

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 Service Activity Rate Calculation Template or open a previously saved version if adding data to an existing rate calculation Excel file.
3.	Click the 3E Equip tab in the saved Equipment Depreciation Report.
4.	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?
5.	Select and copy entire rows for the proper items.
6.	Click the Depreciation Detail tab in the Rate Calculation Template .
7.	Paste the rows for each item onto the Depreciation Detail tab under the 3E Equipment heading. The template is setup to match columns from the webi report. 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 formula will need to be updated if you insert copied cells.
8.	Click the Non 3E Equip with Entity Codes tab in the Webi Report.
9.	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.
10.	Select and copy entire rows for the proper items.
11.	Click the Depreciation Detail tab in the Service Activity Rate Calculation Template .
12.	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.
13.	Click the Equip by Org tab in the Webi Report.

Step	Task
14.	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.
15.	Select and copy entire rows for the proper items.
16.	Click the Depreciation Detail tab in the Rate Calculation Template .
17.	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.
18.	Click on the Equipment Depreciation tab.
19.	Under the 3E Equipment heading, enter the Ptag (Property Tag) #, Equipment Description and FYxx Depreciation Expense into the column for all assets listed on the Depreciation Detail tab under the corresponding 3E Equipment header. Add rows, as necessary. This information can be copied and pasted from the following columns on the Depreciation Detail tab: Permanent Tag Ptag, Asset Description, and Depreciation Amount .
20.	Under the Non-3E Equipment heading, enter the Ptag (Property Tag) #, Equipment Description and FYxx Depreciation Expense into the column for all assets listed on the Depreciation Detail tab under the corresponding Non-3E Equipment header. Add rows, as necessary. This information can be copied and pasted from the following columns on the Depreciation Detail tab: Permanent Tag Ptag, Asset Description, and Depreciation Amount .
21.	On the Equipment Depreciation Tab, drag down 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.
22.	Delete any blank or unnecessary rows (optional)
23.	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.
24.	Click the Save button if adding data to an existing Service Activity Rate Calculation template. 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.

Step	Task
25.	<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• Allocations to Lines of Service <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>If you are including equipment for only the external rate, you will need to fill out the External Rate Only Equipment section on the Depreciation Detail tab and the Equipment Depreciation tab.</p> <p>Please contact Government Costing for questions about these sections.</p> <p>NOTE: The Total Adjusted FYxx Depreciation Expense – For Internal Rate and Total Allocated columns will populate automatically based on the formulas.</p>