

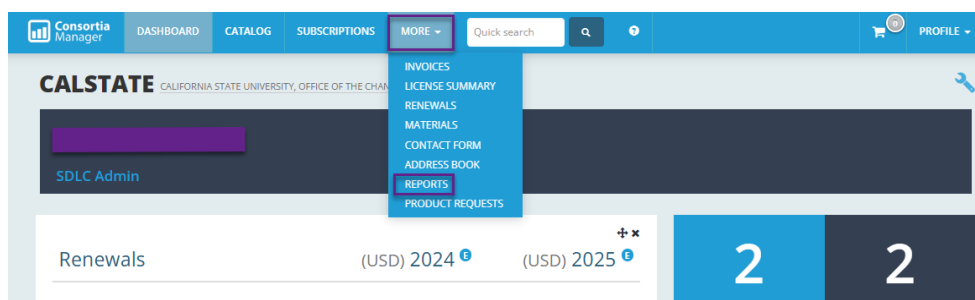
How to Find Campus ECC Cost Information in Consortia Manager

For all [Electronic Core Collection](#) resources, SDLC includes cost information in Consortia Manager showing each campuses' portion of the fee, which is completely paid for by the Chancellor's Office. This information is updated regularly during each year's renewal cycle for ECC resources and is available to campuses at any time by generating a report and then doing a bit of filtering in Excel to get the total value.

Note: for a complete ECC cost for any given fiscal year, wait to run the report until after the beginning of the next fiscal year. For example, if you need the amount for FY22/23, wait until after July 1, 2023.

Instructions:

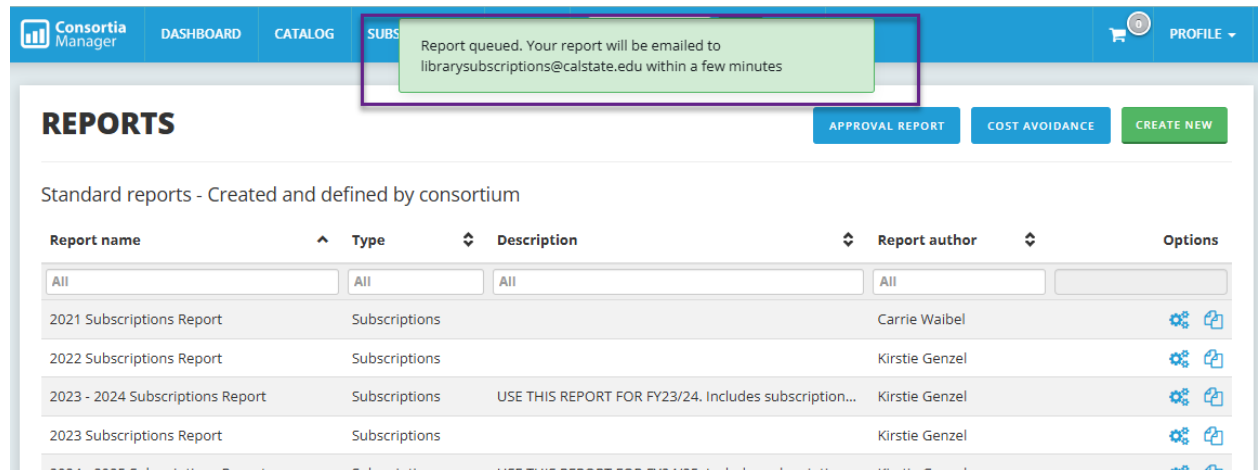
1. Go to the **Reports** area of Consortia Manager.



2. From the list of **Standard reports – created and defined by consortium**, find the subscriptions report for the fiscal year you need. For example, the **2023 – 2024 Subscriptions Report** will be used for FY23/24, while the **2024 – 2025 Subscriptions Report** will be used for FY24/25. **Click on the blue gear icon under the Options column to generate the report!**

A screenshot of the 'Standard reports - Created and defined by consortium' table in the Consortia Manager application. The table has columns for 'Report name', 'Type', 'Description', 'Report author', and 'Options'. The '2023 - 2024 Subscriptions Report' is highlighted with a red box, and its 'Options' column contains a blue gear icon, also highlighted with a red box. The table lists various subscription reports for different fiscal years, including 2021, 2022, 2023, 2024, and 2025, as well as 'Active Subscriptions' and 'Rejected Renewals'. At the bottom, there is a pagination bar showing '1 - 9 / 9 (9)' and 'Per page: 10'.

- After clicking the gear icon, you will see a green confirmation box on your screen confirming that the report will be generated and sent to your email address. It may take a few minutes for it to arrive in your inbox.



- Once you receive the email, save the Excel file to your computer and open it. **You may need to resize the columns in order to see them all more clearly.** Highlight **Row 2** and add a filter to all row 2 columns by clicking the **Filters** button on the **Data** tab.

