

Using the SERFS (Salaries Expenditures Revenue Fund Balance Sponsored Projects) Combined Report to Populate the Service Activity Rate Template

The SERFS report combines numerous individual Webi reports into a single report providing financial data for use in the Service Activity Rate Template. It also provides some helpful summary and reference tabs that are useful for fund analysis, but not required to complete the rate template.

The SERFS report can be used in lieu of Webi reports for Expenditure and Transfers, Salaries and Wages, and Fund Balance. However, users will still need to run the Equipment Depreciation Webi to generate all data required to complete a rate calculation.

Step	Task
1.	Users should already have run the SERFS Combined Webi Report and saved the data as an Excel file. NOTE: See the SERFS Combined Report: Running the Webi Report job aid for assistance.
2.	Open the saved SERFS Combined Report (SERFS) file in Excel.
3.	Click on the Expenditure Detail tab and copy the data table including header and total row.
4.	Open the Service Activity Rate Calculation Template (SARCT) or open a previously saved version if adding data to an existing rate calculation Excel file.
5.	Click on the Expenditure Detail tab in the SARCT .
6.	Paste the data under the "Expenditure Detail" heading.
7.	In the SERFS , click on the Expenditures Summary tab.
8.	Copy the data table (not including header rows or total rows) including the three columns for Financial Account Codes, Financial Account Titles, and 3E Fund Expense Amount . Capture rows with account codes starting with 1, 2 or 4.
9.	In the SARCT , click on the Expenditures tab. Confirm you have enough rows to paste in Expenditure Summary data. Paste the data under the heading "account code." NOTE: Add rows if necessary before pasting data. Drag down the formulas present in the Adjusted Total Non-Personnel Expenditures – External Rate, Total Non-Personnel Expenditures – Internal Rate, and Total Allocated columns after adding rows.
10.	In the SARCT , Highlight the data just pasted for any rows where the account code begins with "2."
11.	Cut and paste this data set (not full rows) below the heading "Personnel Expenditures" further down the page. Overwrite the first columns with the values 21xxxx.
12.	In the SARCT , Highlight the data just pasted for any rows where the account code begins with "4."
13.	Cut and paste this data set (not full rows) below the heading "Transfers" further down the page. Overwrite the first columns with the values 415xxx.

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14.	Confirm that no data for Account Codes beginning with "2" or "4" is in the top Expenditures section. Delete any blank or unnecessary rows from the Expenditures section and Personnel expenditures sections on the Expenditures tab.
15.	Returning to the SERFS report, click on the Salaries Detail tab.
16.	Copy all the salary data including headings and totals.
17.	In the SARCT , click on the Salaries and Wages Detail tab.
18.	Paste the data below the heading "Salaries and Wages Detail"
19.	Returning the SERFS , click on the Salaries Summary by UIN tab.
20.	Copy the data table for Employee Name, Position Title, Employee UIN and 3e Fund Expense Amount . Do not include header or total rows.
21.	In the SARCT , click on the Salaries and Wages tab.
22.	In the "3E Fund" section, paste the data starting in the cell beneath Personnel Name . The 4 columns of data should correspond the headings for this section.
23.	For the 3E Fund section, you will need to fill out or update the remaining columns, including: Annual Salary, Projected Percentage Increase, Percentage of FTE on Service , and the various Rate columns. You may need to utilizing data from Banner and/or your department to do so. NOTE: The Projected Salary, Projected 3E Salaries to Include in Internal Rate and Total Allocated columns will populate automatically based on the formulas.
24.	For the "State Fund" section, use the same process as the "3E Fund section" (excluding 3E Salary expense data) to populate personnel information. Fill out Annual Salary, Projected Percentage Increase, Percentage of FTE on Service , and the various Rate columns utilizing data from Banner and/or your department.
25.	Returning to the SERFS , click on the Fund Balance tab.
26.	Copy the data table for the fund including header rows and totals.
27.	In the SARCT , click on the Adjusted Fund Balance tab.
28.	Paste the data table below the section for "Calculations of Fund Balance Over/Under Recoveries." Do not overlap any existing data or formulas.
29.	Type (or copy/paste) in the Financial Fund Code for the fund from the Fund Balance table you pasted onto this tab.
30.	Type in the Financial Fund Title for the fund from the Fund Balance table you pasted onto this tab.
31.	Type in the End of Year Fund Balance amount for the fund from the Fund Balance table you pasted onto this tab. NOTE: Ensure that if the balance is negative (surplus), that you input a negative value.

Step	Task
32.	In the SARCT , for the Expenditures, Salaries and Wages, Depreciation, Adjusted Fund Balance and Rate Summary Internal / External tabs . Replace the titles Rate #1, Rate #2 , etc., to something more descriptive for each line of service. For example, Microscope Rate, X-Ray Rate, Truck Rate, etc. You may add or delete rate columns, as necessary.
33.	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, rename your Service Activity Rate Calculation template (recommended), and then click the Save button.
34.	This process populates most of the financial data required to complete the Service Activities Rate Calculation Template . Before moving forward in the rate calculation process, users should populate the Equipment Depreciation and Mobius View tabs using the relevant job aids. Note: Additional tabs in the SERFS report, that are not utilized in this job aid, are provided as a reference to users and are often helpful in fund analysis. The data on these tabs is not required to complete the rate calculation process.