

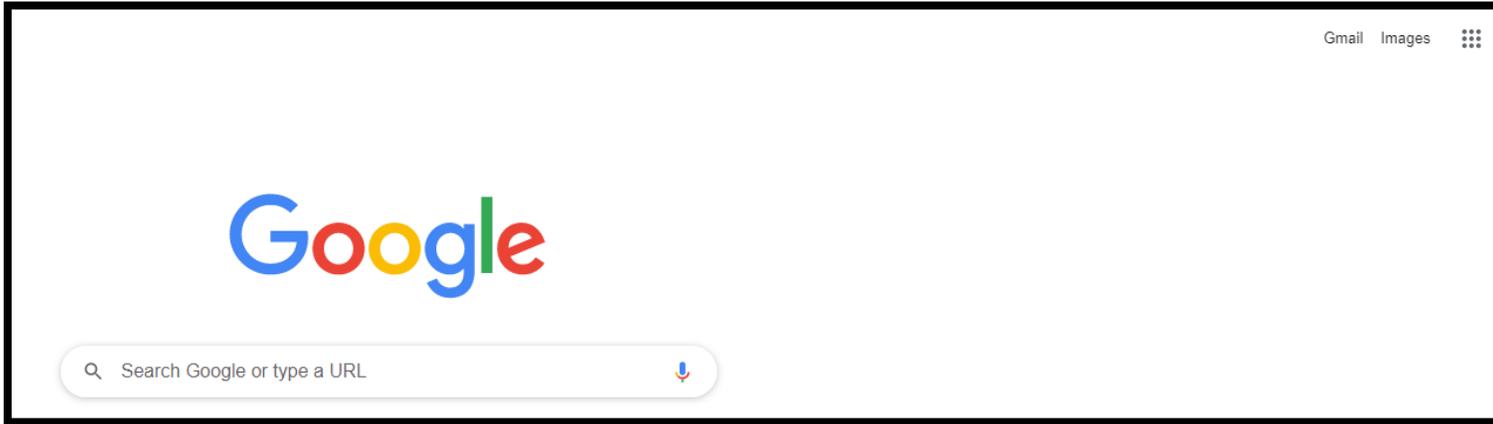


SPEND DOWN 7 TOOL TUTORIAL

12/17/20

To log in to your Google spend Down

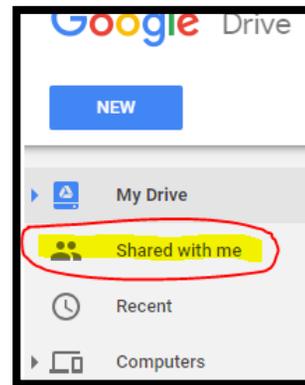
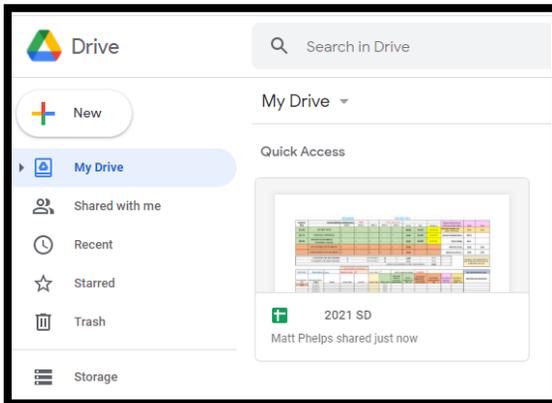
- Find the main Google search screen on the internet. "Google.com" in any search engine.



- Click Sign In in the upper right corner. Presuming you are not already signed in, click on the Google app icon .
- This will bring you to a drop-down menu of your available apps. Locate and click on the **Drive** app. .
- If you see the circle with a letter inside a colored dot (usually F or N) in this same area, you are already logged in and can skip the login process.
- Enter your provided username and password.
Username - _____@gmail.com

Password - _____

Inside of the Google Drive, you may already see your Spend Down Tool. If you do not, on the left, there is a list of options. Select "**Shared with me**".



Google Drive will show the Spend Down for your facility, Recipes for both our Fall/Wntr and Spr/Sum menus and NSC Group shared Files folder.

From here, just click on the spend down icon and once it boots up you are ready to use the spend down.

Save this Spend Down 7 Tool Tutorial to the Desktop on your computer or save to somewhere where you will be able to access it.

The Spend Down looks at the monthly invoices week by week according to the calendar month. Considering the calendar, some 1st weeks and last weeks may not have a full 7 day within them. Your Spend Down Tool accounts for this and is preset.

The week ending date is provided for you.

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.

			Enter Estimated Census Below				Beginning budget includes previous week's ending balance			
WEEK TWO	Week ending- 1/9/21		Week's Est. ADC- 87		Days in Week- 7		Week's Beginning Budget-		\$4,698.00	
Current Week's PPD	Remaining Week's Budget	Vendor	Invoice Date	Invoice #	Invoice Total	Dietary Food	Non-Food Supplies/ Chemicals/ Replacements	Dietary Supplements/ Thix. Liq.	HPC Nursing Supplements (do not include med pass foods)	Non-Dietary Supplies Written Off
\$0.00	\$4,698.00					\$0.00				

Make a note that the Week's Beginning Budget will be affected by the previous week's ending budget. Meaning, if you were over budget on the previous week's food cost dollars, that overage will be deducted from the current week. And vice versa, if you are under budget, that remainder will be added to the current week's total.

