

Acquisitions Glossary

General

- **Alerts** – Pop up messages that appear when a line item is received.
- **Blanket Invoice** – Allows you to expend money from a fund without the use of a purchase order.
- **Context Org Unit** – The org unit that owns the bib record.
- **Distribution Formula** – Tells the system how many copies should be distributed to each location.
- **Provider** – Vendor

Funds

- **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 should display to inform you that a fund is low.
- **Propagate** – At the year end close, the fund will be created for the new fiscal year.
- **Rollover** – Allows mony remaining in a fund to be available in the next fiscal year.
- **Fund Tag** – Used to group funds for reporting purposes.
- **Funding Source** – Top level of funds. Monies are allocated to your specific funds from your funding sources.
- **Balance** – The balance is calculated by subtracting expenditures (invoiced amounts) and encumbrances from the total allocated to the fund.
- **Total Allocated** – This amount is the total amount allocated from Funding Sources.
- **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 Debits** - The total debits are calculated by adding the cost of items that have been invoiced and encumbrances.
- **Total Spent** - The total spent is calculated by adding the cost of items that have been invoiced. It does not include encumbrances.
- **Total Encumbered** - The total encumbered is calculated by adding all encumbrances.
- **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.

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