Birmingham
Newman
University

It’s all about the money:

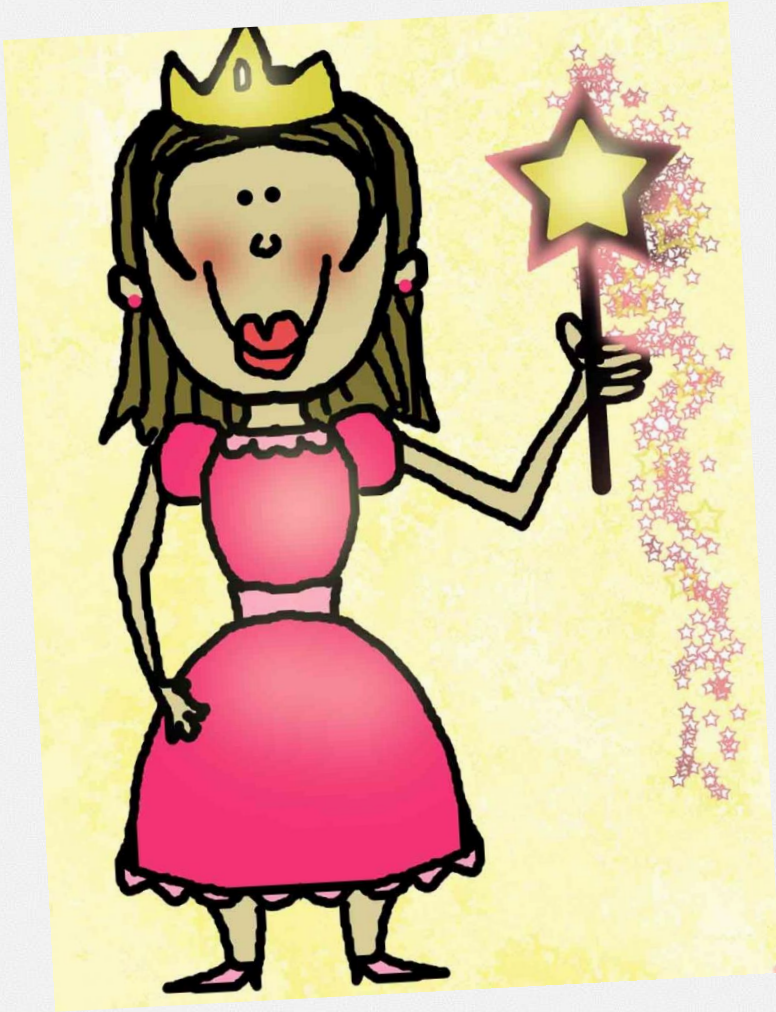
My experience of managing the library budgets in the LMS

By Show of hands…

Who in this room:

- Is involved in managing library budgets or finances?
- Uses spreadsheets to manage the budgets?
- Has experience of using OCLC's WMS?
- Likes stories?

Once upon a time, there was a beautiful princess…



who lived in a large castle, guarded by a

fire-breathing dragon.

*It’s all about the money:

My experience of managing the library budgets in the LMS

(*focusing on non-book expenditure, because that’s the unusual part)

Introduction

- Natalie Baker-Fosker
- Library Service Support Administrator
- Birmingham Newman University

Background

March 2020: Covid-19 pandemic & homeworking
= Digitised working style.

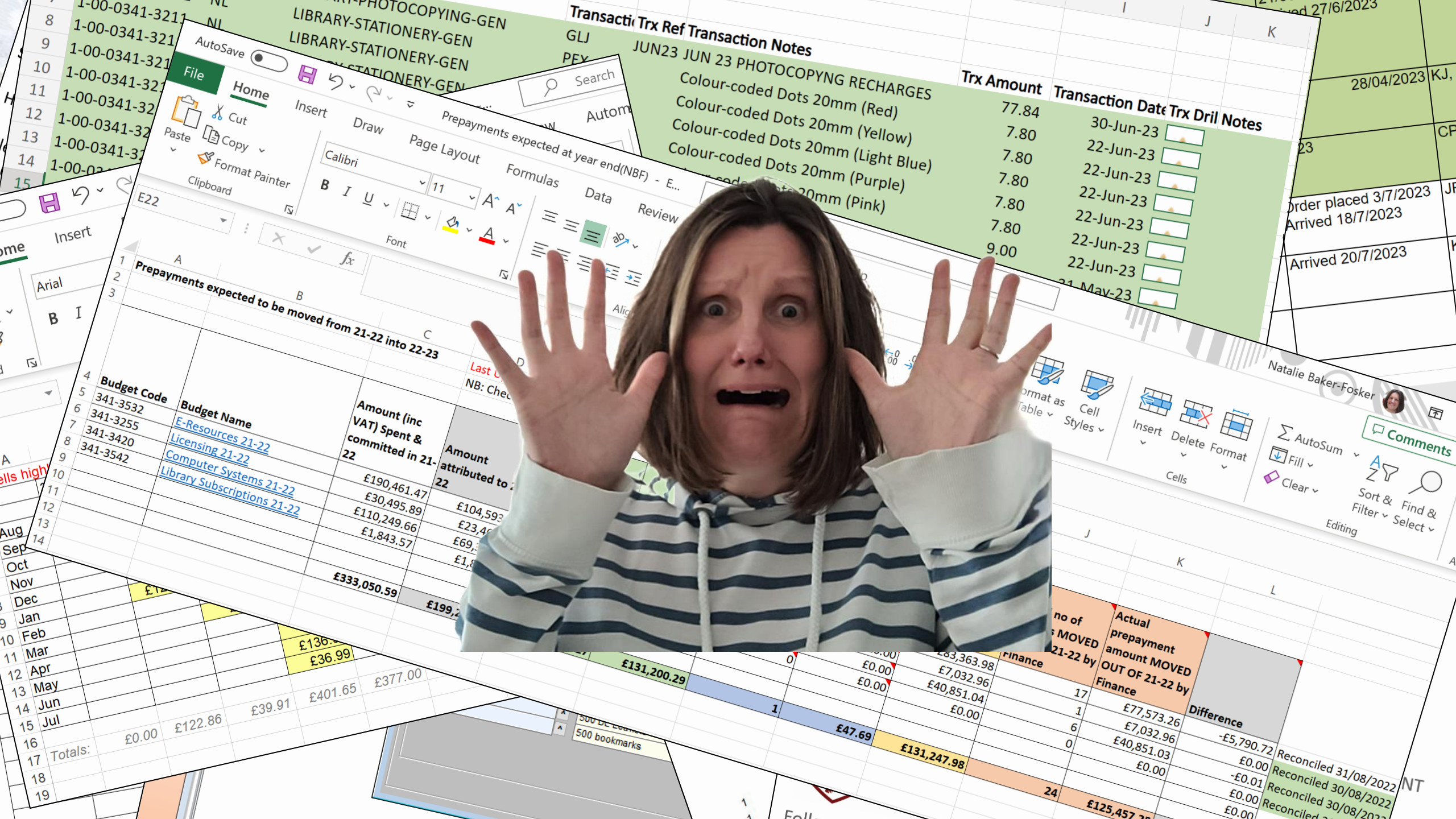
Aug /Sept 2021: New Line Manager & IT Director
= Many infrastructure changes.

