



# 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?

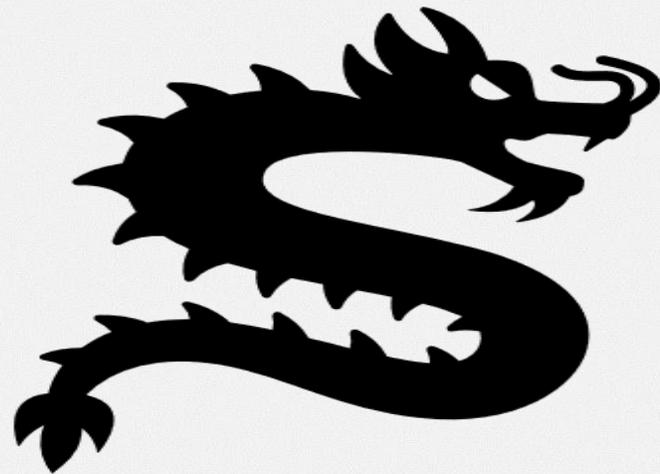


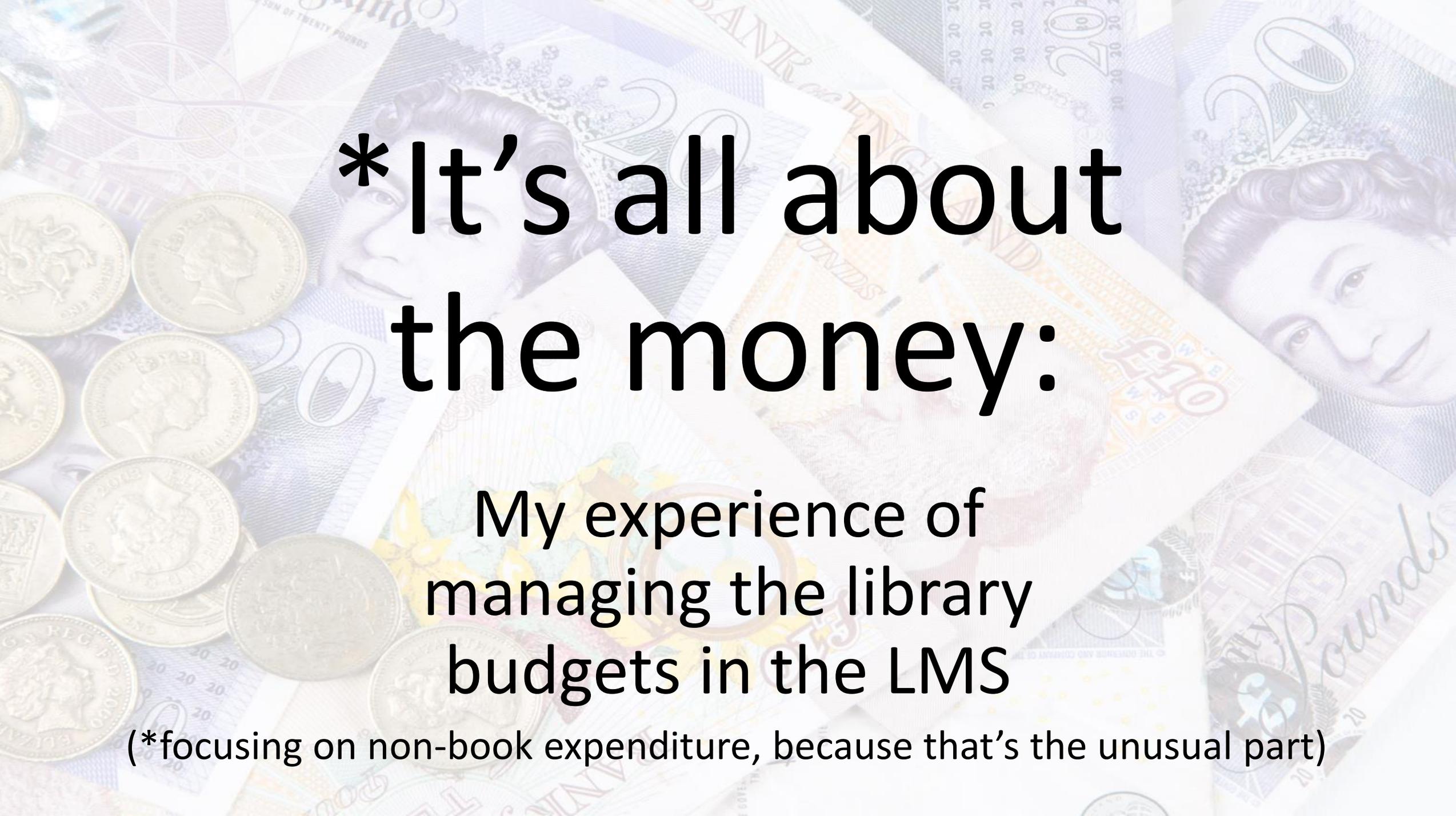
Once upon a  
time, there  
was a  
beautiful  
princess...



