



# SPEND DOWN 3 TOOL TUTORIAL

6/30/17

Save this Spend Down 3 Tool Tutorial to the Desktop on your computer, or save to somewhere where you will be able to access it often.

## Census

- I have preset the average daily census (Daily ADC) into each week's spend down. You will control these "ballparked" census days as often as you see fit considering your census may fluctuate week to week. By setting the census, the spend down will calculate your starting weekly budget based on census.

<b>WEEK ONE</b>	<i>Week's Est. ADC-</i> <b>110</b>	Days in Week- 7		
<b>Current Week's PPD</b>	<b>Remaining Week's Budget</b>	<b>Vendor</b>	<b>Invoice Date</b>	<b>Invoice</b>
	\$4,620.00			
	\$4,620.00			
	\$4,620.00			
	\$4,620.00			

- At the end of the month, I, or you(to be determined) will receive your Actual Monthly Census Days from your business office manager, administrator, or other designee. The Actual Census Days will be placed in to the Spend Down Tool here. This is the final census total that will calculate your PPDs for the reporting.

[Click Here](#)

<b>ACTUAL MONTHLY CENSUS DAYS</b>	<b>3720</b>		
	<b>WEEK 1</b>	<b>WEEK 2</b>	<b>WEEK 3</b>
<b>FOOD</b>	0.00	0.00	0.00
<b>SUPPL./ CHEMICALS</b>	0.00	0.00	0.00
<b>SUPPL./ THIX. LIQ.</b>	0.00	0.00	0.00
<b>SUPPLEMENTS</b>	0.00	0.00	0.00

The **Summary Section** of the Spend Down Tool is an automatic totaling of all the information you have inputted in to the body of the Spend Down. The only manipulated number within the Summary Section is the Actual Monthly Census Days. Image below may be different from your's as we edit these for the purpose of your group/facility.

Budgeted PPDs	<b>ACTUAL MONTHLY CENSUS DAYS</b>	<b>3720</b>									Expense Absorbed into Food Cost (FOOD ONLY)
		<b>WEEK 1</b>	<b>WEEK 2</b>	<b>WEEK 3</b>	<b>WEEK 4</b>	<b>WEEK 5</b>	<b>TOTAL</b>	<b>PPD</b>	<b>VARIANCE(+/-)</b>		
<b>\$6.00</b>	<b>DIETARY FOOD</b>	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	<b>\$0.00</b>	<b>\$22,320.00</b>		<b>\$0.00</b>
<b>\$0.75</b>	<b>SUPPLIES/ CHEMICALS</b>	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	<b>\$0.00</b>	<b>\$2,790.00</b>		
<b>\$0.42</b>	<b>DIETARY SUPPL./ THIX. LIQ.</b>	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	<b>\$0.00</b>	<b>\$1,562.40</b>		
	<b>NURSING SUPPLEMENTS</b>	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	<b>\$0.00</b>		<b>FACILITY DELIVERY DAYS-</b>	<b>TUES./ FRI.</b>
	<b>STAFF APPRECIATION</b>	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	<b>\$0.00</b>		<b>NON-HPC FOOD TOTAL-</b>	<b>\$0.00</b>
										<b>WRITTEN-OFF TOTAL</b>	<b>\$0.00</b>

**Inputting Invoice Information**

- The weeks (1 thru 5) on the Spend Down Tool go by calendar weeks. Sunday to Saturday. The first and last weeks of the month may not have a solid 7 days, so starting budgets in those weeks may appear smaller. This spend down tool captures cost from the first to the last day of the month and does not account for invoices/cost that may be accrued.

WEEK ONE	Week's Est. ADC- 110	Days in Week- 3	Week's Beginning Budget- \$1,980.00										
Current Week's PPD	Remaining Week's Budget	Vendor	Invoice Date	Invoice #	Invoice Total	Dietary Food	Non-Food Supplies/ Chemicals	Dietary Supplements / Thix. Liq.	Nursing Supplements	Staff Appreciation	Absorbed Cost (Food Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)	Write-Off G/L #
	\$1,980.00				\$0.00	\$0.00					\$0.00		
	\$1,980.00					\$0.00							
	\$1,980.00					\$0.00							

- As you receive invoices from vendors, fill in the Vendor, Invoice Date, and Invoice Total. Entering the **Invoice Total** applies to all vendors to include HPC, other food vendors, Paper/Chemical, and others dietary related.
- Next, under the subsequent columns of **Non-Food, Dietary Supplements, Nursing Supplements, and Staff Appreciation (these are the examples used, your spend down may appear different due to your companies' GLs)**, you will input the invoice totals of these areas.
- With the Invoice Total in place, the Spend Down tool will automatically deduct these GL amounts from the Invoice Total leaving the Dietary Food cost total.

**Example below:**

WEEK ONE	Week's Est. ADC- 110	Days in Week- 7	Week's Beginning Budget- \$4,620.00										
Current Week's PPD	Remaining Week's Budget	Vendor	Invoice Date	Invoice #	Invoice Total	Dietary Food	Non-Food Supplies/ Chemicals	Dietary Supplements / Thix. Liq.	Nursing Supplements	Staff Appreciation	Absorbed Cost (Food Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)	Write-Off G/L #
	\$4,020.00	HPC	1/1/17	1234567	\$1,000.00	\$600.00	\$200.00	100.00	50.00	50.00	\$0.00		
	\$4,020.00					\$0.00							

Dietary Food = Invoice Total - Supplies – Supplements – Nurs. Supplements – Staff Appreciation

**\*\*DO NOT TYPE IN TO DIETARY FOOD CELLS\*\***

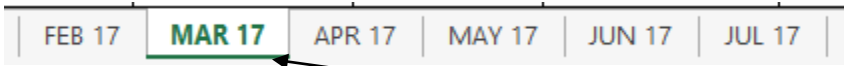
**Absorbed Cost / Written Off Cost Column**

Absorbed Cost is defined as the cost of food used for non-dietary events or requests such as Activities, Marketing, Guest Trays, Staff Events, etc..

ion	Absorbed Cost (Food Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)
	\$0.00	

Enter the food total of the Absorbed Cost in this column and write a description of the reason for the Absorbed cost. These totals are not subtracted from the Invoice Total.





You are done. To go on to the next month, simply click the next month's tab at the bottom of the spend down file and continue adjusting census and inputting invoice information. When opening the Google document, it will always default open to the January tab. Please be sure to select the correct month, prior to entering new information.

We strive to collect spend downs, and complete end of the month reporting and get it back to you by the 10<sup>th</sup> of the month.