July/Aug 2022: New LMS implemented
= Overhauled policies and workflows.

Old process (in words)

This relates to non-book orders:

- Librarian gives me the order information.
- I create Purchase Order Requisition and send it to Finance.
- Finance team enter it on to Aptos and send me back the Purchase Order.
- I send PO number to Librarian, and they place order with supplier.
- I manually track committed spend on a spreadsheet.
- Invoice is sent to Finance with Manager's approval to pay.
- I manually track expenditure on a spreadsheet.
- Each month, Finance dept send me a spreadsheet listing library expenditure, which I manually reconcile against my spreadsheets.
- I also keep a separate spreadsheet for Credit Card transactions and Prepayments/Accruals.



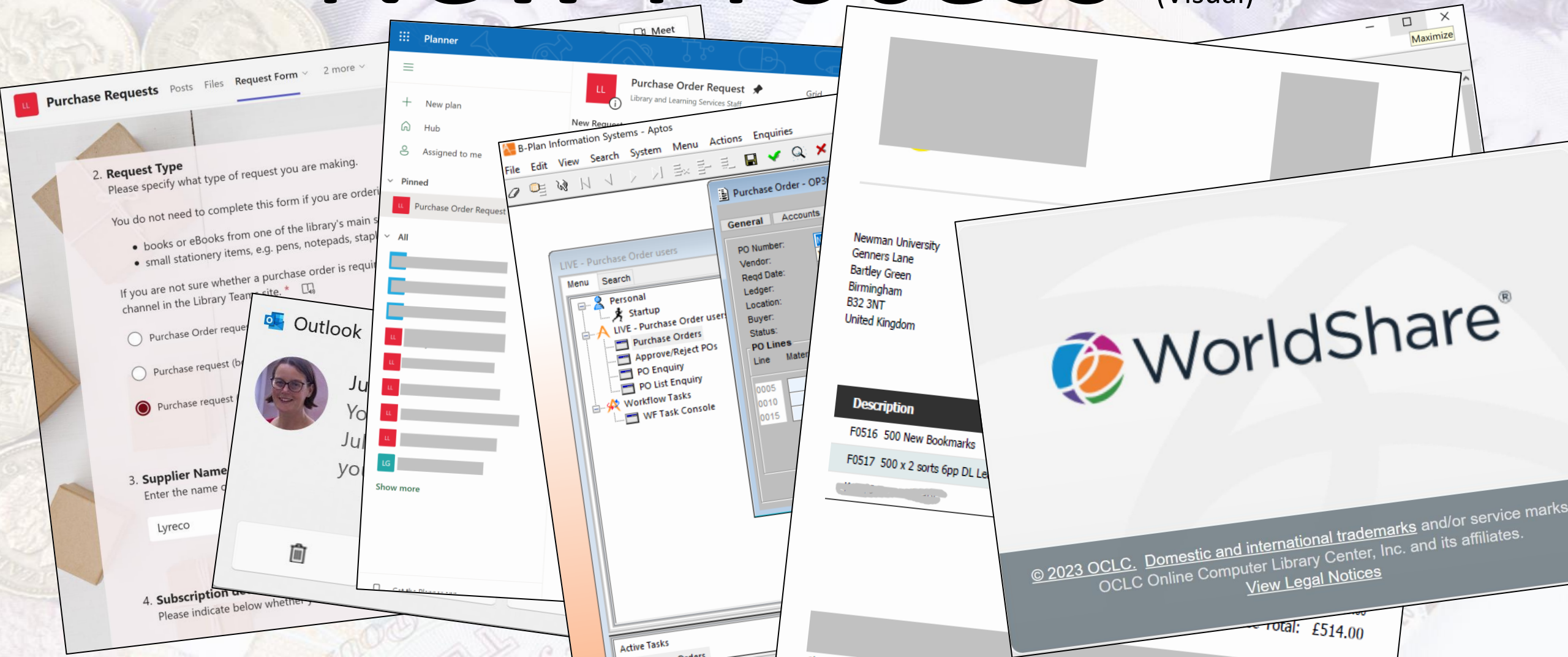
Trx Ref Transaction Notes
JUN23 JUN 23 PHOTOCOPYNG RECHARGES
Colour-coded Dots 20mm (Red)
Colour-coded Dots 20mm (Yellow)
Colour-coded Dots 20mm (Light Blue)
Colour-coded Dots 20mm (Purple)
Trx Amount
Transaction Date
Trx Dril Notes
Prepayments expected to be moved from 21-22 into 22-23
Budget Code
Budget Name
Amount (inc VAT) Spent & committed in 21-22
Amount attributed to 22
341-3532
E-Resources 21-22
341-3255
Licensing 21-22
341-3420
Computer Systems 21-22
341-3542
Library Subscriptions 21-22
£190,461.47
£30,495.89
£110,249.66
£1,843.57
£333,050.59
Natalie Baker-Fosker
Actual prepayment amount MOVED OUT OF 21-22 by Finance
Difference
Reconciled 31/08/2022
Reconciled 30/08/2022
Reconciled 30/08/2022

New Process (in words)

This relates to non-book orders:

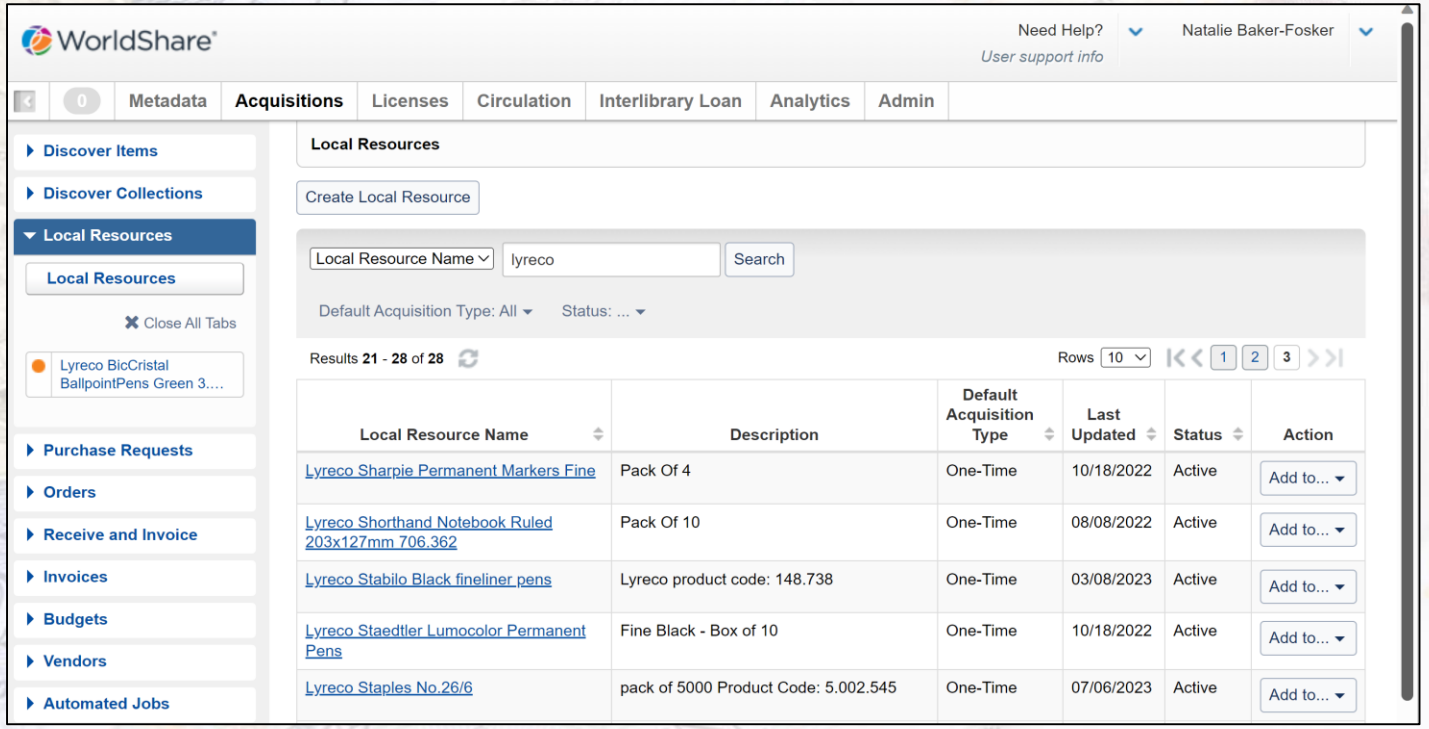
- Librarian completes order form in our dedicated ‘Purchase Order requests’ channel in Teams, which automatically notifies me and imports to MS Planner.
- The whole team can track the status of the order and status of the invoice using MS Planner.
- I raise Purchase Order in Aptos, myself (if needed).
- Invoice details entered in WMS. Finances reconciled against reports downloaded from WMS.