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

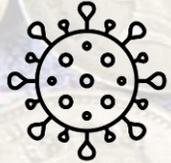
(\*focusing on non-book expenditure, because that's the unusual part)

# 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.



# 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)

The collage includes several overlapping screenshots:

- Purchase Requests Form:** A form titled "Purchase Requests" with sections for "Request Type" (books/eBooks, stationery), "Supplier Name" (Lyreco), and "Subscription".
- Planner:** A Microsoft Planner interface showing a "Purchase Order Request" task assigned to "Library and Learning Services Staff".
- Outlook:** An Outlook contact card for a user named "Julia".
- B-Plan Information Systems - Aptos:** A screenshot of the Aptos system menu, showing options like "Purchase Orders", "Approve/Reject POs", and "Workflow Tasks".
- Purchase Order - OP3:** A screenshot of a purchase order form with fields for "PO Number", "Vendor", "Location", and "Description".
- WorldShare:** A screenshot of the WorldShare interface showing a vendor address for Newman University and a list of purchase order items.

**WorldShare Vendor Information:**

Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT  
United Kingdom

**Description:**

- F0516 500 New Bookmarks
- F0517 500 x 2 sorts 6pp DL Le

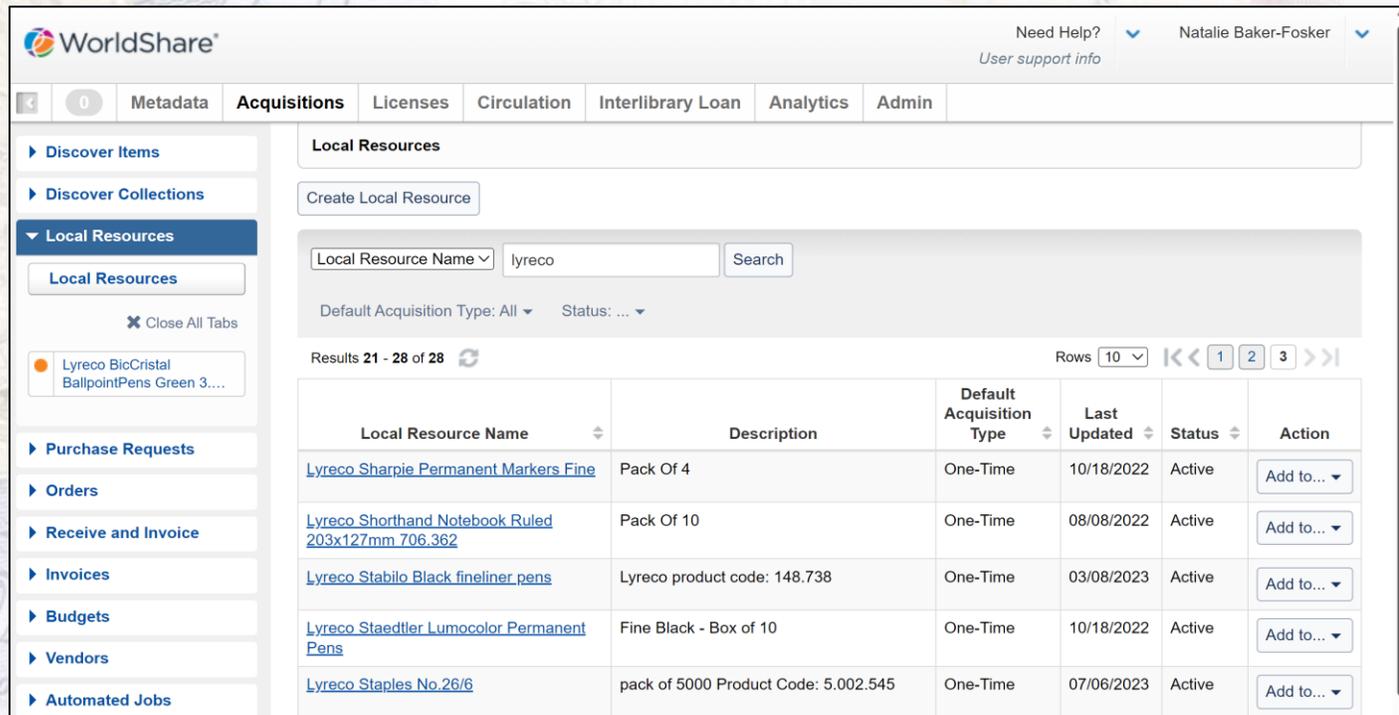
**Footer:**

© 2023 OCLC. Domestic and international trademarks and/or service marks  
