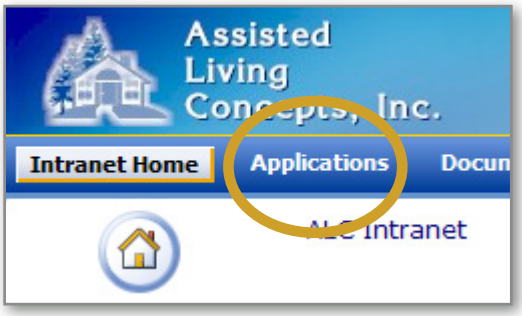
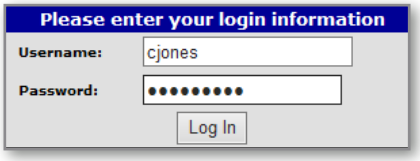
FTA SpendDown Application

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.

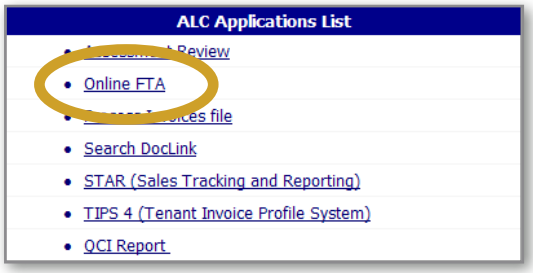
1 Log into the Financial Tracking Analysis (FTA) System