The screenshot shows an Excel spreadsheet titled "2023 - 2024 Subscriptions Report (16/06/2023)". The "Data" tab is active, and the "Filter" button is highlighted. The spreadsheet contains the following data:

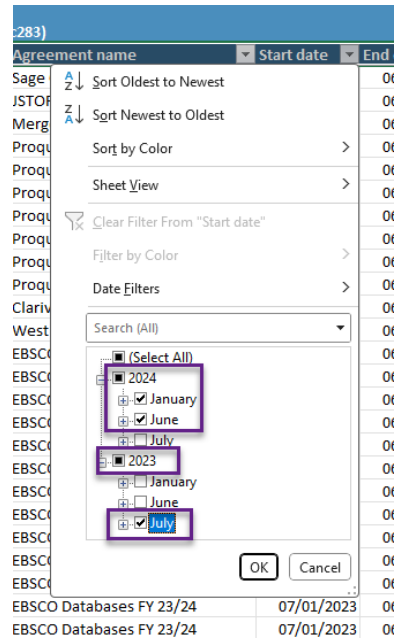
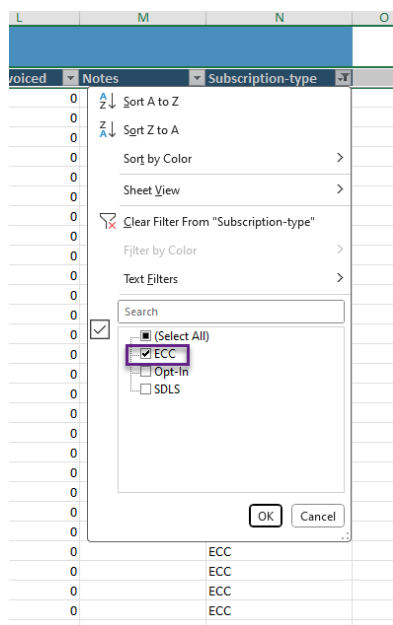
Publisher name	Product name	Agreement name	Start date	End date	List price	Sales price (Local)	Total price (Local)	Date of most recent invoice	Number of months	Total invoiced	Notes	Subscription-type
The Institute of Electrical and Electronics Engineers (IEEE)	IEEE IEL Digital Library	IEEE FY 23/24	07/01/2023	06/30/2024	383,659.90	79,681.55	79,681.55	10/11/2023	226	79682		Opt-In
EBSCO Industries, Inc.	EBSCO YBP GobiAPI	EBSCO YBP GobiAPI FY 23/24	07/01/2023	06/30/2024	2,313.00	1,553.76	1,553.76	08/10/2023	70	1554		Opt-In
Bloomsbury Publishing	Bloomsbury Berg Fashion Library	Bloomsbury FY 23/24	07/01/2023	06/30/2024	9,481.00	1,016.00	1,016.00	08/21/2023	98	1016		Opt-In
ASTM International	ASTM Standards & Digital Library (incl ASTM V)	ASTM FY 23/24	08/01/2023	07/31/2024	44,951.00	10,550.00	10,550.00	08/23/2023	108	10550		Opt-In
SAGE Publications, Inc.	Sage CQ Researcher	Sage CQ Researcher FY 23/24	07/01/2023	06/30/2024	8,000.00	2,266.00	0.00		No invoice	0		ECC
SAGE Publications, Inc.	Sage CQ Magazine (formerly CQ Wheel)	SAGE CQ Magazine/Weekly FY 23/24	07/01/2023	06/30/2024	8,000.00	4,349.00	4,349.00	08/18/2023	93	4349		Opt-In
EBSCO Industries, Inc.	EBSCO Anthropology Plus	EBSCO Anthropology/Chicano Data	07/01/2023	06/30/2024	5,321.00	3,170.00	3,170.00	10/05/2023	176	3170		Opt-In
EBSCO Industries, Inc.	EBSCO Chicano Database	EBSCO Anthropology/Chicano Data	07/01/2023	06/30/2024	2,296.00	1,793.00	1,793.00	10/05/2023	176	1793		Opt-In
Infobase Holdings, Inc.	Infobase Films on Demand: Master Ac Infobase - Films on Demand / Crec	Infobase Films on Demand: Master Ac Infobase - Films on Demand / Crec	07/01/2023	06/30/2024	40,439.00	17,257.90	17,257.90	08/14/2023	82	17258		Opt-In
Infobase Holdings, Inc.	Infobase Films on Demand: Nursing V Infobase - Films on Demand / Crec	Infobase Films on Demand: Nursing V Infobase - Films on Demand / Crec	07/01/2023	06/30/2024	5,663.00	5,417.02	5,417.02	08/14/2023	82	5417		Opt-In
OCLC, Inc.	OCLC Master Cataloging and Metadata: OCLC Master Cataloging and World	OCLC Master Cataloging and Metadata: OCLC Master Cataloging and World	07/01/2023	06/30/2025	52,495.99	50,506.10	0.00	10/13/2023	249	50506	prepaid	Opt-In
OCLC, Inc.	OCLC WorldShare ILL	OCLC Master Cataloging and World	07/01/2023	06/30/2025	65,386.06	63,209.27	0.00	10/13/2023	249	63209	prepaid	Opt-In
Mergent, Inc.	Mergent D&B (Dunn & Bradstreet) ProQuest D&B KBR Intellect FY 23/24	ProQuest D&B KBR Intellect FY 23/24	07/01/2023	06/30/2024	0.00	3,745.44	3,745.44	11/17/2023	292	3745		Opt-In
ProQuest, LLC	ProQuest AS Academic Video Online	ProQuest: Alexander Street AVON	07/01/2023	06/30/2024	60,696.00	23,481.72	23,481.72	08/30/2023	128	23482	Year 2/2	Opt-In
Itaska (JSTOR/ARTSTOR)	JSTOR eBooks EBA (Evidence Based AJSTOR - EBA FY 23/24)	JSTOR eBooks EBA (Evidence Based AJSTOR - EBA FY 23/24)	07/01/2023	06/30/2024	41,627.40	19,981.15	0.00		No invoice	0		ECC
Mergent, Inc.	Mergent Online	Mergent Online FY 23/24	07/01/2023	06/30/2024	0.00	19,445.28	0.00		No invoice	0		ECC
ProQuest, LLC	ProQuest ABI / INFORM Collection	Proquest Databases FY 23/24	07/01/2023	06/30/2024	51,343.69	5,490.68	0.00		No invoice	0		ECC
ProQuest, LLC	ProQuest Dissertations & Theses Gt	Proquest Databases FY 23/24	07/01/2023	06/30/2024	26,098.47	10,585.28	0.00		No invoice	0		ECC
ProQuest, LLC	ProQuest Ethnic Newswatch	Proquest Databases FY 23/24	07/01/2023	06/30/2024	18,692.08	2,369.30	0.00		No invoice	0		ECC
ProQuest, LLC	ProQuest GenderWatch	Proquest Databases FY 23/24	07/01/2023	06/30/2024	9,346.04	2,561.72	0.00		No invoice	0		ECC

