Acquisition
Click Acquisitions icon for Budget, fund, vendor management, order management.
Creating Budget

Step 1: Create Budget by Clicking Budget option
Step 2: Click New Budget
Step3: Fill the details of the Budget and Total Amount
Step 4: Once the budget is created, click add funds under Actions.
Add Fund

Step 5: Click Add fund
Step 6: Fill the fund Details amount and Submit
Step 7: Now the fund "fic" is added under “Library budget 2014”
Add vendor

Company details
- Name: AAA Publishers
- Postal address: 1/2 4th Block, Parkys, Chennai 600001
- Physical address:
- Phone:
- Fax:
- Website: aaa.com
- Account number:

Contact details
- Contact name:
- Position:
- Phone:
Step 1: To Create a vendor Click New vendor
Step 2: Fill the vendor Details
Step 3: Fill Ordering information and save. Successfully created a vendor.
Order Management (New order and Receive shipment)

Step 1: Search for vendor
Step 2: Add a new basket to the Vendor
Step 3: Create a Basket By filling the details
Step 3: Add order from Purchase suggestions
Step4: Click order to add a catalog form Suggestions
Step 5: Fill the details of the catalog
Step 6: Fill the accounting details and save
Order is successfully placed from suggestions to vendor
Receiving Shipment of an order

Step 1: Search for vendor
Step2: Click receive shipment
Step3: Fill the details of the order and Click Next
Step 4: Click Finish receiving
**Step1:** Click Suggestion pending approval in the staff management center home page
Step 2: Select the book, set the status, and set the reason.
Step3: Click Submit and approve the suggestion
Successfully Approved the suggestion of “MBA in 80 minutes”
Step1: Click Currency
Step2: Click “New Currency”
Step 3: Fill the currency information and add Currency symbol
Successfully Added the Currency