

# Expectations for Acquisitions

The Evergreen Acquisitions module **DOES**:

- Allow you to keep track of your funds and purchased items with as much granularity as desired
- Allow you to run reports on your spending and purchased items
- Provide structure to your purchasing process
- Have up-to-date information on fund balances, encumbered and spent funds
- Provide second point of reconciliation with accounting software
- Allow you to continue to use vendor websites while also utilizing Evergreen for fund tracking
- Accomodate for both in-house and vendor supplied cataloging services
- Provide accountability for purchases, receipt of materials, and fund management via permission levels and user actions tracking
- Provide the option for using on-order holds for your patrons
- Allow staff to see on-order items in the catalog, even if you choose not to do on-order holds for patrons

However, Acquisitions **DOES NOT**:

- Communicate with your accounting system (e.g. Blackbaud)
- Send payments to vendors

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