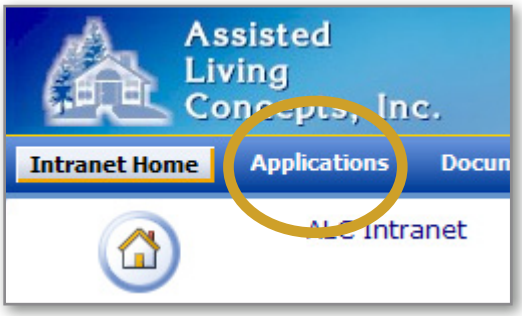
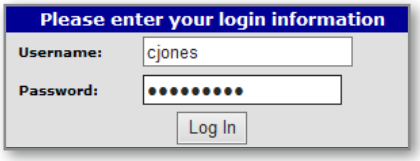
FTA SpendDown Application

SpendDown is an application that allows you to track your expenses as you purchase the items; use this as you would a check book by capturing the transactions when you spend the money. It takes the budget from the accounting system, sums up your spending and shows you a balance for many different accounts.

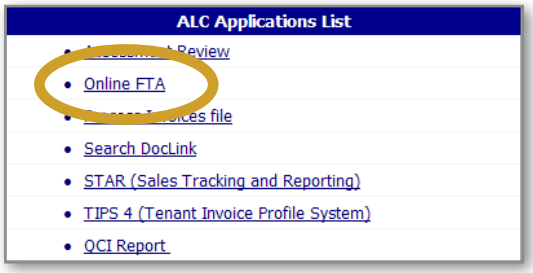
1 Log into the Financial Tracking Analysis (FTA) System