- Filter the **Start Date** and **Subscription Type** columns according to the instructions below:

Subscription type: filter to only show **ECC** resources.

Start date: filter your list to subscriptions whose start date begin in the fiscal year you want!

Note: the Consortia Manager reports area is not capable of filtering reports by fiscal year. It only allows filtering by calendar year. Because of this, after generating the report you must use the "Start Date" column in Excel to filter your results. For example, the start date of subscriptions for FY23/24 will be between July 1, 2023 and June 30, 2024.



- Find the **Sales Price** column and scroll down to the bottom of the list. In the empty cell after the last entry, enter the following formula to total up the column.

=SUBTOTAL(9,First cell:last cell) Here's an example: =SUBTOTAL(9,H2:H176)

Note: Since your column will be filtered make sure to use the SUBTOTAL formula rather than SUM. If you'd rather use SUM, copy and paste the viewable rows and columns into a new clean worksheet.

	G	H	I
	List price	Sales price (Local	Total price (to
J24	9,346.04	2,561.72	0.00
J24	34,034.63	14,064.35	0.00
J24	0.00	20,214.56	0.00
J24	11,472.80	9,533.14	0.00
J24	0.00	25,088.62	0.00
J24	0.00	26,174.72	0.00
J24	126,151.66	87,985.54	0.00
J24	38,687.53	25,533.63	0.00
J24	62,534.00	25,142.30	0.00
J24	67,768.00	28,953.30	0.00
J24	0.00	0.00	0.00
J24	20,834.70	8,926.35	0.00
J24	27,082.01	9,649.46	0.00
J24	0.00	0.00	0.00
J24	13,875.61	8,051.43	0.00
J24	0.00	0.00	0.00
J24	0.00	0.00	0.00
J24	18,044.00	12,517.00	0.00
J24	0.00	0.00	0.00
J24	0.00	5,576.32	0.00
J24	16,541.00	3,345.85	0.00
J24	0.00	818.81	0.00
J24	12,988.92	1,085.03	0.00
J24	22,215.91	20,040.31	0.00
J24	1,913.74	968.20	0.00
J24	0.00	2,339.00	0.00
J24	0.00	63,488.90	0.00
J25	0.00	28,708.88	0.00
		=SUBTOTAL(9,H2:H176)	

- Hit **Enter** after inputting the formula, which will automatically total up the amount of the viewable columns on your screen! **This is your total ECC cost for the fiscal year!**

	G	H	I	
▼	List price	▼	Sales price (Local)▼	Total price
2024	11,472.80		9,533.14	
2024	0.00		25,088.62	
2024	0.00		26,174.72	
2024	126,151.66		87,985.54	
2024	38,687.53		25,533.63	
2024	62,534.00		25,142.30	
2024	67,768.00		28,953.30	
2024	0.00		0.00	
2024	20,834.70		8,926.35	
2024	27,082.01		9,649.46	
2024	0.00		0.00	
2024	13,875.61		8,051.43	
2024	0.00		0.00	
2024	0.00		0.00	
2024	18,044.00		12,517.00	
2024	0.00		0.00	
2024	0.00		5,576.32	
2024	16,541.00		3,345.85	
2024	0.00		818.81	
2024	12,988.92		1,085.03	
2024	22,215.91		20,040.31	
2024	1,913.74		968.20	
2024	0.00		2,339.00	
2024	0.00		63,488.90	
2025	0.00		28,708.88	
Total ECC cost for FY23/24				490,905.11