New Process (Visual)



WMS: Local resources

All non-book items are added as **Local Resources**, which effectively doubles as a stock list.

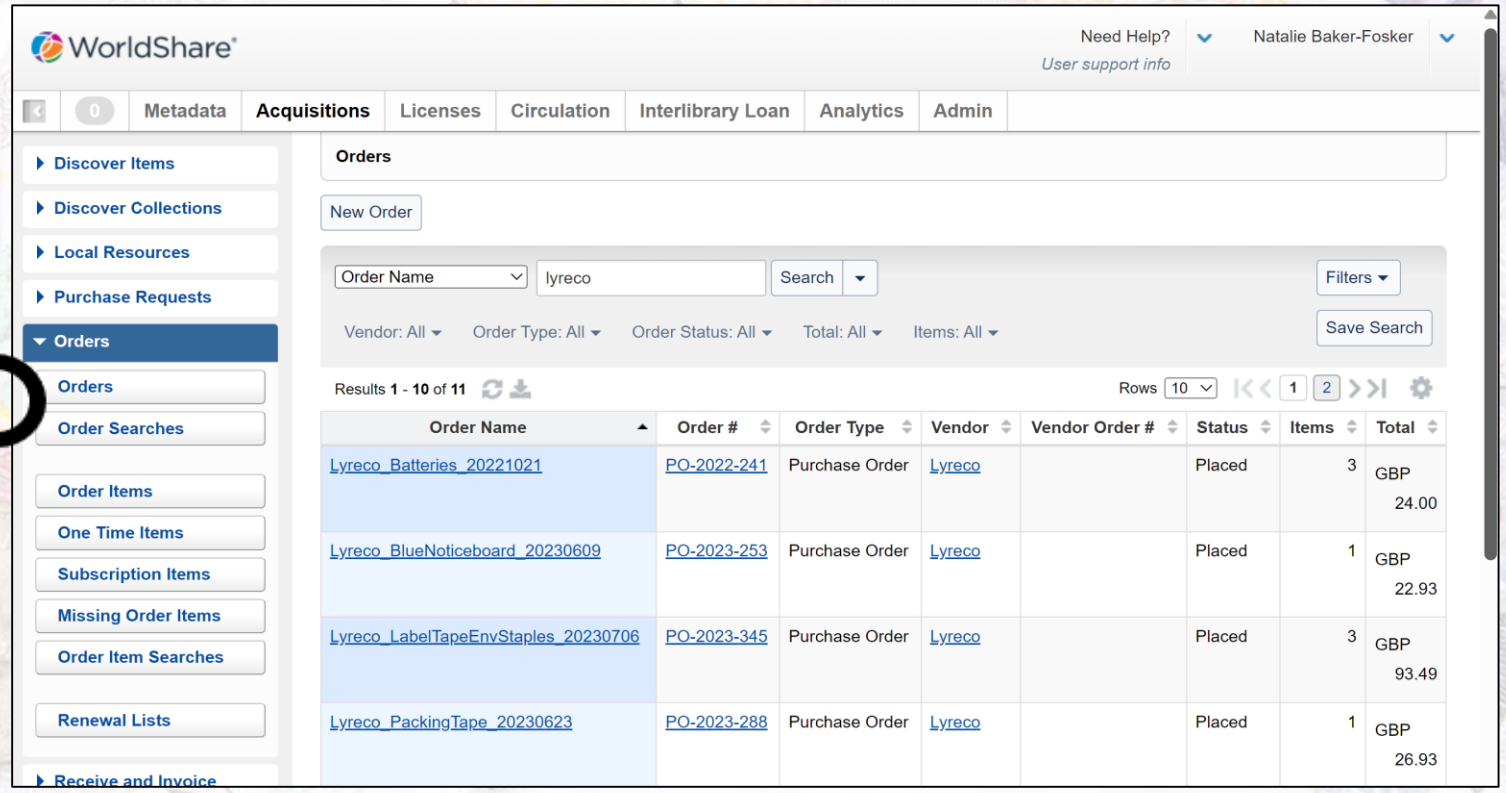


Possibly the only institution to track non-book budgets in the LMS?!

