

Add a Budget and allocate Funds

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives



Learning Objectives

We will learn how to:



Learning Objectives

We will learn how to:

- ▶ **Add a Budget**



Learning Objectives

We will learn how to:

- ▶ **Add a Budget**
- ▶ **Make a duplicate Budget**



Learning Objectives

We will learn how to:

- ▶ **Add a Budget**
- ▶ **Make a duplicate Budget**
- ▶ **Allocate Funds**



System Requirement



System Requirement

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 have Admin access in Koha**



Pre-requisites

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



What are Budgets?



What are Budgets?

Budgets are used for-



What are Budgets?

Budgets are used for-

- ▶ **tracking accounting values related to acquisitions**



What are Budgets?



What are Budgets?

Note that-



What are Budgets?

Note that-

- ▶ **A Budget must be defined before a fund can be created**



Example



Example

- ▶ **Create a Budget for the current year 2017**



Example

- ▶ **Create a Budget for the current year 2017**
- ▶ **Split it into funds for different areas such as:**



Example

- ▶ **Create a Budget for the current year 2017**
- ▶ **Split it into funds for different areas such as:**
 - ▶ **Books**



Example

- ▶ **Create a Budget for the current year 2017**
- ▶ **Split it into funds for different areas such as:**
 - ▶ **Books**
 - ▶ **Journals**



Example

- ▶ **Create a Budget for the current year 2017**
- ▶ **Split it into funds for different areas such as:**
 - ▶ **Books**
 - ▶ **Journals**
 - ▶ **Databases**



Important note-



Important note-

Budgets can either be created-



Important note-

Budgets can either be created-

- ▶ **From scratch**



Important note-

Budgets can either be created-

- ▶ **From scratch**
- ▶ **By duplicating any of the previous years' Budget**



Important note-



Important note-

- ▶ **By duplicating the immediate previous year's Budget**



Important note-

- ▶ **By duplicating the immediate previous year's Budget**
- ▶ **By closing the immediate previous year's Budget**



Why to duplicate a Budget



Why to duplicate a Budget

- ▶ **Suppose the Budget amount and amount of Funds is same for the next financial year**



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 time and effort**



Summary

In this tutorial, we learnt:

- ▶ **Add a Budget**
- ▶ **Make a duplicate Budget**
- ▶ **Allocate Funds**



Assignment

- ▶ **Add new Budget for a Financial year with Budget allocation of Rs.50 Lakhs**



Assignment

- ▶ **Allocate Funds of Rs 20 Lakhs for Non-print material**



About the Spoken Tutorial Project

- ▶ **Watch the video available at**
http://spoken-tutorial.org/What_is_a_Spoken_Tutorial



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- ▶ **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>

