The Acquisitions Module facilitates the selection, ordering, receiving, processing, and invoicing of print and non-print materials in your library. Specifically, the Acquisitions Module supports the following tasks:

**Allocate Money To Funds**

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Allocation</th>
<th>Encumbered</th>
<th>Available Allocation</th>
<th>Actual Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>$14,000</td>
<td>$10,000</td>
<td>$4,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adult</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Children</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$14,000</td>
<td>$10,000</td>
<td>$4,000</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Order List Reports**

**Budget**

- General
- Adult
- Children

**Order List**

- Adult Fiction
- Adult Non-Fiction
- Children's Fiction
- Children's Non-Fiction
- Reference
- Magazines

**Acquisitions Module**

- Acquisitions History
- Acquisitions Reports
- Allocate To Funds
- Approve Requests
- Budget
- Consider New Requests
- Create Order
- Create Request
- Invoice Order
- List Of Orders
- List Of Requests
- Merge Requests
- Review Order
- Review Request

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