

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 Expenditures and Transfers report file in Excel.
3.	Click on the Expenditures for Rate tab.
4.	Highlight the table (except for the top (titles) and bottom (sum) rows). NOTE: Notice how many rows are being copied.
5.	Open the Service Activity Rate Calculation template or open a previously saved version.
6.	Click on the Expenditures tab.
7.	Add enough rows to the Service Activity Rate Calculation template to fit the data that will be copied from the Webi report .
8.	From the Expenditures and Transfers report , click the Copy button to copy the highlighted rows from the saved Expenditures and Transfers report.
9.	Click the cell under the “ <i>Expenditures/Transfers</i> ” note under the heading Account Code on Expenditures tab in the Service Activity Rate Calculation template.
10.	Click the Paste button.
11.	Delete any blank or unnecessary rows.
12.	Ensure the formulas for the entire row for Total Non-Personnel Expenditures in the Rate Calculation Template file are correct. If not, adjust the formula to add the appropriate cells.
13.	If necessary, enter information in the Adjustments/Corrections column.
14.	If necessary, enter information in the Projections column.
15.	If necessary, enter a formula in the Adjusted Total “Non-Personnel” Expenditures – For External Rate column to sum the Total Expenditures, Adjustments/Corrections and Projections columns.
16.	If necessary, enter information in the Exclusion of Unallowables column (as a negative).
17.	If necessary, enter a formula in the Adjusted Total “Non-Personnel” Expenditures – For Internal Rate column to sum the Adjusted Total “Non-Personnel” Expenditures – For External Rate and Exclusion of Unallowables columns.
18.	If you have multiple rates, complete the columns Rate #1, Rate #2, Rate #3, Rate #4, Rate #5, Rate #6 , and add more columns if you are using more rates. NOTE: You will need to add more columns to the Rate Summary – Internal tab.
19.	Replace the titles Rate #1, Rate #2 , etc., to something more descriptive. For example, Microscope Rate, X-Ray Rate, Truck Rate, etc.
20.	If necessary, enter a formula into the Total Allocated column. Ensure that this column is the same as the Adjusted Total “Non-Personnel” Expenditures - For Internal Rate column.

Step	Task
21.	In the Expenditures and Transfers Webi Report Excel file, click on the Detail Expenditures for Rate tab .
22.	Highlight the table and include the headings and the sum rows.
23.	Click on the Copy button.
24.	Click the Detail Expenditures tab in the Service Activity Rate Calculation Template excel file.
25.	Click on a cell under the title Expenditure Detail .
26.	Click the Paste button.
27.	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.