

'How to' Guide on Reading Online Spending Summary Reports

PICS wants to make it easy for you to keep track of your spending. This guide provides step-by-step instructions on how to view and better understand your online spending summary.

Create Your Account:

1. First, you will need a user name and password. Visit www.picsweb.org and look under *Resources*.
 - A. Click *View Spending Summary* and enter your information under *New User Registration* and click *Create Account*. You will be asked to create a user name of at least 8 characters and a password using at least 6 characters containing both numbers and letters—we want to ensure that your password will provide you with maximum protection.
 - B. Next you will need to choose what type of user you are; *client*, *managing party* or *case manager*, and at least one phone number is required. If you would like a spending summary sent to you by mail, be sure to uncheck *Email Spending Summaries reports to me each month*.
 - C. Then, under *Request Access to Spending Summaries*, you'll add the names and information of each client you wish to have access to. You can simply add and remove clients by clicking *add client*, *remove selected* and *remove all* on the bottom of the section. *NOTE: It is very important that you click *Submit Access Request* at the bottom of the page after you have added client information; your registration will not be sent for approval without finalizing this step. Your request will be approved within 2 business days. There is no formal message to inform you that your request has been approved; keep trying to sign in and when your request has been approved you will have access to the spending summary.

Logging In and Viewing Your Spending Summary

2. You can log in to view your Spending Summary by going to www.picsweb.org and clicking *View Spending Summary* under *Resources* on the main page. You will be prompted then to enter your user name and password.
 - A. Once in the system you will select the client name for which Spending Summary you would like to see.
 - B. Next you will choose a Service Agreement. The long number that appears before the date in the drop down box is what the system uses to organize each Agreement; **You will not have record of this number, the only thing you need to verify is the date for which Spending Summary you would like to review.
 - C. Now that you have chosen the date, you'll opt to view the Spending Summary format as an *Overview* or *Detail*. If you choose overview, each category for which you have



allocated funds will appear with the total original amount and the current amount you have left to spend. If you choose detail, a description of every expense in each category will be listed. You can also choose to view only specific dates within the service agreement and if you would like it opened either as a PDF, Excel or Web Page format.

- After your Spending Summary loads, depending on whether you chose to view in detail or an overview, will determine the length and just how detailed the report will appear. The report will state the amount allocated for each category; Personal Assistance, Treatment and Training, Environmental Modifications and Provisions and/or Self-Directed Support Activities. ****Note:** only in the overview option will the total amount of your budget appear along with amount allocated in each subdivision; in the detailed option just the amount for each subdivision will be shown.

An example of both a detailed and overview spending summary are illustrated below:

Detailed Spending Summary:

T2028U1 Personal Assistance / Staffing-Parent Pay

Budget: \$10, 281.00

Spent: \$2,472.54 (24.04%)

Remaining: \$7808.46

Employee/Payee	Ref Number	Pay Period	Hrs	Rate	Pay Date	Amount
Jane Doe	142222	04/10/2008 04/23/2008	38.00	\$14.21	04/21/2008	\$966.28
Jane Doe	142382	04/24/2008 04/30/2008	68.00	\$14.21	05/02/2008	\$483.14
Jane Doe	143311	05/01/2008 05/07/2008	34.00	\$14.21	05/16/2008	\$483.14
TOTALS			140.00			\$2,472.54

T2028U2 Treatment & Training / Staffing Support

Budget \$9,249.50

Spent \$853.99 (9.23%)

Remaining: \$8,395.51

Detailed Spending Summary

One of four categories included in each budget (you do not have to allocate funds into each category)

Total amount allocated in this category.

Dollar amount and percentage spent.

How much you have left under the particular category.

*Employee name, check reference number, pay period beginning and end, number of hours worked in pay period, rate of pay per hour, date check was issued and total amount paid out.
Total number of hours and dollars paid out.*

One of four categories included in each budget (you do not have to allocate funds into each category)

Total amount allocated in this category

Dollar amount and percentage spent.

How much you have left under the particular category.



Employee/Payee	Ref Number	Pay Period	Hrs	Rate	Pay Date	Amount
John Doe	142383	04/10/2008 04/23/2008	24.00	\$14.23	05/02/2008	\$341.52
John Doe	143312	04/24/2008 04/30/2008	12.00	\$14.23	05/07/2008	\$170.80
John Doe	143312	05/16/2008 05/01/2008	<u>12.00</u>	\$14.23	05/16/2008	<u>\$170.80</u>
TOTALS:			48.00			\$683.12

Employee name, check reference number, pay period beginning and end, number of hours worked in pay period, rate of pay per hour, date check was issued and total amount paid out.
Total number of hours and dollars paid out.

Overview Spending Summary:

Overview Spending Summary

T2028U1 Personal Assistance

One of four categories included in each budget (you do not have to allocate funds into each category)

Budget: \$5,123.28

Total amount allocated in this category

Spent: \$2,472.54 (48.2%)

Dollar amount and percentage spent.

Remaining: \$2,650.74

How much you have left under the particular category.

T2028U2 Treatment & Training

One of four categories included in each budget (you do not have to allocate funds into each category)

Budget: \$6,249.50

Total amount allocated in this category

Spent: \$853.99 (13.6%)

Dollar amount and percentage spent.

Remaining: \$6,395.51

How much you have left under the particular category.