SOUTRON

PRODUCT FACT SHEET

Apollo Acquisitions

For libraries with multiple budgets and buyers that want to stay in control of the purse strings.

OVERVIEW

An add-on module for Apollo. Orders are placed electronically and tracked using the EDI (Electronic Data Interchange) standard.

Funds and Budgets

Allocate funds to any number of budgets. Track budgeted, pending, encumbered, spent, and available amounts, plus a projection of remaining funds at the end of the fiscal year at the current spending rate.

Five Ways to Add Titles

Look up by ISBN or another number, search for a title, upload a MARC file from the vendor's site or a spreadsheet, or use a vendor's specific method to shop in Apollo. Alerts flag titles already in your collection.

Receiving

Find the right order by ISBN, UPC, ASIN, shipping barcode, or title, then receive items using vendor barcodes or the next available number. Purchase order numbers can be added to items on order.

FREE TRIAL

Try Acquisitions free of charge in your existing Apollo account. Trial EDI mode simulates vendor responses, so you can follow the process from ordering to receipt without ordering anything.

GETTING STARTED

Acquisitions is an extra-cost option in Apollo.

Migrate existing acquisitions when you move to Apollo, or add Acquisitions as a current Apollo customer.

Key Capabilities

Invoices

All invoices appear in the same format, whatever their source. Marking an invoice paid moves the funds to Spent; Apollo does not perform financial transactions or pay vendors.

EDI Ordering

Orders are placed and tracked with EDI using X12, with setup guidance for Brodart, Ingram, Follett Content, and Midwest Tape.

Non-EDI Vendors

Record orders already placed with non-EDI vendors so their expenditures are included in budgeting and on-order records appear in the catalog.

On Order in the Catalog

Placing an order creates title records that show as on order in the public catalog. Members can place reserves, and Reserve Express subscribers can be added while items are on order.

Fiscal Year Management

Add orders to the next fiscal year during the last month of the current one, then close the books when you choose. Outstanding items and encumbered funds move to the new year, and the old year becomes read-only.