managing home and resident ledgers.

Ledgers provide a facility to record costs outside of the usual Home running costs. Examples may include petty cash and home costs such as essential maintenance or resident trips. CoolCare enables the accurate recording of such costs to allow the reconciliation of expense or bank spend. This guide looks at ledgers for both home and residents.

home ledger and petty cash.

When your care home requires any maintenance performing which comes at a cost, or perhaps costs associated with a resident trip, these should be recorded to keep track of the outgoings. Both the home ledger and petty cash ledger work the same way, the only difference being the account and balance each ledger relates to.

The home/petty cash ledger allows you to record such costs on CoolCare and maintain accurate records of those associated costs.

- Navigate to **Care Home - Ledger**
- Select **Home Ledger** or **Petty Cash**

Home Ledger Items Current Balance: £100.00

Showing: 01/01/2025 - 13/05/2025 📅

| + Insert | ▼ Filter ▼ | ☑ Authorise | | 🖨 Print | 🔔 Export CSV |

	Item No	Date	Type	Description	Amount	Authorised	Receipt
☐	9	05/05/2025	Other	Balance update	£40.00		
☐	8	01/04/2025	Consumables		(£28.00)		✔
☐	7	29/03/2025	Postage/Stationary		(£10.00)		✔
☐	6	18/02/2025	Maintenance		(£40.00)		✔
☐	5	01/01/2025	Other	Balance update	£100.00		

Balance brought forward: £38.00

Closing balance: £100.00

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By default, the ledgers will show any items added within the last month from today's date. You can change the dates to extend or narrow down which period the ledger is looking at.

Please note: The ledgers can only show a maximum of one year when selecting the dates.

You can also filter the ledgers based on the types of items and whether they are authorised.

recording purchase or credit.

On the ledger select the **+Insert** button at the top of the page. This will open the New Home Ledger/New Petty Cash Item page.

New Home Ledger Item

Type Required

 -               ▾

Purchased / Received From

Date Required

Description

Amount Required

£ _____ ☐ Credit

☐ **Receipt** Required

Reason for no receipt

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Fill out the details required:

- Type – How to categorise the ledger item (e.g. purchases, maintenance costs, transport, credit)
    - o These are defined by your Ledger Item Types lookup, please see our *Adding and Amending Lookups* guide for more information.
- Purchased/Received From – Where the purchase was made from
- Date – When the purchase/credit was made
- Description – Any extra detail you require
- Amount – The purchase/credit value
- Credit – tick this box if you're adding a credit to the ledger to add to the balance
- Receipt – tick this box if you have a receipt for the purchase
    - o Reason for no receipt – if you've not ticked the box above you can input a reason for not having a receipt (e.g. the item is a credit with no receipt required)

Please Note: It is important to obtain a receipt for expensed items to enable the recovery of VAT and proof of purchase.

Once all details are filled in, click **Save** to add this to the ledger.

Please Note: Costs entered on the ledgers are unauthorised costs until such time a user with the appropriate security permissions reviews the costs and authorises the expense.

authorising a ledger item.

Expenses and receipts of funds can be authorised. This is a further security process within the Home to ensure funds are managed appropriately. Often, a superior user within the Home will authorise to confirm monies have been paid out to a supplier for emergency maintenance for example or to recognise monies received in to the Home.

To authorise an item in the leger:

- Navigate to **Care Home – Ledger**
- Select the ledger you wish to open
- Tick the box to the left of the items you wish to authorise
- Select **Authorise**

Please Note: Once a ledger item is authorised it can no longer be edited, and you can see which user authorised the item when you open it. If you untick the **Authorised** option on the ledger item, it can be edited again.

exporting the ledger.

To create a report of the ledger items, you can export the ledger to a .csv file for circulation or further data modelling.
To export the ledger:

- Open the ledger you wish to export
- Select the date range you want to export the ledger from and to
- Select **Export CSV**

This will give you a .csv file listing all ledger items within the chosen date range and details of each item.

	A	B	C	D	E	F
1	Date	Description	Type	Amount (£)	Receipt	Authorised
2	05/05/2025	Balance update	Other	40	No	Yes
3	01/04/2025		Consumables	-28	Yes	Yes
4	29/03/2025		Postage/Stationary	-10	Yes	Yes
5	18/02/2025		Maintenance	-40	Yes	No
6	01/01/2025	Balance update	Other	100	No	No

resident ledger.

This facility enables you to record expenses directly relating to a resident at the home as an alternative to invoicing via billable extras on the resident's invoices. You may also record monies deposited with the home from family members to pay for ancillary costs for the specific resident.

To access the resident ledger:

- Navigate to **Residents – Resident Records**
- Open the resident you wish to access the ledger for
- Select **Billing - Ledger**

Elizabeth Ainsworth

Absent (1 days)

Room No: 10A

Admission Date: 02/11/2023

Weekly Fee: £820.00

Home: Sam's Home

Dependency Level: 1 - Low Risk

Care Type: Residential

Covid-19 status: -

General | Admission & Discharge ▼ | Billing ▼ | Contacts | Documents ▼ | Rooms | Absences | Vaccination

Ledger Current Balance: £40.00

Showing: 02/11/2023 - 13/05/2025

+ Insert | ▼ Filter ▼ | ✎ Authorise | 🖶 Print | ⬇ Export CSV

	Item No	Date	Type	Description	Amount	Authorised	Receipt
☐	2	07/06/2024	Hairdressing		(£10.00)		✔
☐	1	02/11/2023	Credit	Starting Balance	£50.00		

Balance brought forward: £0.00

Closing balance: £40.00

recording purchase or credit.

On the ledger select the **+Insert** button at the top of the list. This will open the New Individual Ledger Item page.

Fill out the details required:

- Type – How to categorise the ledger item (e.g. purchases, credit)
  - o These are defined by your Ledger Item Types lookup, please see our *Adding and Amending Lookups* guide for more information.
- Date – When the purchase/credit was made
- Description – Any extra detail you require
- Amount – The purchase/credit value
- Credit – tick this box if you're adding a credit to the ledger to add to the balance
- Receipt – tick this box if you have a receipt for the purchase
  - o Reason for no receipt – if you've not ticked the box above you can input a reason for not having a receipt (e.g. the item is a credit with no receipt required)

Please Note: It is important to obtain a receipt for expensed items to enable the recovery of VAT and proof of purchase.

Once all details are filled in, click **Save** to add this to the ledger.

Please Note: Costs entered on the ledger are unauthorised costs until such time a user with the appropriate security permissions reviews the costs and authorises the expense.

authorising a ledger item.

Expenses and receipts of funds can be authorised. This is a further security process within the record to ensure funds are managed appropriately.

- Navigate to **Care Home – Ledger**
- Select the ledger you wish to open
- Tick the box to the left of the items you wish to authorise
- Select **Authorise**

exporting the ledger.

To create a report of the individual ledger items, you can export the ledger to a .csv file for circulation or further data modelling. To export the ledger:

- Open the ledger on the resident's record
- Select the date range you want to export the ledger from and to
- Select **Export CSV**

This will give you a .csv file listing all ledger items within the chosen date range and details of each item.