WMS: Orders

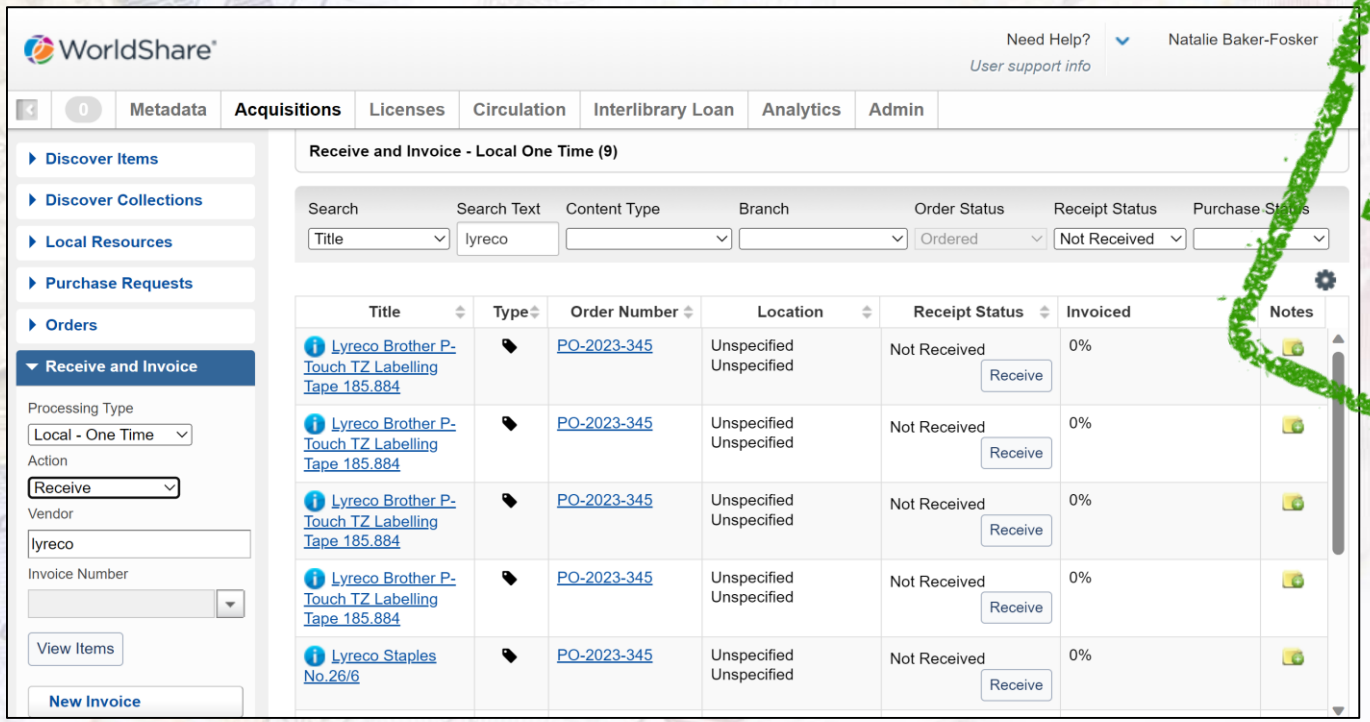
Local resource added to a new **Order** to encumber the funds.

Here, I can:
mark items as accruals, credit card transactions and add notes.



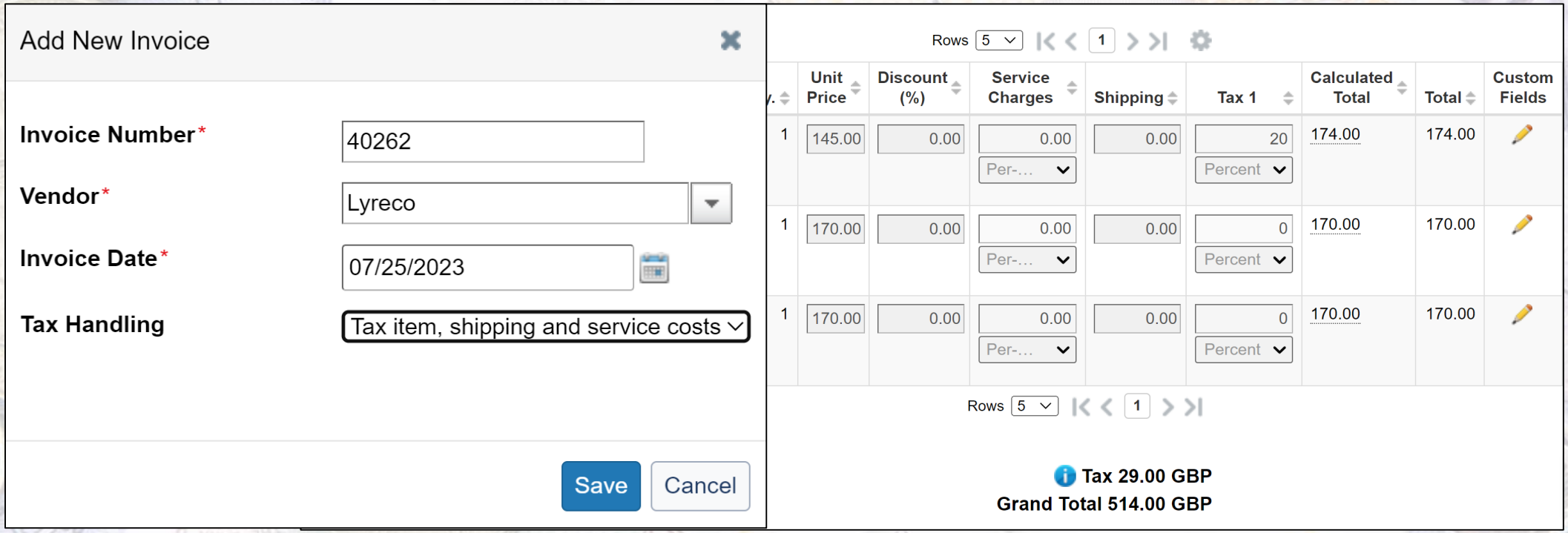
WMS: Receive

Items tracked by marking as “**Received**” when they arrive on campus.



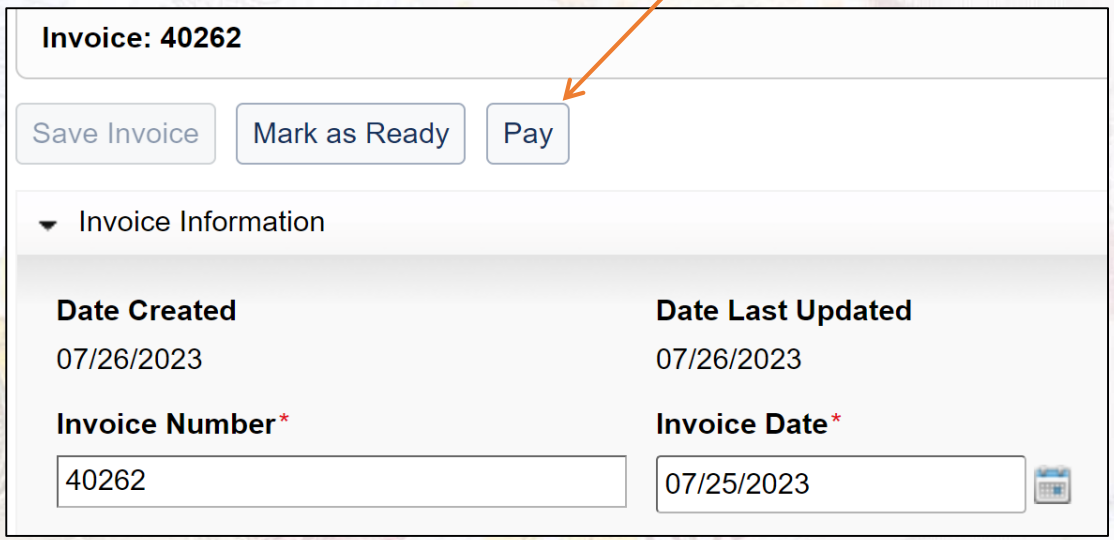
WMS: Invoice 1

New Invoice added and the order is attached to it.



