

Add a Budget

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

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Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

► Add a Budget



System Requirements



System Requirements

To record this tutorial, I am using



System Requirements

To record this tutorial, I am using

► **Ubuntu Linux OS v22.04**



System Requirements

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**



System Requirements

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**



System Requirements

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS v22.04**
- ▶ **Koha v24.05**
- ▶ **Firefox v131.0.3**
- ▶ **A working internet connection**



Prerequisites



Prerequisites

- ## ► Koha installed on your system



Prerequisites

- ▶ **Koha installed on your system**
- ▶ **Admin access in Koha**



Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site
<https://spoken-tutorial.org/>



Prerequisites

- ▶ Koha installed on your system
- ▶ Admin access in Koha
- ▶ If not, refer to the Koha Installation tutorial on this site
<https://spoken-tutorial.org/>
- ▶ You should also have knowledge of Library Science



Budgets



Budgets

- ▶ Budgets are used for tracking accounting values related to Acquisitions



Budgets

- ▶ Budgets are used for tracking accounting values related to Acquisitions
- ▶ Budget must be defined before a fund can be created



Example



Example

- ▶ Create a Budget **for the current year** 2024



Example

- ▶ Create a Budget **for the current year 2024**
- ▶ **Split it into funds for different areas such as:**



Example

- ▶ Create a Budget **for the current year 2024**
- ▶ **Split it into funds for different areas such as:**
 - ▶ **Books**



Example

- ▶ Create a Budget **for the current year 2024**
- ▶ **Split it into funds for different areas such as:**
 - ▶ Books
 - ▶ Journals



Example

- ▶ Create a Budget **for the current year 2024**
- ▶ **Split it into funds for different areas such as:**
 - ▶ Books
 - ▶ Journals
 - ▶ Database



Budgets



Budgets

Budgets can either be created -

▶ **From scratch or**



Budgets

Budgets can either be created -

- ▶ **From scratch or**
- ▶ **By duplicating any of the previous year's Budget or**



Budgets

Budgets can either be created -

- ▶ **From scratch or**
- ▶ **By duplicating any of the previous year's Budget or**
- ▶ **By duplicating the immediate previous year's budget or**



Budgets

Budgets can either be created -

- ▶ **From scratch or**
- ▶ **By duplicating any of the previous year's Budget or**
- ▶ **By duplicating the immediate previous year's budget or**
- ▶ **By closing the immediate previous year's Budget**



Summary

We learned,

▶ How to add a Budget



Assignment

**Add a new Budget, ICP Library
2023-2024 Phase I, with budget
allocation of Rs. fifty lakh under ICP
Library**



About the Spoken Tutorial Project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team:

- ▶ Conducts workshops using Spoken Tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS spoken tutorial

- ▶ Questions in this Spoken Tutorial
- ▶ Visit <https://forums.spoken-tutorial.org>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ The Spoken Tutorial project will ensure an answer
- ▶ You will have to register to ask questions



Acknowledgement

- ▶ **The Spoken Tutorial project was established at IIT Bombay by the Ministry of Education Govt of India**
- ▶ **Thank you for joining**

