

Close 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:

- ▶ **Close a Budget**



System Requirements



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To record this tutorial, I am using



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To record this tutorial, I am using

▶ **Ubuntu Linux OS v22.04**



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



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- ▶ **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



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- ▶ **Koha installed on your system**



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- ▶ **Admin access in Koha**



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- ▶ 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:



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Close a Budget

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 - ▶ **the unreceived orders and**



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- ▶ **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](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**