OCLC Online Computer Library Center, Inc. and its affiliates.  
View Legal Notices

Total: £514.00

# WMS: Local resources

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



WorldShare® Need Help? ▼ Natalie Baker-Fosker ▼  
User support info

0 Metadata Acquisitions Licenses Circulation Interlibrary Loan Analytics Admin

Discover Items  
Discover Collections  
Local Resources  
Local Resources  
Close All Tabs  
Lyreco BicCristal BallpointPens Green 3...

Purchase Requests  
Orders  
Receive and Invoice  
Invoices  
Budgets  
Vendors  
Automated Jobs

Local Resources

Create Local Resource

Local Resource Name  Search

Default Acquisition Type: All Status: ...

Results 21 - 28 of 28 Rows  << 1 2 3 >>

Local Resource Name	Description	Default Acquisition Type	Last Updated	Status	Action
<a href="#">Lyreco Sharpie Permanent Markers Fine</a>	Pack Of 4	One-Time	10/18/2022	Active	Add to...
<a href="#">Lyreco Shorthand Notebook Ruled 203x127mm 706.362</a>	Pack Of 10	One-Time	08/08/2022	Active	Add to...
<a href="#">Lyreco Stabilo Black fineliner pens</a>	Lyreco product code: 148.738	One-Time	03/08/2023	Active	Add to...
<a href="#">Lyreco Staedtler Lumocolor Permanent Pens</a>	Fine Black - Box of 10	One-Time	10/18/2022	Active	Add to...
<a href="#">Lyreco Staples No.26/6</a>	pack of 5000 Product Code: 5.002.545	One-Time	07/06/2023	Active	Add to...

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.