*Select the **Applications** Link*



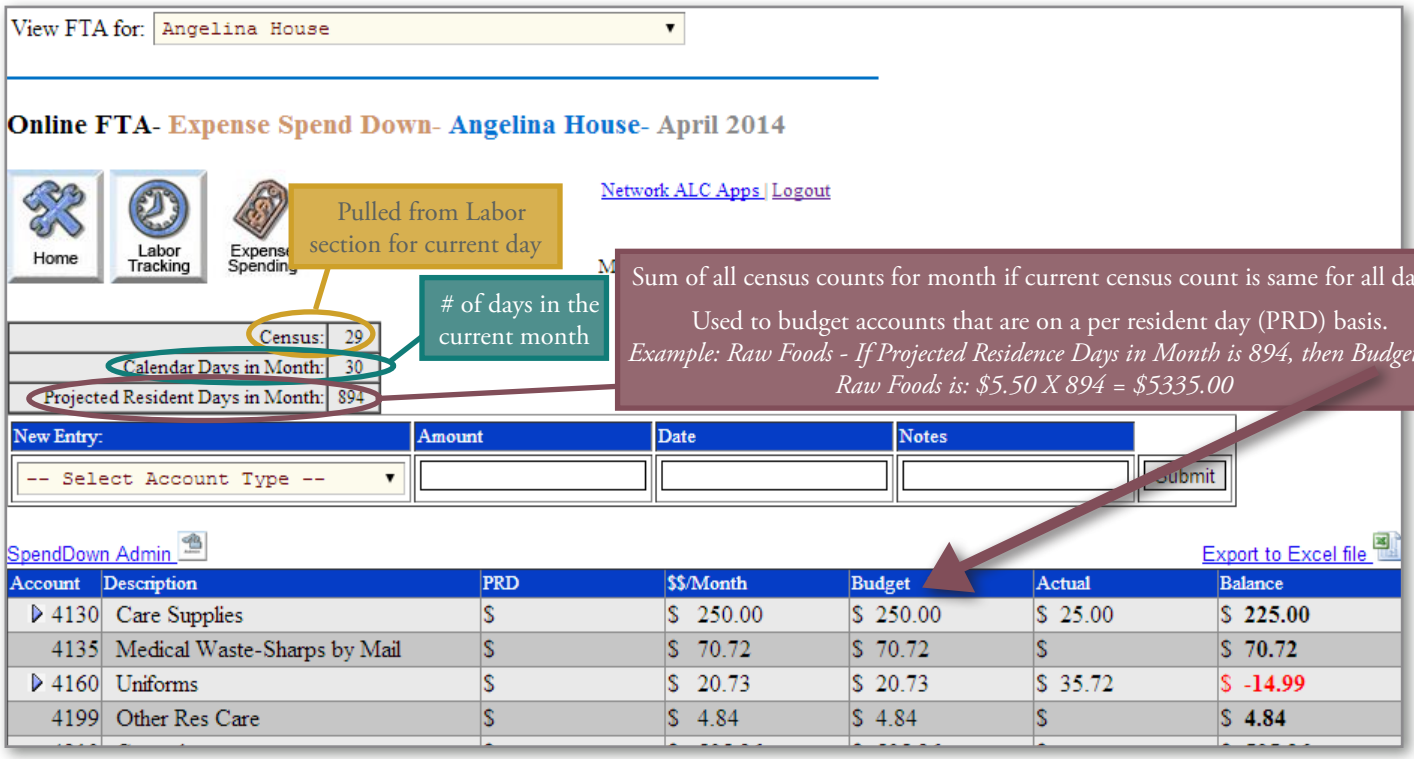
Log in with your Username & Password



*Select the **Online FTA** Link*

2 Click on the *Expense Spending* button

FTA Main Screen



FTA SpendDown Application

Adding An Expense

1. Select an *Account Type* from dropdown box in *New Entry* field

New Entry:	Amount	Date	Notes	
-- Select Account Type -- ▼				Submit

2. Enter the amount spent in the *Amount* field

3. Enter date of expense in the *Date* field, or use the calendar that pops up; only expenses for current month or month prior are accepted

4. Enter a description of the expense in the *Notes* field

5. Click the *Submit* button to add your entry to the SpendDown

Account	Description	PRD	$$/Month	Budget	Actual	Balance
△ 4130	Care Supplies	$	$ 250.00	$ 250.00	$ 25.00	$ **225.00**

The ***Actual*** column is now updated with your expense; the ***Balance*** column is also updated with the amount remaining in your budge for that account.

Viewing Expenses

The ▷ in the ***Account*** column lets you know there is an expense item for that account; clicking ▷ allows you to see a detailed listing of the expense item(s) for that account. Click the △ to close the expense details listed.

Account	Description	PRD	$$/Month	Budget	Actual	Balance
△ 4130	Care Supplies	$	$ 250.00	$ 250.00	$ 25.00	$ **225.00**

Acct	Notes	Date	Amount	Delete
4130	bandaids	2014-04-23	$ 25.00	○

Delete

Deleting Expenses

1. Click the radio button below the *Delete* column

Account	Description	PRD	$$/Month	Budget	Actual	Balance
△ 4130	Care Supplies	$	$ 250.00	$ 250.00	$ 25.00	$ **225.00**

Acct	Notes	Date	Amount	Delete
4130	bandaids	2014-04-23	$ 25.00	○

Delete

2. Click the *Delete* button to remove the expense and update the *Actual* & *Balance* columns accordingly

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FTA SpendDown Application

Exporting Expenses

1 Select the Export to Excel file link

New Entry:	Amount	Date	Notes	
-- Select Account Type --				Submit

SpendDown Admin Export to Excel file

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 250.00	$ 250.00	$ 25.00	$ 225.00
4135	Medical Waste-Sharps by Mail	$	$ 70.72	$ 70.72	$	$ 70.72
4160	Uniforms	$	$ 20.73	$ 20.73	$ 35.72	$ -14.99
4199	Other Res Care	$	$ 4.84	$ 4.84	$	$ 4.84

Example of Exported Transactions:

Census:	29
Calendar Days in Month:	30
Projected Resident Days in Month:	894

Expense SpendDown Details:

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 250.00	$ 250.00	$ 25.00	$ 225.00
	Acct / Notes / Date / Amount					
	4130 / bandaids / 4/23/2014 / $ 25.00					
4135	Medical Waste-Sharps by Mail	$	$ 70.72	$ 70.72	$	$ 70.72
4160	Uniforms	$	$ 20.73	$ 20.73	$ 35.72	$ -14.99
	Acct / Notes / Date / Amount					
	4160 / new shirt for RCP / 4/8/2014 / $ 35.72					
4199	Other Res Care	$	$ 4.84	$ 4.84	$	$ 4.84
4210	Grounds	$	$ 505.36	$ 505.36	$	$ 505.36
4215	Maintenance Service Contracts	$	$ 0.00	$ 0.00	$	$ 0.00
4220	Janitorial	$ 0.29	$	$ 259.26	$	$ 259.26
4221	Janitorial Chemicals	$	$ 120.00	$ 120.00	$	$ 120.00

