

How to close a Budget

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives



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We will learn:



Learning Objectives

We will learn:

- ▶ **The steps involved in closing a Budget**



System Requirement



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To record this tutorial, I am using



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**



System Requirement

To record this tutorial, I am using

- ▶ **Ubuntu Linux OS 16.04**
- ▶ **Koha version 16.05**



Pre-requisites



Pre-requisites

- ▶ **Learners should have knowledge of Library Science**



Pre-requisites



Pre-requisites

- ▶ **You should have Koha installed on your system**



Pre-requisites

- ▶ You should have Koha installed on your system
- ▶ You should also have Admin access in Koha



Pre-requisites

- ▶ You should have Koha installed on your system
- ▶ You should also have Admin access in Koha
- ▶ For more details, please refer to the Koha spoken tutorial series on <http://spoken-tutorial.org>



Closing of a Budget is done to move-



Closing of a Budget is done to move-

- ▶ **the unreceived orders and**



Closing of a Budget is done to move-

- ▶ **the unreceived orders and**
- ▶ **the required unspent funds**



Closing of a Budget is done to move-

- ▶ **the unreceived orders and**
- ▶ **the required unspent funds**
- ▶ **from an old Budget to a new Budget**



Closing of a Budget is done to move-



Closing of a Budget is done to move-

- ▶ **From the previous Budget i.e.
Spoken Tutorial Library 2016-2017
Phase I**



Closing of a Budget is done to move-

- ▶ **From the previous Budget i.e.
Spoken Tutorial Library 2016-2017
Phase I**
- ▶ **To a new Budget i.e.
Spoken Tutorial Library 2017-2018
Phase II**



How to close a Budget



How to close a Budget

Before closing a Budget-

- ▶ It is advisable to duplicate the immediate previous year's Budget



How to close a Budget

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

In this tutorial, we learnt:

- ▶ **The steps involved in closing a Budget**



Assignment

- ▶ In an earlier tutorial assignment, you had added a new Budget of Rs.50 Lakhs
- ▶ As an assignment- close that Budget



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
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- ▶ **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



Forum for specific questions

- ▶ Do you have questions in **THIS Spoken Tutorial?**
- ▶ Please visit:
<http://forums.spoken-tutorial.org/>
- ▶ Choose the minute and second where you have the question
- ▶ Explain your question briefly
- ▶ Someone from our team will answer them



Acknowledgements

- ▶ **Spoken Tutorial is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this mission is available at:**

<http://spoken-tutorial.org/NMEICT-Intro>