WorldShare® Need Help? [User support info](#) Natalie Baker-Fosker

Metadata Acquisitions Licenses Circulation Interlibrary Loan Analytics Admin

Discover Items  
Discover Collections  
Local Resources  
Purchase Requests  
Orders  
Orders  
Order Searches  
Order Items  
One Time Items  
Subscription Items  
Missing Order Items  
Order Item Searches  
Renewal Lists  
Receive and Invoice

Orders

New Order

Order Name  Search

Vendor: All Order Type: All Order Status: All Total: All Items: All

Results 1 - 10 of 11 Rows

Order Name	Order #	Order Type	Vendor	Vendor Order #	Status	Items	Total
<a href="#">Lyreco_Batteries_20221021</a>	<a href="#">PO-2022-241</a>	Purchase Order	<a href="#">Lyreco</a>		Placed	3	GBP 24.00
<a href="#">Lyreco_BlueNoticeboard_20230609</a>	<a href="#">PO-2023-253</a>	Purchase Order	<a href="#">Lyreco</a>		Placed	1	GBP 22.93
<a href="#">Lyreco_LabelTapeEnvStaples_20230706</a>	<a href="#">PO-2023-345</a>	Purchase Order	<a href="#">Lyreco</a>		Placed	3	GBP 93.49
<a href="#">Lyreco_PackingTape_20230623</a>	<a href="#">PO-2023-288</a>	Purchase Order	<a href="#">Lyreco</a>		Placed	1	GBP 26.93

# WMS: Receive

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

WorldShare Need Help? Natalie Baker-Fosker  
User support info

Metadata Acquisitions Licenses Circulation Interlibrary Loan Analytics Admin

Discover Items  
Discover Collections  
Local Resources  
Purchase Requests  
Orders  
Receive and Invoice

Processing Type: Local - One Time  
Action: Receive  
Vendor: lyreco  
Invoice Number:

View Items  
New Invoice

Receive and Invoice - Local One Time (9)

Search: Title | Search Text: lyreco | Content Type: | Branch: | Order Status: Ordered | Receipt Status: Not Received | Purchase Status: |

Title	Type	Order Number	Location	Receipt Status	Invoiced	Notes
<a href="#">Lyreco Brother P-Touch TZ Labelling Tape 185.884</a>		<a href="#">PO-2023-345</a>	Unspecified Unspecified	Not Received <input type="button" value="Receive"/>	0%	
<a href="#">Lyreco Brother P-Touch TZ Labelling Tape 185.884</a>		<a href="#">PO-2023-345</a>	Unspecified Unspecified	Not Received <input type="button" value="Receive"/>	0%	
<a href="#">Lyreco Brother P-Touch TZ Labelling Tape 185.884</a>		<a href="#">PO-2023-345</a>	Unspecified Unspecified	Not Received <input type="button" value="Receive"/>	0%	
<a href="#">Lyreco Brother P-Touch TZ Labelling Tape 185.884</a>		<a href="#">PO-2023-345</a>	Unspecified Unspecified	Not Received <input type="button" value="Receive"/>	0%	
<a href="#">Lyreco Staples No.26/6</a>		<a href="#">PO-2023-345</a>	Unspecified Unspecified	Not Received <input type="button" value="Receive"/>	0%	



# WMS: Invoice <sup>1</sup>

New Invoice added and the order is attached to it.

### Add New Invoice

**Invoice Number\***

**Vendor\***

**Invoice Date\***

**Tax Handling**

	Unit Price	Discount (%)	Service Charges	Shipping	Tax 1	Calculated Total	Total	Custom Fields
1	145.00	0.00	0.00 Per-... ▾	0.00	20 Percent ▾	174.00	174.00	
1	170.00	0.00	0.00 Per-... ▾	0.00	0 Percent ▾	170.00	170.00	
1	170.00	0.00	0.00 Per-... ▾	0.00	0 Percent ▾	170.00	170.00	

