

Glossary

Balance stop percent

This prevents you from making purchases when only a specified amount of the fund remains. For example, if you want the fund to stop purchases after 95% of the fund has been spent, then you would enter 95 in the field. (e.g. If fund has \$100 and balance stop percent is 95%, you would get the warning when you had \$5 remaining). When the fund reaches its Balance Stop Percent, it will appear in red when you apply funds to copies. This can be adjusted as needed throughout your fiscal year.

See: [Create a fund](#)

Balance warning percent

This gives you a warning that the fund is low when the specified percentage remains. You may specify any percent. For example, if you want to be warned when 90% of the fund has been spent, you would enter 90 in the field. When the fund reaches its Balance Warning Percent, it will appear in yellow when you apply funds to copies. This can be adjusted as needed throughout your fiscal year.

See: [Create a fund](#)

EDI

EDI (Electronic Data Interchange) is the transfer of data from one computer system to another by standardized message formatting, without the need for human intervention. ([Source](#)) In the context of the Acquisitions module, it allows your purchase orders to be sent electronically to the vendor and the vendor to send a response to let you know the initial status of your items as well as invoices.

Encumbered

When you activate a purchase order, you have earmarked a certain amount of money out of a certain fund to pay for that purchase. Earmarking those funds is called encumbering funds or “encumbered”. They cannot be spent elsewhere because they are intended for that purchase. When the invoice for that purchase arrives and payment is made to the provider, the funds become “spent” and are no longer encumbered.

Fund debit

Fund propagation

If a fund propagates during year end close out operation the system will create a new fund in the next

fiscal year with the same parameters as the current fund. All of the fund's settings transfer upon propagation except for the year, the amount of money in the fund and fund tags. This setting can be changed at any time.

See: [Create a fund](#)

Fund rollover

Rolling over funds would carry over encumbrances and/or remaining money from one fiscal year to another. Doing this requires that the fund be propagated.

See: [Create a fund](#)

Line item

See: [Line Items](#) and [Line Items How To](#)

Line item detail

This is also known as a copy.

Line item status

Order identifier

ISBN, ISSN, or UPC

Provider

Same thing as a vendor.

Receiver

The organizational unit that receives physical items from the provider. For centralized systems where items are sent to one location, the receiver should be the system and not a branch (e.g. CRLS and not CRLS-DAW). For systems that receive cataloging and processing and items are sent shelf-ready to a branch, the receiver should be at the branch level (e.g. CRLS-DAW and not CRLS).

See: [Receive/Un-receive Items](#)

SAN

Standard address number.

Purchase order

This is a purchase order definition.

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