

# 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-



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- ▶ **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**  
[http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)



# About the Spoken Tutorial Project

- ▶ **Watch the video available at**  
[http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://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)



# 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>

