

Duplicate a Budget

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

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Learning Objectives



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We will learn how to:



Learning Objectives

We will learn how to:

- ▶ **Duplicate a Budget**



System Requirements



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To record this tutorial, I am using



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► **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/>



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



Why to duplicate a Budget

Suppose the budget amount and amount of funds is same for the next financial year

- ▶ **In that case, we can simply duplicate the budget**



Why to duplicate a Budget

Suppose the budget amount and amount of funds is same for the next financial year

- ▶ **In that case, we can simply duplicate the budget**
- ▶ **This will help the Library staff to save a lot of time and effort**



Summary

We learned to:

▶ **Duplicate a Budget**



Assignment

Under the ICP Library,

- ▶ **Make a duplicate of the budget, ICP Library 2023-2024 Phase I**
- ▶ **Name it as ICP Library 2024-2025 Phase II**



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**