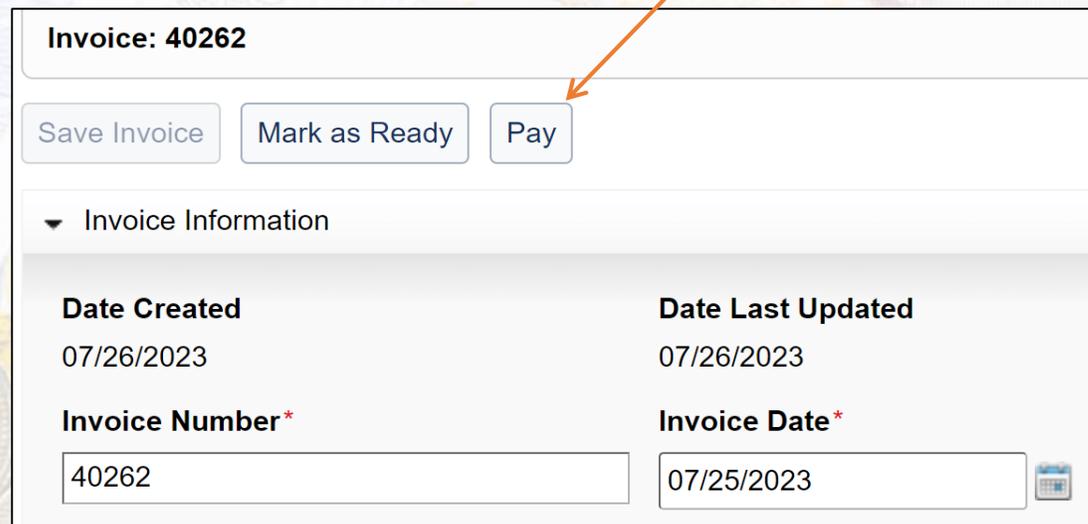
Rows 5 ▾

Rows 5 ▾

**Tax 29.00 GBP**  
**Grand Total 514.00 GBP**

# WMS: Invoice <sup>2</sup>

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



The screenshot shows a web interface for an invoice. At the top, it says "Invoice: 40262". Below this are three buttons: "Save Invoice", "Mark as Ready", and "Pay". An orange arrow points to the "Pay" button. Underneath the buttons is a section titled "Invoice Information" with a dropdown arrow. This section contains two columns of data: "Date Created" (07/26/2023) and "Date Last Updated" (07/26/2023) in the top row; and "Invoice Number\*" (40262) and "Invoice Date\*" (07/25/2023) in the bottom row. The "Invoice Date\*" field has a calendar icon to its right.

Invoice: 40262		
Save Invoice	Mark as Ready	Pay
▼ Invoice Information		
<b>Date Created</b> 07/26/2023	<b>Date Last Updated</b> 07/26/2023	
<b>Invoice Number*</b> 40262	<b>Invoice Date*</b> 07/25/2023	

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.

WorldShare  
Welcome: Natalie Baker-Fosker | Applications | Preferences | Help menu | Log off

Home Documents Invoice Reconciliatio...  
Drill Freeze Outline Reading

Input Controls  
Map Reset  
There are no input controls defined on this report. To define a new one, switch to Design mode.

Export  
Select  
 Reports  
 Data  
 Select All  
 Report 1  
File Type: Excel (.xlsx)  
 PDF  
 Excel (.xlsx)  
 Excel (.xls)  
 CSV Archive  
 Text  
Images DPI: Default  
OK Cancel

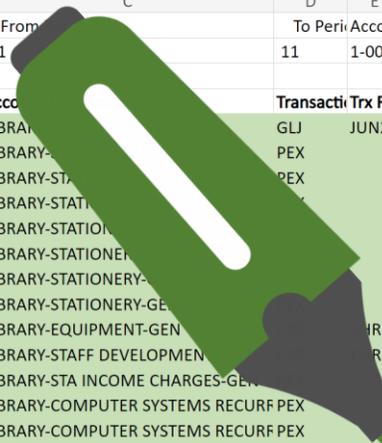
Budget Transaction Type	Vendor Name
EXPENDED	Newman Universi