WMS: Invoice 2

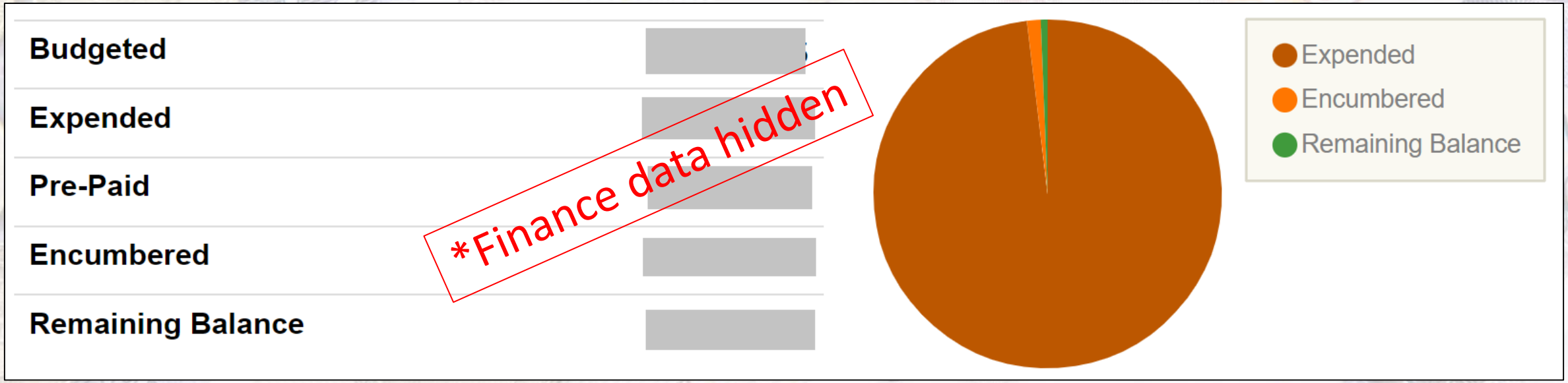
Then, the invoice is marked as paid in WMS to expend the funds.



This step is completed by the authorising manager at the time of sending the invoice to finance for payment.

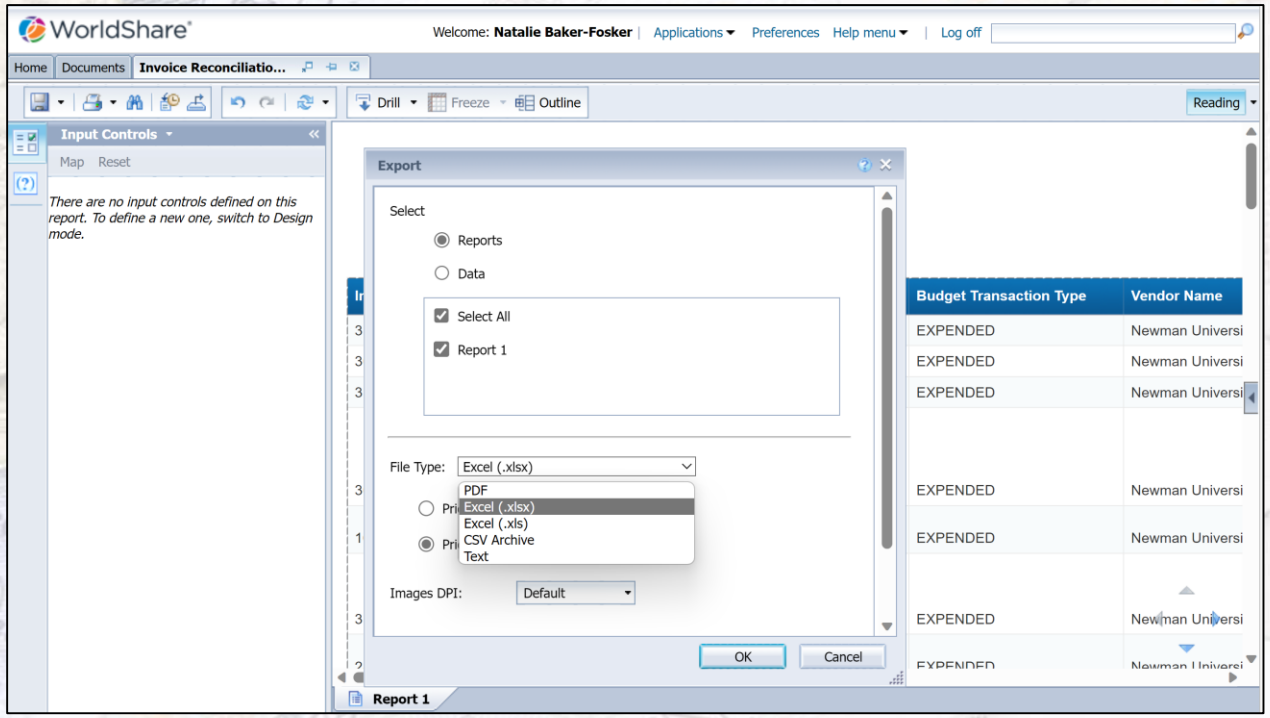
Track expenditure

The budget screen shows all expenditure at a glance.
It can show multiple concurrent budgets, if needed.



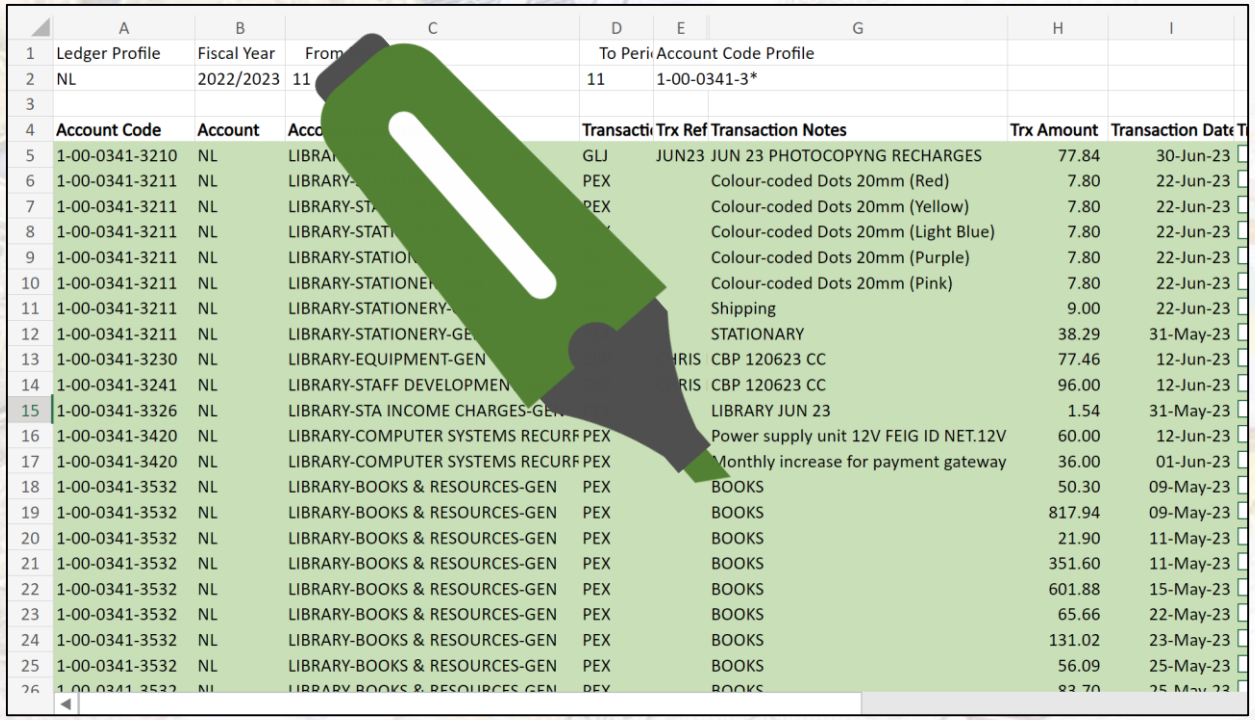
Download reports

No more manual data entry onto spreadsheets for me!
WMS data can be viewed on-screen or exported.

