

Equipment Depreciation: Populating the Service Activity Rate Template

To complete the **Equipment Depreciation** tab in the **Service Activity Rate Calculation Template**, you need to run the Equipment Depreciation Webi Report first. Then, you copy the appropriate data from the Webi report and paste it into the **Service Activity Rate Calculation Template**.

Step	Task
1.	You should already have run the Webi report to determine the Fixed Assets. NOTE: See the Equipment Depreciation: Running the Webi Report job aid for assistance.
2.	Open the saved Equipment Depreciation Report in Excel. On the Newly Purchased Equipment, Fund Type 3E Equipment , and Non 3E Equip with Entity Codes tabs, delete the blank column A on each tab.
3.	Open the Service Activity Rate Calculation Template or open a previously saved version if adding data to an existing rate calculation Excel file.
4.	Click the Fund Type 3E Equipment tab in the Webi Report.
5.	Verify which items listed, if any, are allowable for the service activity you are reporting on. NOTE: Which items were purchased on the 3E fund you are calculating the rate for?
6.	Select and copy the proper items.
7.	Click the Depreciation Detail tab in the Rate Calculation Template .
8.	Paste the items onto the Depreciation Detail tab under the 3E Equipment heading. NOTE: If you are pasting more rows than available, right click and insert copied cells instead. The Net Asset Value (manual calc) column includes a sum that is linked to the Equipment Depreciation tab. The formula will need to be updated if you insert copied cells.
9.	Click the Non 3E Equip with Entity Codes tab in the Webi Report.
10.	Verify which items listed, if any, are allowable for the service activity you are reporting on. They must be utilized in the service to be included. Verify that these items were not included in the University of Illinois Facilities and Administrative (F&A) rate calculation. Please contact Government Costing for guidance.
11.	Select and copy the proper items.
12.	Click the Depreciation Detail tab in the Rate Calculation Template .
13.	Paste the items onto the Depreciation Detail tab under the Non-3E Equipment heading. NOTE: If you are pasting more rows than available, right click and insert copied cells instead. The Accum Depr Amount (manual calc) column includes a sum that is linked to the Equipment Depreciation tab. The formula will need to be updated if you insert copied cells.

Step	Task
14.	Click the Equip by Responsible Org tab in the Webi Report.
15.	Here you can identify any non-3E assets utilized in the service activity that have not previously been entity coded. If you want to include the depreciation in your rate calculation, please System Government Costing to confirm asset was not included in F&A rate study. Also, contact University Property Accounting and Reporting to add an entity code to the Property Tag.
16.	Select and copy the proper items.
17.	Click the Depreciation Detail tab in the Rate Calculation Template .
18.	Paste the items onto the Depreciation Detail tab under the Non-3E Equipment heading. NOTE: If you are pasting more rows than available, right click and insert copied cells instead. The Accum Depr Amount (manual calc) column includes a sum that is linked to the Equipment Depreciation tab. The formula will need to be updated if you insert copied cells.
19.	Click the Newly Purchased Equipment tab in the Webi Report.
20.	Verify which items listed, if any, are allowable for the service activity you are reporting on. They must be utilized in the service to be included. If newly purchased equipment was acquired using non-3E funds and you want to include the depreciation in your rate calculation, please contact University Property Accounting and Reporting to add an entity code to the Property Tag.
21.	Verify that the items you have identified have been included under the 3E Equipment or Non-3E Equipment headers on the Depreciation Detail tab of the Rate Calculation template. If not, copy and paste them to the appropriate section following step 8 or 13 respectively.
22.	Click on the Equipment Depreciation tab
23.	Under the 3E Equipment heading, enter the Ptag (Property Tag) #, Equipment Description and enter the Depreciation Amount from the Depreciation Detail tab into the FYxx Depreciation Expense – For External Rate column for all assets listed on the Depreciation Detail tab under the corresponding 3E Equipment header. Add rows, as necessary.
24.	Under the Non-3E Equipment heading, enter the Ptag (Property Tag) #, Equipment Description and FYxx Depreciation Expense – For External Rate for all assets listed on the Depreciation Detail tab under the corresponding Non-3E Equipment header. Add rows, as necessary.
25.	Drag and drop the formulas present in the Total Adjusted FYxx Depreciation Expense – For Internal Rate and Total Allocated columns after adding any rows in any of the sections.
26.	Delete any blank or unnecessary rows.
27.	Replace the titles Rate #1, Rate #2 , etc., to something more descriptive. For example, Microscope Rate, X-Ray Rate, Truck Rate, etc. You may add or delete rate columns, as necessary.

Step	Task
28.	<p>Click the Save button if adding data to an existing Service Activity Rate Calculation template.</p> <p>NOTE: If creating a new template, click the File button, Select Save As, locate a place to save, name your Service Activity Rate Calculation template, and then click the Save button.</p>
29.	<p>You have now populated the template. You will need to fill out the remaining columns on the Equipment Depreciation tab as you proceed in your rate calculation:</p> <ul style="list-style-type: none"> • Depreciation Exclusions • Rate <p>If you are including projections for new equipment that you will buy, you will need to fill out the Projections section on the Depreciation Detail tab and the Equipment Depreciation tab.</p> <p>NOTE: The Total Adjusted FYxx Depreciation Expense – For Internal Rate and Total Allocated columns will populate automatically based on the formulas.</p>