Beginning budget includes previous week's ending balance	
Week's Beginning Budget-	\$4,698.00

- Initially, the Actual Monthly Census Days will average weekly census numbers you enter. 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.

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

Fair Price		JANUARY 2012										
Budgeted PPDs	ACTUAL MONTHLY CENSUS DAYS	3658	118.00				Monthly Avg ADC	TOTAL	PPD	VARIANCE(+/-)	Expense Absorbed into Food Cost (FOOD ONLY)	\$0.00
	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5					Absorbed Supplies Cost (Non- Food Only)	\$0.00	
\$6.00	DIETARY FOOD	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$21,948.00	FACILITY DELIVERY DAYS - TUES./FRI.		
\$0.75	SUPPLIES/ CHEMICALS	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$2,743.50	TOTAL HPC SPEND -		
\$0.45	DIETARY SUPPLEMENT/ THICKENED LIQUIDS	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$1,646.10	NON-HPC FOOD -	\$0.00	
	STAFF APPRECIATION	0.00	0.00	0.00	0.00	0.00	\$0.00			NON-HPC SUPPLIES -	\$0.00	
	NURSING SUPPLEMENTS	0.00	0.00	0.00	0.00	0.00	\$0.00			WRITTEN-OFF TOTAL-	\$0.00	
	NON-DIETARY SUPPLIES	0.00	0.00	0.00	0.00	0.00	\$0.00			HPC W/O SUPPLIES-	\$0.00	

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 Week's Beginning Budget in those weeks may appear smaller. This spend down tool captures cost/ invoices from the first to the last day of the month and does not account for invoices/cost that may be accrued.

WEEK ONE	Week ending- 1/5/19	Week's Est. ADC- 118	Days in Week- 5	Week's Beginning Budget- \$3,540.00	Not subtracted from Invoice									
Current Week's PPD	Remaining Week's Budget	Vendor	Invoice Date	Invoice #	Invoice Total	Dietary Food	Non-Food Supplies/ Chemicals	Dietary Supplements/ Thix. Liq.	Staff Appreciation	Nursing Supplements	Non-Dietary Supplies Written Off	Absorbed Cost (Food Only)	Absorbed Supplies Cost (Supplies Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)
	\$3,540.00	HPC Chemical Inv.				\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
	\$3,540.00					\$0.00								
0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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 invoices.
- Entering the Invoice Total allows the following columns to deduct from the invoice total leaving the food portion of the invoice. Invoice totals are a must.
- 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:

Current Week's PPD	Remaining Week's Budget	Vendor	Invoice Date	Invoice #	Invoice Total	Dietary Food	Non-Food Supplies/ Chemicals	Dietary Supplements/ Thix. Liq.	Staff Appreciation	Nursing Supplements	Non-Dietary Supplies Written Off	Absorbed Cost (Food Only)	Absorbed Supplies Cost (Supplies Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)
	\$3,540.00	HPC Chemical Inv.				\$0.00								
	\$3,015.00	HPC	1/3/19	123456	\$1,000.00	\$525.00	\$100.00	\$200.00	\$50.00	\$100.00	\$25.00			Staff break room food and Paper
	\$3,015.00					\$0.00								
	\$3,015.00					\$0.00								

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

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

Spending Dollars

In Spend Downs weeks 1 through 5, the week's beginning balance is influenced by the previous week's remaining dollars.

- If the outcome of the previous week left you a surplus of remaining dollars, those dollars are added in to the present Week's Beginning Budget. And if the outcome of the previous week left you in a deficit, those dollars are subtracted from the present Week's Beginning Budget.

		Enter Estimated Census Below				Beginning budget includes previous week's balance				
WEEK TWO	Week ending- 1/11/20	Week's Est. ADC- 95		Days in Week- 7	Week's Beginning Budget-		\$4,260.00		Not	
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	Abso (Fo
	\$3,525.00	HPC	1/2/20	123456	\$1,000.00	\$735.00	\$250.00	\$15.00		
	\$3,525.00					\$0.00				
	\$3,450.00	Bread Vendor	1/1/20	1234	\$75.00	\$75.00				

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..

Not subtracted from Invoice		
Absorbed Cost (Food Only)	Absorbed Supplies Cost (Supplies Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)
\$25.00	\$2.00	Resident B-day Social

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.

Written Off Cost is defined as the cost of food that has been subtracted from the invoice food cost. Depending on your facility's policy, write-offs may be approved for Activities, Marketing, Staff Events, etc. Staff Appreciation is used in this example.

			Not subtracted from Invoice		
Staff Appreciation	Nursing Supplements	Non-Dietary Supplies Written Off	Absorbed Cost (Food Only)	Absorbed Supplies Cost (Supplies Only)	Written Off/ Absorbed Cost Description (FOOD ONLY)
\$50.00	\$0.00	\$0.00			Employee Break Room Food

Enter the food total of the Written Off Cost in this column and write a description of the reason for the Written-Off cost. These totals will be subtracted from the Invoice total.