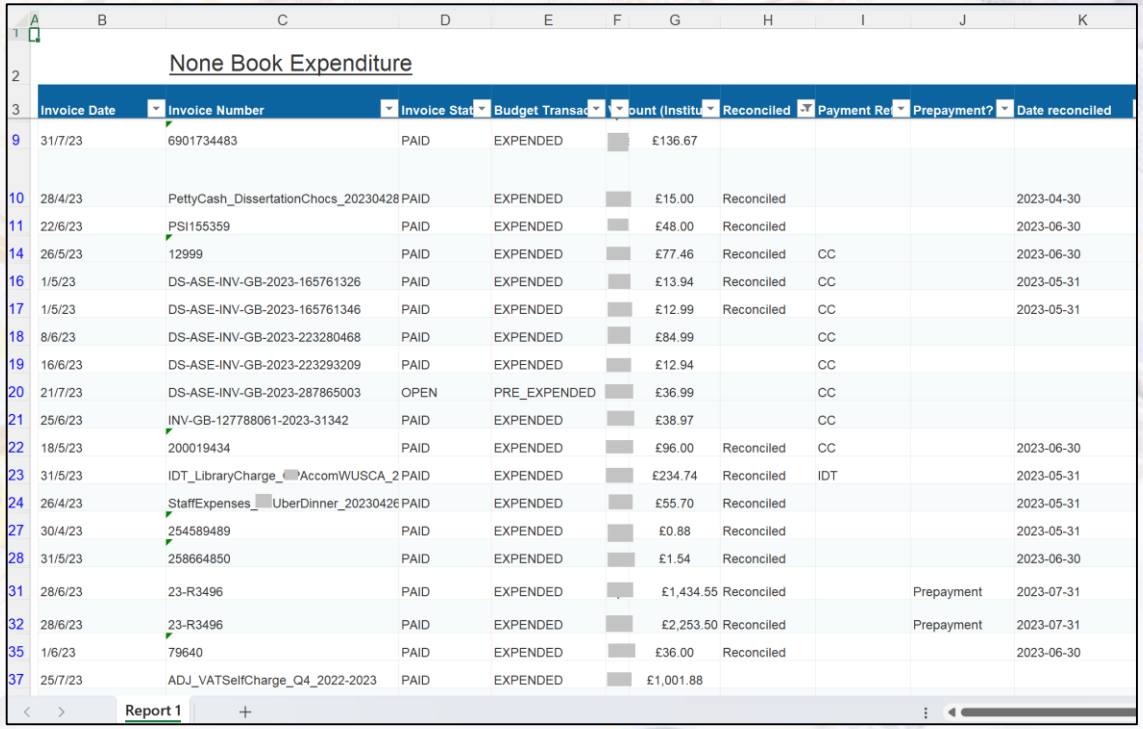


Reconciliation 1

Each month, our finance department sends me a list of invoices paid, which I reconcile against my records.



	A	B	C	D	E	F	G	H	I
1	Ledger Profile	Fiscal Year	From		To Peri		Account Code Profile		
2	NL	2022/2023	11		11		1-00-0341-3*		
3									
4	**Account Code**	**Account**	**Acco**		**Transacti**	**Trx Ref**	**Transaction Notes**	**Trx Amount**	**Transaction Date**
5	1-00-0341-3210	NL	LIBRA		GLJ	JUN23	JUN 23 PHOTOCOPYNG RECHARGES	77.84	30-Jun-23
6	1-00-0341-3211	NL	LIBRARY-		PEX		Colour-coded Dots 20mm (Red)	7.80	22-Jun-23
7	1-00-0341-3211	NL	LIBRARY-STA		PEX		Colour-coded Dots 20mm (Yellow)	7.80	22-Jun-23
8	1-00-0341-3211	NL	LIBRARY-STATI				Colour-coded Dots 20mm (Light Blue)	7.80	22-Jun-23
9	1-00-0341-3211	NL	LIBRARY-STATIO				Colour-coded Dots 20mm (Purple)	7.80	22-Jun-23
10	1-00-0341-3211	NL	LIBRARY-STATIONE				Colour-coded Dots 20mm (Pink)	7.80	22-Jun-23
11	1-00-0341-3211	NL	LIBRARY-STATIONERY-				Shipping	9.00	22-Jun-23
12	1-00-0341-3211	NL	LIBRARY-STATIONERY-GE				STATIONARY	38.29	31-May-23
13	1-00-0341-3230	NL	LIBRARY-EQUIPMENT-GEN			RIS	CBP 120623 CC	77.46	12-Jun-23
14	1-00-0341-3241	NL	LIBRARY-STAFF DEVELOPMEN			RIS	CBP 120623 CC	96.00	12-Jun-23
15	1-00-0341-3326	NL	LIBRARY-STA INCOME CHARGES-GE				LIBRARY JUN 23	1.54	31-May-23
16	1-00-0341-3420	NL	LIBRARY-COMPUTER SYSTEMS RECURR		PEX		Power supply unit 12V FEIG ID NET.12V	60.00	12-Jun-23
17	1-00-0341-3420	NL	LIBRARY-COMPUTER SYSTEMS RECURR		PEX		Monthly increase for payment gateway	36.00	01-Jun-23
18	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	50.30	09-May-23
19	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	817.94	09-May-23
20	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	21.90	11-May-23
21	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	351.60	11-May-23
22	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	601.88	15-May-23
23	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	65.66	22-May-23
24	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	131.02	23-May-23
25	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	56.09	25-May-23
26	1-00-0341-3532	NL	LIBRARY-BOOKS & RESOURCES-GEN		PEX		BOOKS	83.70	25-May-23