Report 1



# Reconciliation <sup>1</sup>

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



	A	B	C	D	E	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	Account	Transaction	Trx Ref	Transaction Notes	Trx Amount	Transaction Date
5	1-00-0341-3210	NL	LIBRARY	GLJ	JUN23	JUN 23 PHOTOCOPIYNG 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	PEX		Colour-coded Dots 20mm (Yellow)	7.80	22-Jun-23
8	1-00-0341-3211	NL	LIBRARY	PEX		Colour-coded Dots 20mm (Light Blue)	7.80	22-Jun-23
9	1-00-0341-3211	NL	LIBRARY	PEX		Colour-coded Dots 20mm (Purple)	7.80	22-Jun-23
10	1-00-0341-3211	NL	LIBRARY	PEX		Colour-coded Dots 20mm (Pink)	7.80	22-Jun-23
11	1-00-0341-3211	NL	LIBRARY	PEX		Shipping	9.00	22-Jun-23
12	1-00-0341-3211	NL	LIBRARY	PEX		STATIONARY	38.29	31-May-23
13	1-00-0341-3230	NL	LIBRARY	PEX		LIBRARY-EQUIPMENT-GEN	77.46	12-Jun-23
14	1-00-0341-3241	NL	LIBRARY	PEX		LIBRARY-STAFF DEVELOPMEN	96.00	12-Jun-23
15	1-00-0341-3326	NL	LIBRARY	PEX		LIBRARY-STA INCOME CHARGES-GEN	1.54	31-May-23
16	1-00-0341-3420	NL	LIBRARY	PEX		LIBRARY-COMPUTER SYSTEMS RECURF	60.00	12-Jun-23
17	1-00-0341-3420	NL	LIBRARY	PEX		LIBRARY-COMPUTER SYSTEMS RECURF	36.00	01-Jun-23
18	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	50.30	09-May-23
19	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	817.94	09-May-23
20	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	21.90	11-May-23
21	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	351.60	11-May-23
22	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	601.88	15-May-23
23	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	65.66	22-May-23
24	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	131.02	23-May-23
25	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	56.09	25-May-23
26	1-00-0341-3532	NL	LIBRARY	PEX		LIBRARY-BOOKS & RESOURCES-GEN	82.70	25-May-23

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
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_AccomWUSCA_2	PAID	EXPENDED			£234.74	Reconciled	IDT		2023-05-31
24	26/4/23	StaffExpenses_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				

# Reconciliation <sup>2</sup>

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).

Custom Fields: INV-2023-199-1

Invoice Item Fields | Order Item Fields

Reconciled ?

Month Reconciled ?

Query Raised ?

Reconciliation Notes ?

