

Acquisitions Glossary

General

- **Alerts** – Pop up messages that appear when a line item is received.
- **Blanket Charge** - A type of direct charge that is added to a purchase order. It allows you to encumber money in a fund without a line item and then expend that amount through invoicing over time.
- **Blanket Invoice** – Allows you to expend money from a fund directly through an invoice without encumbering the money first in a purchase order..
- **Context Org Unit** – Library.
- **Direct Charge** - Allows you to encumber and expend money from a fund without a line item.
- **Distribution Formula** – Tells the system how many copies should be distributed to each location.
- **Provider** – A record in Evergreen that represents a vendor account. You can have multiple provider records for a single vendor depending on how many accounts you have with that vendor.

Funds

- **Balance** – The balance in a fund is calculated by subtracting the total spent (invoiced) and the total encumbered from the total allocated to the fund.
- **Balance Stop Percentage** – Allows you to specify the percentage point at which you are stopped from spending money from a fund.
- **Balance Warning Percentage** – Allows you to specify the percentage point at which a warning will display to inform you that money in the a fund is getting low.
- **Encumbrance** - Money that has been set aside for a future expenditure. Line items and the blanket order direct charge encumber money when a purchase order is activated.
- **Fund Tag** – Used to group funds together for reporting purposes.
- **Funding Source** – The top level of funds. Monies are allocated to your

specific funds from your funding sources.

- **Propagate** – At the year end close, the fund will be created for the new fiscal year.
- **Rollover** – Allows money remaining in a fund to be available in the next fiscal year.
- **Spent Balance** – This balance is calculated by subtracting only the items that have been invoiced from the total allocated to the fund. It does not include encumbrances.
- **Total Allocated** – This amount is the total amount allocated from Funding Sources to a fund.
- **Total Debits** – The total debits in a fund are calculated by adding the spent amount and the encumbered amount in a fund.
- **Total Spent** – The total spent amount in a fund. It is calculated by adding the cost of items that have been invoiced. It does not include encumbrances.
- **Total Encumbered** – The total encumbered amount in a fund. It is calculated by adding all encumbrances within the fund together.

Purchase Orders

- **Item(s)** – The copy or copies attached to a line item.
- **Line Item** – Represents a bibliographic record on a selection list or purchase order. A line item can have multiple items associated with it to order more than one copy of the title.
- **Line Item Worksheet** – A printable sheet with details about the line item including alerts, notes and distribution of copies.
- **Purchase Order** – Items that are grouped together for ordering. Purchase Orders have ID's but can be named so they can be found easily. A name must be unique within the year, but can be reused the following year. Notes can be added to a purchase order that can, optionally, be made viewable by the provider.
- **Selection List** – A list of items that are being considered for purchase.
- **Single Attribute List** – ISBN's, ISSN's or UPC's can be exported for the line items listed in a Selection List or Purchase Order.
- **Total Estimated** – The sum of the prices in the purchase order.
- **Total Encumbered** – The amount that is encumbered when the purchase order is activated. It is equal to the Total Estimated.

- **Total Spent** - This column automatically updates when the items in the purchase order are invoiced. It is the total of the invoiced amounts for the line items in the purchase order.

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