None Book Expenditure

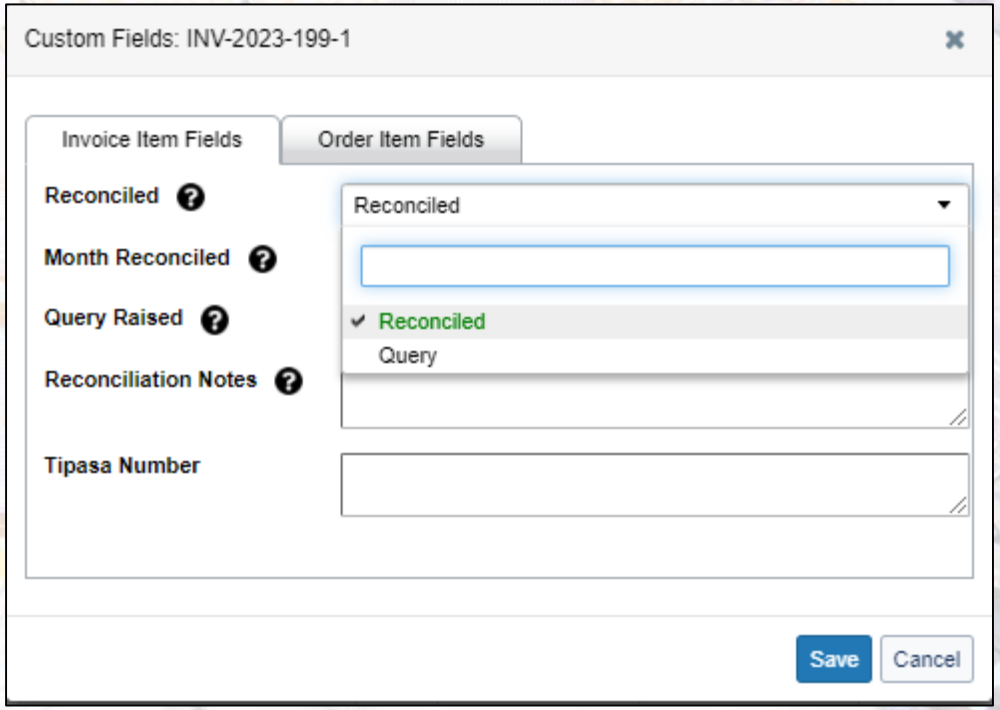
	Invoice Date	Invoice Number	Invoice Stat	Budget Transac	[redacted]	ount (Institu	Reconciled	Payment Re	Prepayment?	Date reconciled
9	31/7/23	6901734483	PAID	EXPENDED		£136.67				
10	28/4/23	PettyCash_DissertationChocs_20230428	PAID	EXPENDED		£15.00	Reconciled			2023-04-30
11	22/6/23	PSI155359	PAID	EXPENDED		£48.00	Reconciled			2023-06-30
14	26/5/23	12999	PAID	EXPENDED		£77.46	Reconciled	CC		2023-06-30
16	1/5/23	DS-ASE-INV-GB-2023-165761326	PAID	EXPENDED		£13.94	Reconciled	CC		2023-05-31
17	1/5/23	DS-ASE-INV-GB-2023-165761346	PAID	EXPENDED		£12.99	Reconciled	CC		2023-05-31
18	8/6/23	DS-ASE-INV-GB-2023-223280468	PAID	EXPENDED		£84.99		CC		
19	16/6/23	DS-ASE-INV-GB-2023-223293209	PAID	EXPENDED		£12.94		CC		
20	21/7/23	DS-ASE-INV-GB-2023-287865003	OPEN	PRE_EXPENDED		£36.99		CC		
21	25/6/23	INV-GB-127788061-2023-31342	PAID	EXPENDED		£38.97		CC		
22	18/5/23	200019434	PAID	EXPENDED		£96.00	Reconciled	CC		2023-06-30
23	31/5/23	IDT_LibraryCharge_[redacted]AccomWUSCA_2	PAID	EXPENDED		£234.74	Reconciled	IDT		2023-05-31
24	26/4/23	StaffExpenses_[redacted]UberDinner_20230426	PAID	EXPENDED		£55.70	Reconciled			2023-05-31
27	30/4/23	254589489	PAID	EXPENDED		£0.88	Reconciled			2023-05-31
28	31/5/23	258664850	PAID	EXPENDED		£1.54	Reconciled			2023-06-30
31	28/6/23	23-R3496	PAID	EXPENDED		£1,434.55	Reconciled		Prepayment	2023-07-31
32	28/6/23	23-R3496	PAID	EXPENDED		£2,253.50	Reconciled		Prepayment	2023-07-31
35	1/6/23	79640	PAID	EXPENDED		£36.00	Reconciled			2023-06-30
37	25/7/23	ADJ_VATSelfCharge_Q4_2022-2023	PAID	EXPENDED		£1,001.88				

Report 1

Reconciliation 2

In February 2023, we decided to change this reconciliation process!

Using custom fields,
I mark the invoices as
‘Reconciled’ or ‘Query’,
as appropriate
(including the month).



