

# 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**



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- ▶ **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.50 lakh under ICP  
Library**



# 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](mailto: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**