*Select the **Applications** Link*



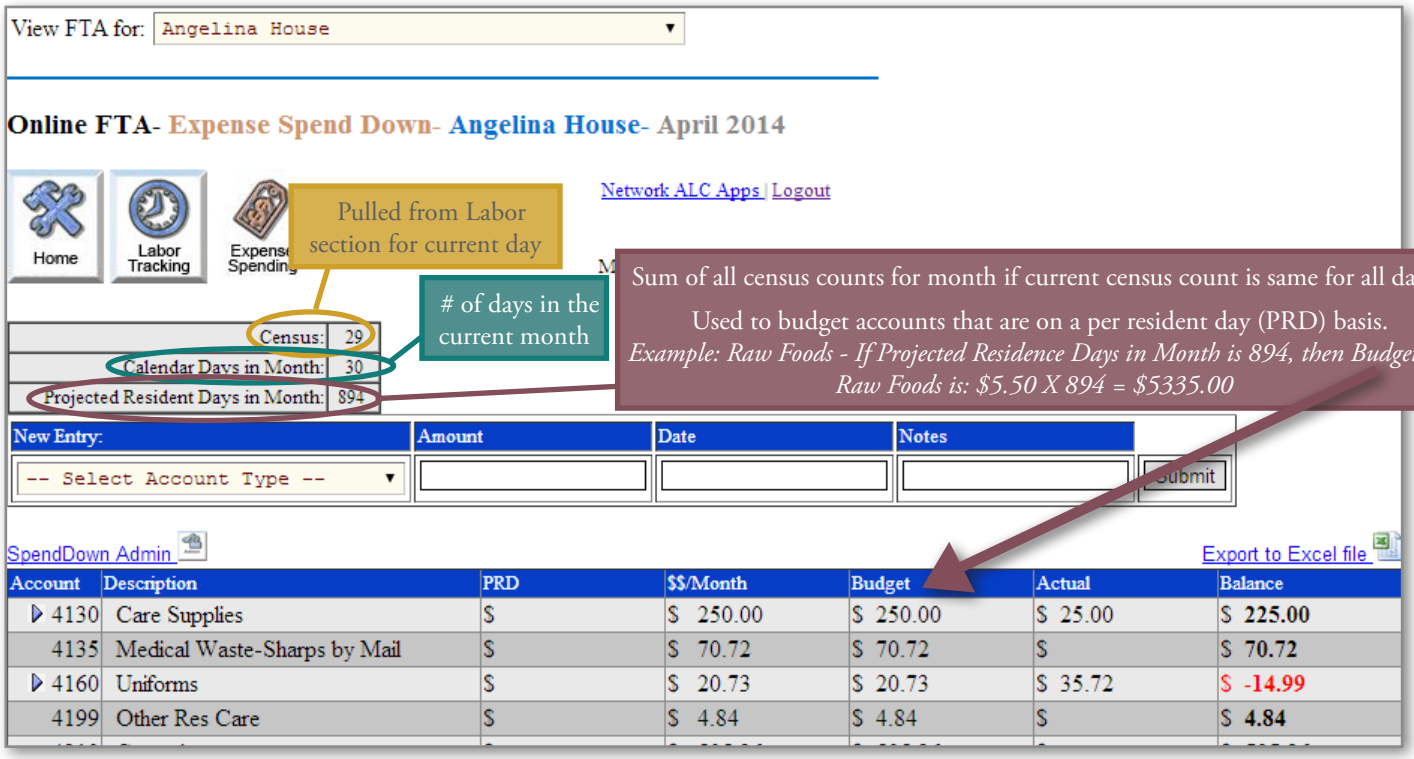
Log in with your Username & Password



*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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SpendDown Roll Ups

Resident Care	
4131	Towels & Linens *(TX Only)*
4133	Med Rcrds Adm *(Omnicare-MARS)*
4134	Pharmacy Consulting Services
4135	Medical Waste - Sharps By Mail
4140	Beauty Shop
4150	Resident Purchase
4160	Uniform Expense
4163	Uniforms - Dietary *(TX Only)*
4166	Uniforms - Reimbursable
4199	Other Resident Care Expenses

Nursing Services	
4120	Nursing Services

Care Supplies	
4130	Care Supplies

Building Maintenance	
4210	Grounds
4215	Maintenance Service Contracts
4225	Carpet Cleaning
4230	Repairs
4231	Life Safety Inspections
4234	Building Equipment & Appliances
4235	Car Repair
4236	Safety/Security
4240	Maintenance Supplies
4250	Pest Control
4298	Catastrophic Expenditures
4299	Other Maintenance Costs

For Ex-LTC Communities:	
Nursing Services	⇉ Care Supplies
Resident Care	⇉ Care Supplies
Kitchen & Nutrition	⇉ Raw Supplies

Kitchen & Nutrition	
4311	Third Party Food Services
4315	Marketing Events - Food
4320	Kitchen Supplies
4321	Kitchen Chemicals
4330	Kitchen Equipment & Appliances
4340	Professional Fees Food Service
4399	Other Kitchen Supplies

Raw Food	
4310	Raw Food Expense

Housekeeping	
4220	Janitorial
4221	Janitorial Chemicals
4410	Decorating Costs
4499	Other Housekeeping Costs

Resident Activities	
4505	Pet Care Expense
4510	Supplies
4515	Resident Transportation
4520	Van Rental Expense
4521	Van Gas *(Card)* Expense
4597	Entertainer
4598	Resident Excursions
4599	Other Activities Costs

Marketing Expenses	
4908	Event Marketing
4911	Sales Promotion Items
4914	Model Room Expense
4919	Off-line Marketing/Advertising

House Administrative Expenses	
4170	Occupational/Prof. License
4237	House Business License
4238	Annual Filing Fees
4905	Resident Memor'l/Commemoration
4920	Audit Fees
4922	Consulting
4923	Professional Fees - Administration
4930	Legal Fees
4931	Fines/Penalties *(Non-Tax)*
4932	Legal Settlements
4940	Travel Expenses
4941	Travel Meals
4942	Travel Hotel
4943	Travel Personal Auto
4944	Auto Allowances
4945	Moving/Transfer Expenses
4949	Other Travel Expenses
4950	Office Supplies
4951	Printing/Copying
4952	Office Administrative Expense
4953	Pager Expense-Contract Service
4954	Small Furniture Purchases
4955	Computer Maintenance
4960	Dues & Subscriptions
4963	Vehicle Registration
4970	Education Seminars
4971	Hiring Expenses
4972	Employee Incentive
4974	Petty Cash (Over)/Short
4980	Postage
4981	Federal Express/Freight
4990	Bank Charges
4992	Collection Agency Fees
4993	Petty Cash Expense
4995	Temporary Services
4996	Finance Charges
4999	Other Administrative Expenses
5000	Management Fee