Reconciliation 3

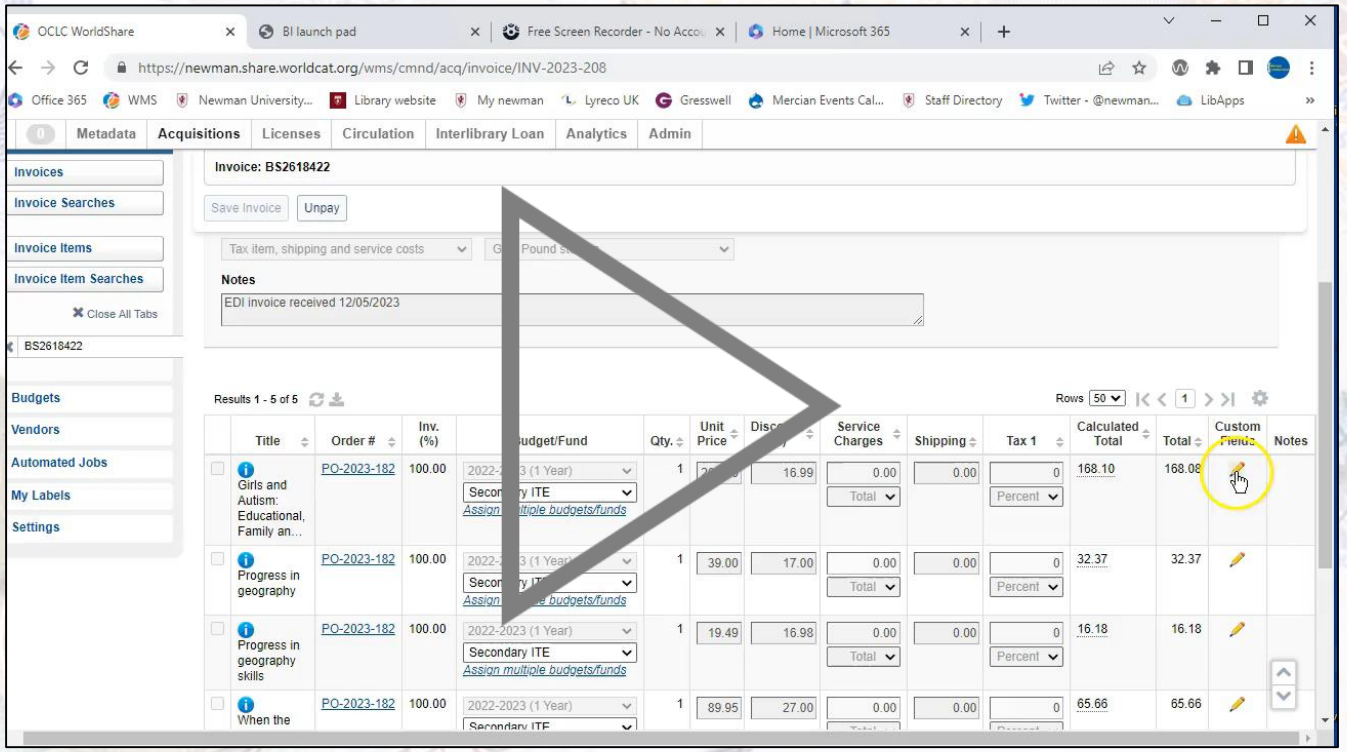
None Book Expenditure

Invoice Date	Invoice Number	Invoice Stat	Budget Transac	V	ount (Institu	Reconciled	Payment Re	Prepayment?	Date reconciled	Reconciliation notes	Query ra
31/7/23	6901734483	PAID	EXPENDED		£136.67						
28/4/23	PettyCash_DissertationChocs_20230428	PAID	EXPENDED		£15.00	Reconciled			2023-04-30	On April finance spreadsheet. Queried with Finance. They sent me a copy of the Petty Cash form. Issue resolved	2023-05-
22/6/23	PSI155359	PAID	EXPENDED		£48.00	Reconciled			2023-06-30	N/A	
26/5/23	12999	PAID	EXPENDED		£77.46	Reconciled	CC		2023-06-30	N/A	
1/5/23	DS-ASE-INV-GB-2023-165761326	PAID	EXPENDED		£13.94	Reconciled	CC		2023-05-31	N/A	
1/5/23	DS-ASE-INV-GB-2023-165761346	PAID	EXPENDED		£12.99	Reconciled	CC		2023-05-31	N/A	
8/6/23	DS-ASE-INV-GB-2023-223280468	PAID	EXPENDED		£84.99		CC				
16/6/23	DS-ASE-INV-GB-2023-223293208	PAID	EXPENDED		£12.94		CC				
21/7/23	DS-ASE-INV-GB-2023-287865003	OPEN	PRE_EXPENDED		£36.99		CC				
25/6/23	INV-GB-127788061-2023-31342	PAID	EXPENDED		£38.97		CC				
18/5/23	200019434	PAID	EXPENDED		£96.00	Reconciled	CC		2023-06-30	N/A	
31/5/23	IDT_LibraryCharge_ AccomWUSCA_2	PAID	EXPENDED		£234.74	Reconciled	IDT		2023-05-31	N/A	
26/4/23	StaffExpenses_ UberDinner_20230426	PAID	EXPENDED		£55.70	Reconciled			2023-05-31	N/A	
30/4/23	254589489	PAID	EXPENDED		£0.88	Reconciled			2023-05-31	N/A	
31/5/23	258664850	PAID	EXPENDED		£1.54	Reconciled			2023-06-30	N/A	
28/6/23	23-R3496	PAID	EXPENDED		£1,434.55	Reconciled		Prepayment	2023-07-31		
28/6/23	23-R3496	PAID	EXPENDED		£2,253.50	Reconciled		Prepayment	2023-07-31		
1/6/23	79640	PAID	EXPENDED		£36.00	Reconciled			2023-06-30	N/A	
25/7/23	ADJ_VATSelfCharge_Q4_2022-2023	PAID	EXPENDED		£1,001.88						

Report 1

Reconciliation

- Reconciliation is more accurate but takes me longer!



Bumps in the road

For the first year, we ran both processes in tandem - as a safety net - meaning lots of duplication of work.

(Do you remember my old process and ALL those spreadsheets?)

Bumps in the road 2

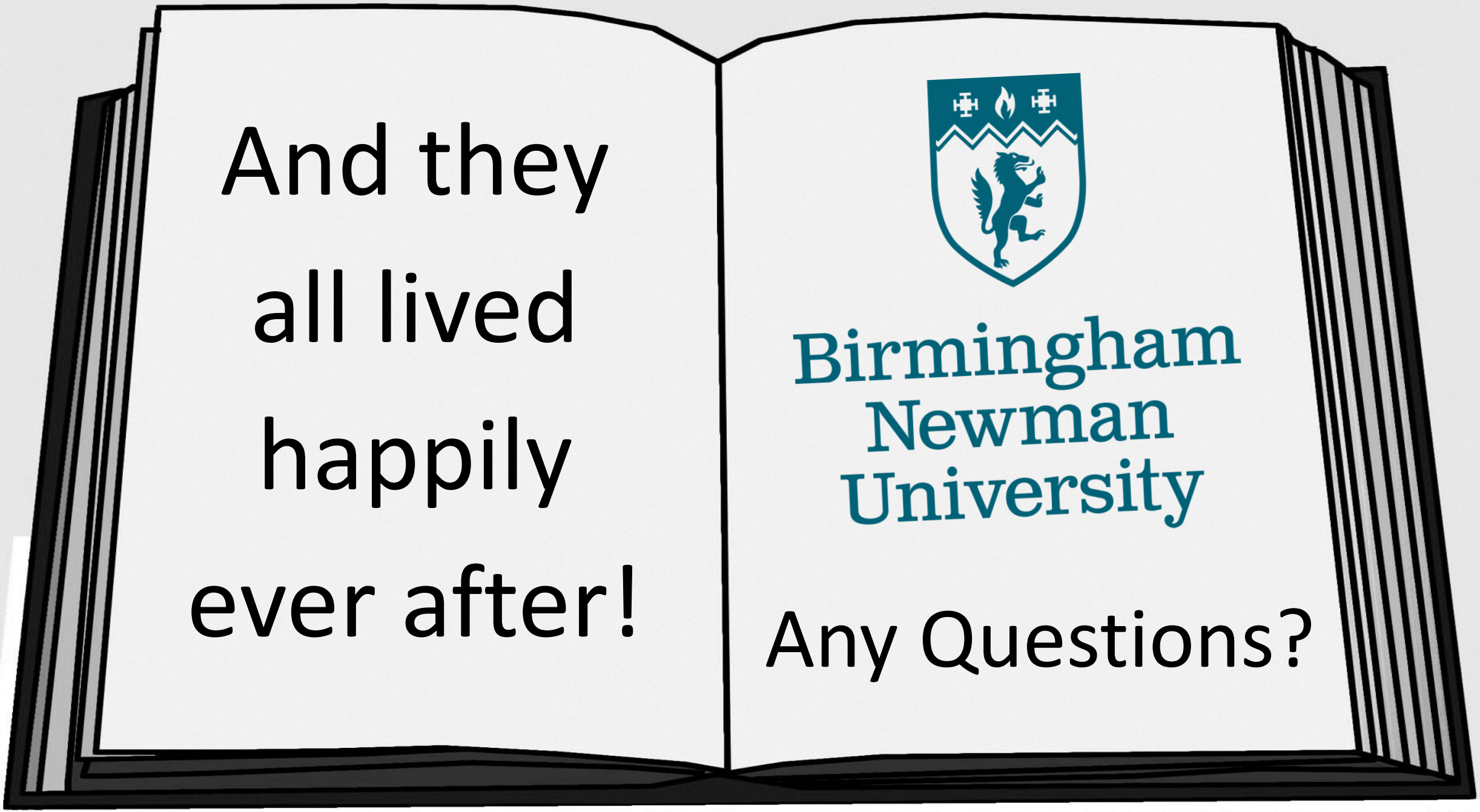
Change fatigue is a real thing!

(Remember how I mentioned many infrastructure changes implemented by the new IT Director?)

I see the light…

We are now at the end of our first full year of using the LMS in this way.

- We've made some mistakes, but we've also made some really good progress!
- Potential to integrate the invoice connector and further automate the process.


And they all lived happily ever after!
Birmingham Newman University
Any Questions?