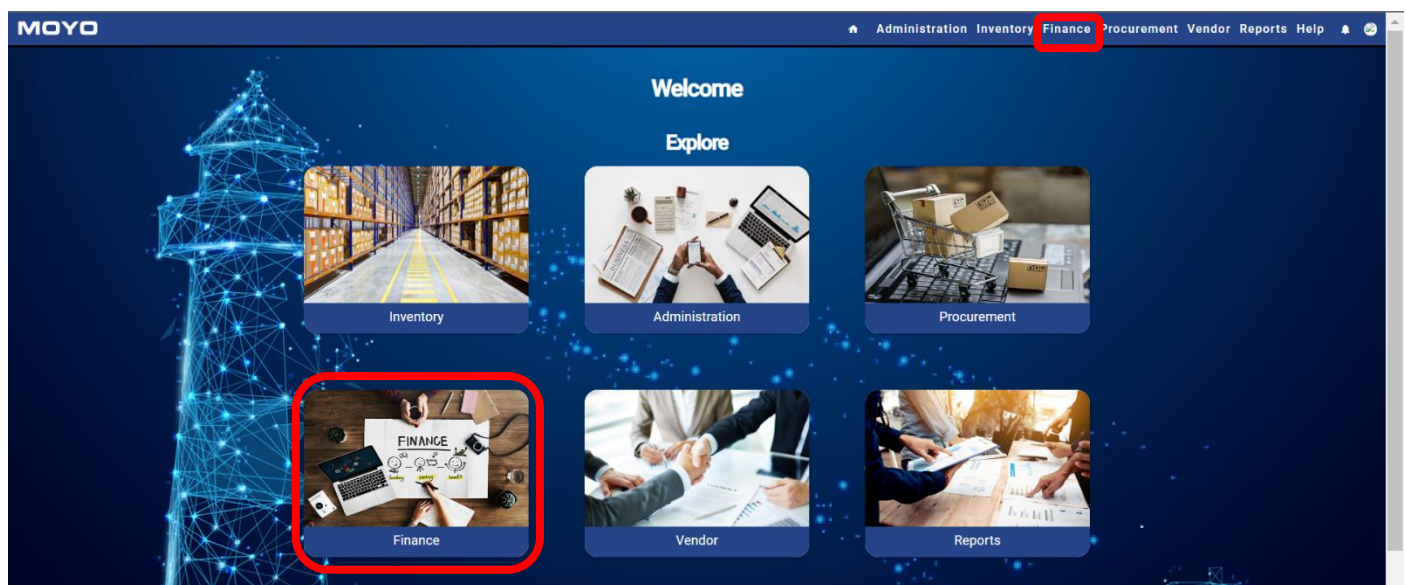


Figure 1 Home Screen to Budget Allocation Screen

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

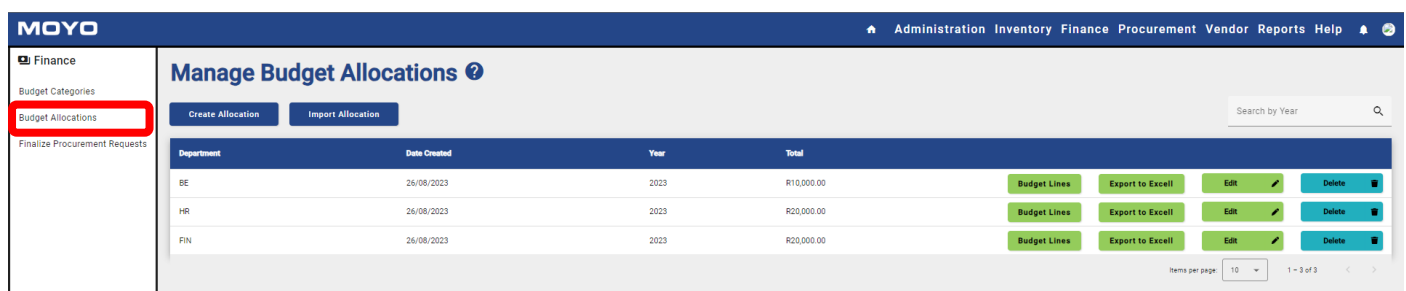


Figure 1 Finance side nav to Budget Allocation Screen



Step 2 Import form Excel:

click the “Import Allocation” to import the excel file into the Budget Allocation and Budget Lines for that allocation:

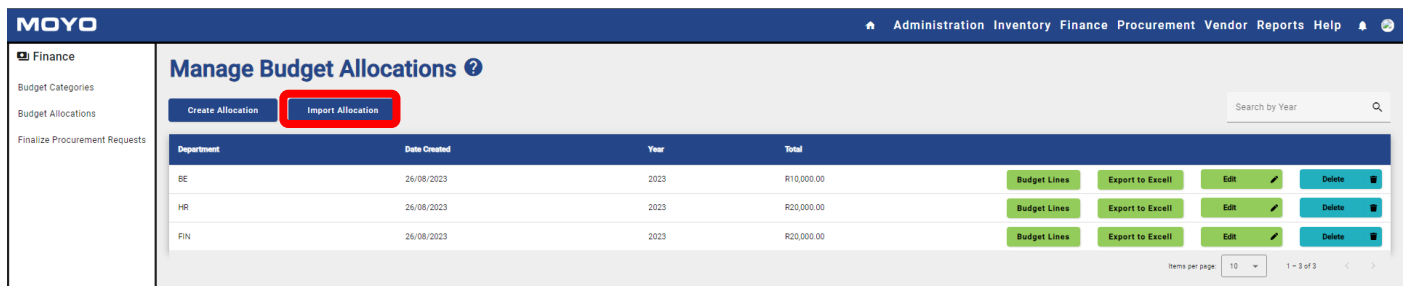


Figure 1 Click Import Allocation Button

This will navigate you to the “Import Budget Allocation” screen where you will be able to import the excel file into the system. (*Note Ensure the format of the import budget allocation excel file is the same format as the Export to Excel file see “export to excel” for example. The Department and Budget Category in the Excel file you want to import must already be existing departments and budget categories on the system)

Import Budget Allocation ?

Please Provide the Excell file to import:

Allocation to Upload:

Choose File No file chosen

Save Cancel

Figure 1 Import Budget Allocation Screen

1. “Allocation to Upload”: Provide the excel file you want to import onto the system. (Compulsory)



Example of Export to Excel File Format.

	A	B	C	D	E	F
1	Department: Finance Department					
2	FY: 2023					
3						
4		Budgeted Total	Actual Total	Variance		
5	Total Expenses:	R 30 000,00	R 24 700,00	R 5 300,00		
6						
7	Account Name	Account Code	Month	Budgeted Amount	Actual Amount	Actual Variance
8	Finance	638264	August	R 25 000,00	R 24 690,00	R 310
9	Business Marketing	53563	August	R 300,00	R 10,00	R 290
10						

Figure 1 Export Excel File Format

