

## Expenditures and Transfers: Populating the Service Activity Rate Template

To complete the **Expenditures and Transfers** tab in the **Service Activity Rate Calculation Template**, you need to run the Expenditures and Transfers 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 have already run the Webi report to determine the Service Activity Expenditures. See the Expenditures and Transfers: Running the Webi Report job aid for assistance.
2.	Open the saved <b>Expenditures and Transfers report</b> file in Excel.
3.	Click on the <b>Expenditures for Rate</b> tab.
4.	Highlight the table (except for the top (titles) and bottom (sum) rows). <b>NOTE:</b> Notice how many rows are being copied.
5.	Open the <b>Service Activity Rate Calculation template</b> or open a previously saved version. <b>NOTE:</b> Download the <b>Service Activity Rate Calculation Template</b> at the following location <a href="https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/">https://www.obfs.uillinois.edu/government-costing/service-Activities/Urbana-Champaign-service-activity/</a> .
6.	Click on the <b>Expenditures</b> tab.
7.	Add enough rows to the <b>Service Activity Rate Calculation template</b> to fit the data that will be copied from the <b>Webi report</b> .
8.	From the <b>Expenditures and Transfers report</b> , click the <b>Copy</b> button to copy the highlighted rows from the saved Expenditures and Transfers report.
9.	Click the cell under the heading <b>Account Code</b> on <b>Expenditures</b> tab in the <b>Service Activity Rate Calculation</b> template.
10.	Click the <b>Paste</b> button.
11.	Delete any blank or unnecessary rows.
12.	Ensure the formulas for the entire row for <b>Total Non-Personnel Expenditures</b> in the <b>Rate Calculation Template</b> file are correct. If not, adjust the formula to add the appropriate cells.
13.	If necessary, enter information in the <b>Adjustments/Corrections/Exclusions To Original Total Expenditures</b> column.
14.	If necessary, enter information in the <b>Projections</b> column.
15.	If necessary, enter a formula in the <b>Adjusted Total "Non-Personnel" Expenditures (before allocation)</b> column to sum the <b>Total Expenditures</b> , <b>Adjustments/Corrections/Exclusions To Original Total Expenditures</b> and <b>Projections</b> columns.
16.	If you have multiple rates, complete the columns <b>Rate #1</b> , <b>Rate #2</b> , <b>Rate #3</b> , <b>Rate #4</b> , <b>Rate #5</b> , <b>Rate #6</b> , and add more columns if you are using more rates. <b>NOTE:</b> You will need to add more columns to the <b>Rate Summary – Internal</b> tab.
17.	Replace the titles <b>Rate #1</b> , <b>Rate #2</b> , etc., to something more descriptive. For example, Microscope Rate, X-Ray Rate, Truck Rate, etc.
18.	If necessary, enter a formula into the <b>Total Allocated</b> column. Ensure that this column is the same as the <b>Adjusted Total "Non-Personnel" Expenditures (before allocation)</b> column.

Step	Task
19.	In the <b>Expenditures and Transfers</b> Webi Report Excel file, click on the <b>Detail Expenditures for Rate tab</b> .
20.	Highlight the table and include the headings and the sum rows.
21.	Click on the <b>Copy</b> button.
22.	Click the <b>Detail Expenditures</b> tab in the <b>Service Activity Rate Calculation Template</b> excel file.
23.	Click on a cell under the title <b>Expenditure Detail</b> .
24.	Click the <b>Paste</b> button.
25.	Click the <b>Save</b> button if adding data to an existing Service Activity Rate Calculation template. <b>NOTE:</b> If creating a new template, click the <b>File</b> button, Select <b>Save As</b> , locate a place to save, name your Service Activity Rate Calculation template, and then click the <b>Save</b> button.