

Close a Budget

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

Vaibahvi Satardekar

Maya Hans

IIT Bombay

5 December 2024



Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

- ▶ **Close 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



Close a Budget



Close a Budget

Before we start, please note:



Close a Budget

Before we start, please note:

- ▶ **Closing of a Budget is done to move,**



Close a Budget

Before we start, please note:

- ▶ **Closing of a Budget is done to move,**
 - ▶ **the unreceived orders and**



Close a Budget

Before we start, please note:

- ▶ **Closing of a Budget is done to move,**
 - ▶ **the unreceived orders and**
 - ▶ **the required unspent funds**



Close a Budget

Before we start, please note:

- ▶ **Closing of a Budget is done to move,**
 - ▶ the unreceived orders and
 - ▶ the required unspent funds
- ▶ **from an old Budget to a new Budget**



Close a Budget



Close a Budget

Please Note:



Close a Budget

Please Note:

- ▶ Before closing a Budget, it is advisable to duplicate the immediate previous year's Budget



Close a Budget

Please Note:

- ▶ Before closing a Budget, it is advisable to duplicate the immediate previous year's Budget
- ▶ To do so, the same fund structures of the previous Budget must exist in the new Budget



Summary

We learned how to:

- ▶ **Close a Budget**



Assignment

As an assignment,

- ▶ **In an earlier tutorial assignment, you had added a new Budget of Rupees Fifty Lakhs to ICP Library 2023-2024 Phase I**
- ▶ **Close that Budget**



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**