Viewing Past Expenses

1 Select the desired month from the *Month to View* drop down

Online FTA- Expense Spend Down- Alpine House- February 2014

Home | Labor Tracking | Expense Spending

Network ALC Apps | Logout

Month to View: February 2014

Census:	19
Calendar Days in Month:	28
Projected Resident Days in Month:	532

SpendDown Admin Export to Excel file

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 180.00	$ 180.00	$	$ 180.00
4135	Medical Waste-Sharps by Mail	$	$ 64.36	$ 64.36	$	$ 64.36
4160	Uniforms	$	$ 20.73	$ 20.73	$	$ 20.73

Expenses that are previous to the immediate prior month are in View Mode only; additions, deletions and edits are no longer permitted.

Notice the New Entry option is removed.

FTA SpendDown Application

Regional/Divisional/Corporate Access

Regional/Divisional/Corporate personnel with FTA access will also be allowed to select a region, division or corporate views. This view will roll up the budgets, actuals and balances to show what is budgeted and spent for that particular selection.

Online FTA- Expense Spend Down- Northeast Texas Region Summary- April 2014

Home | Labor Tracking | Expense Spending

Network ALC Apps | Logout

Month to View: April 2014

Census:	228
Calendar Days in Month:	30
Projected Resident Days in Month:	6850

Export to Excel file

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 2140.00	$ 2140.00	$ 100.00	$ 2040.00
4135	Medical Waste-Sharps by Mail	$	$ 540.47	$ 540.47	$	$ 540.47
4160	Uniforms	$	$ 207.30	$ 207.30	$ 35.72	$ 171.58
4199	Other Res Care	$	$ 90.79	$ 90.79	$	$ 90.79
4210	Grounds	$	$ 5216.65	$ 5216.65	$	$ 5216.65
4215	Maintenance Service Contracts	$	$ 0.00	$ 0.00	$	$ 0.00
4220	Janitorial	$ 2.50	$	$ 1960.00	$	$ 1960.00
4221	Janitorial Chemicals	$	$ 1390.00	$ 1390.00	$	$ 1390.00

By clicking on the ▶ you will see all entries made for that region/ division

Online FTA- Expense Spend Down- Northeast Texas Region Summary- April 2014

Home | Labor Tracking | Expense Spending

Network ALC Apps | Logout

Month to View: April 2014

Census:	228
Calendar Days in Month:	30
Projected Resident Days in Month:	6850

Export to Excel file

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 2140.00	$ 2140.00	$ 100.00	$ 2040.00

Acct	Notes	Date	Amount	
4130	bandaids	2014-04-23	$ 25.00	Angelina House
4130	aspirin	2014-04-17	$ 75.00	Alpine House

4135	Medical Waste-Sharps by Mail	$	$ 540.47	$ 540.47	$	$ 540.47

By clicking on the link of the community name, you are taken to that community's FTA SpendDown screen to view the details of their expense.

Online FTA- Expense Spend Down- Alpine House- April 2014

Home | Labor Tracking | Expense Spending

Network ALC Apps | Logout

Month to View: April 2014

Census:	17
Calendar Days in Month:	30
Projected Resident Days in Month:	545

New Entry:	Amount	Date	Notes	
-- Select Account Type --				Submit

SpendDown Admin

Export to Excel file

Account	Description	PRD	$$/Month	Budget	Actual	Balance
4130	Care Supplies	$	$ 180.00	$ 180.00	$ 75.00	$ 105.00

Acct	Notes	Date	Amount	Delete
4130	aspirin	2014-04-17	$ 75.00	

Delete

4135	Medical Waste-Sharps by Mail	$	$ 64.36	$ 64.36	$	$ 64.36
4160	Uniforms	$	$ 20.73	$ 20.73	$	$ 20.73
4199	Other Res Care	$	$ 13.58	$ 13.58	$	$ 13.58

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