Tipasa Number

Reconciled

Reconciled

Query

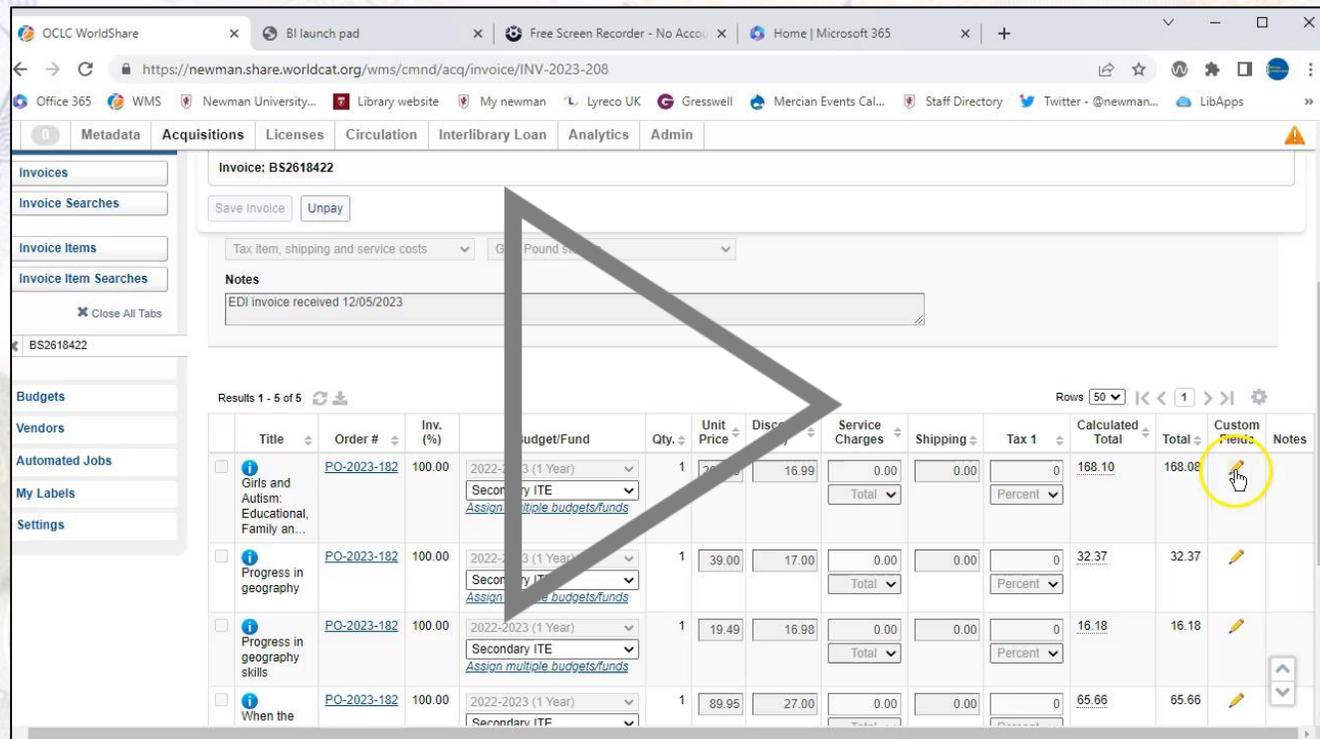
Save Cancel

# Reconciliation <sup>3</sup>

Invoice Date	Invoice Number	Invoice Stat	Budget Transac	Account (Institu	Reconciled	Payment Ref	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-2023-223293205	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					

# Reconciliation <sup>4</sup>

- Reconciliation is more accurate but takes me longer!



OCLC WorldShare  
BI launch pad  
Free Screen Recorder - No Accou...  
Home | Microsoft 365

https://newman.share.worldcat.org/wms/cmnd/acq/invoice/INV-2023-208

Office 365 WMS Newman University... Library website My newman Lyreco UK Gresswell Mercian Events Cal... Staff Directory Twitter - @newman... LibApps

Metadatas Acquisitions Licenses Circulation Interlibrary Loan Analytics Admin

Invoices Invoice Searches Invoice Items Invoice Item Searches

Close All Tabs

BS2618422

Budgets Vendors Automated Jobs My Labels Settings

Invoice: BS2618422

Save Invoice Unpay

Tax item, shipping and service costs Pound sterling

Notes

EDI invoice received 12/05/2023

Results 1 - 5 of 5

	Title	Order #	Inv. (%)	Budget/Fund	Qty.	Unit Price	Discount	Service Charges	Shipping	Tax 1	Calculated Total	Total	Custom Fields	Notes
<input type="checkbox"/>	Girls and Autism: Educational, Family an...	PO-2023-182	100.00	2022-2023 (1 Year) Secondary ITE Assign multiple budgets/funds	1	168.10	16.99	0.00	0.00	0	168.10	168.08		
<input type="checkbox"/>	Progress in geography	PO-2023-182	100.00	2022-2023 (1 Year) Secondary ITE Assign multiple budgets/funds	1	32.37	17.00	0.00	0.00	0	32.37	32.37		
<input type="checkbox"/>	Progress in geography skills	PO-2023-182	100.00	2022-2023 (1 Year) Secondary ITE Assign multiple budgets/funds	1	16.18	16.98	0.00	0.00	0	16.18	16.18		
<input type="checkbox"/>	When the	PO-2023-182	100.00	2022-2023 (1 Year) Secondary ITE	1	65.66	27.00	0.00	0.00	0	65.66	65.66		

# Bumps in the road <sup>1</sup>

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 <sup>2</sup>

*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?