How do I produce a report itemizing the cost of each request that was processed in my local currency?

**Objective**

- As a user of the Interlibrary Loan Fee Management (IFM) feature of WorldShare Interlibrary Loan I receive a monthly invoice reconciling all resource-sharing charges and payments. This invoice does not itemize the cost per request.
- Using the 'ILL Fee Management Program Local Currency Borrower Report', I would like to produce a report itemizing the cost of each request processed in my local currency.

**Steps**

1. Once logged in to WorldShare Interlibrary Loan, click the link from the **Interlibrary Loan Home** screen to go to **OCLC Usage Statistics**.
2. Use your institution's nine-digit ILL authorization number and password to log in to the Usage Statistics portal. Contact **OCLC Support** if you need a reminder of the authorization number or the password.
3. In the left navigation, select **OCLC WorldShare Interlibrary Loan**.
4. From the **Period** drop down list, select the month and year to be reported on.
5. In the **Months** field, enter 1 to return data for a single month.
6. Click the **Update** button.
7. Select **ILL Fee Management Program Local Currency Borrower Report**. This report will only be displayed if requests processed in your local currency were shipped in the month selected.
8. A summary of requests shipped by each responding library will be displayed.
9. Click **Show all requests** to display each individual request and any associated IFM costs in your local currency.
Additional information

For requests where transactions were made in US Dollars, select the ILL Fee Management Program Borrower Report.

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