

Managing Home and Resident Ledgers

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Introduction

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

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. Often, the Home Ledger is used for resident 'comfort funds.

The Home Ledger allows you to record such costs on CoolCare and maintain accurate records of those associated costs.

- From the left hand-hand menu, click on Care Home to expand the section
- Click Ledger
- Click Home Ledger

Home Ledger Items Current Balance: £3,991.03

Showing: 01/10/2018 - 01/11/2018

[Insert](#) [Filter](#) [Authorise](#) [Print](#) [Export CSV](#)

Item No	Date	Type	Description	Amount	Authorised	Receipt
15	01/11/2018	Electrical Items	Purchase 50 inch TV	(£699.99)	✓	✓
14	01/11/2018	Other	Credit into Ledger	£5,000.00	✓	✓
16	17/10/2018	Maintenance	New PVC Door fitted	(£765.98)	✓	✓

Balance brought forward: £457.00
Closing balance: £3,991.03

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Recording a Home Ledger Cost

- Choose Home Ledger, from the Ledger menu
- Click Insert

New Home Ledger Item

Type Required: Trip

Purchased / Received From:

Date Required:

Description:

Amount Required: £ Credit

Receipt Required:

Reason for no receipt:

[Back](#) [Save](#)

- From the drop-down list, choose an appropriate cost type

The types are defined in the Lookups section of CoolCare

- Enter the date that the cost refers
- Complete a description of the cost
- Enter the amount
- Click to tick the 'Receipt' flag to indicate a receipt is obtained
- If no receipt is obtained, enter a reason for this.

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

- If the cost is a purchased item, enter the supplier from where the Purchase was made
- Click Save

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.

Recording a Home Ledger Item – Money Received

- Choose Home Ledger, from the Ledger menu
- Click Insert
- From the drop-down list, choose an appropriate cost type

The types are defined in the Lookups section of CoolCare

- Enter the date that the receipt refers
- Complete a description of the received funds, for example 'Ledger top up' where monies are received to support a planned resident trip.
- Enter the amount
- Tick the 'Credit' box to denote monies coming in to the Home
- Enter in the no receipt required field 'n/a'.
- For received funds, enter in the 'Received From' field the source of the funds for example 'Bank Transfer'
- Click Save

Monies entered on the Ledger are unauthorised until such time a user with the appropriate security permissions reviews the costs and authorises the receipt of the funds.

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.

- Navigate to the Home Ledger
- Tick the box to the left of the item you wish to authorise
- Click 'Authorise'

The screenshot displays the 'Home Ledger Items' page in the CoolCare system. The page title is 'Home Ledger Items' with a subtitle 'Current Balance: (£70.00)'. Below the title, there is a date range selector showing 'Showing: 13/08/2022 - 13/09/2022'. There are buttons for '+ Insert', 'Filter', 'Authorise', 'Print', and 'Export CSV'. The main table has the following data:

Item No	Date	Type	Description	Amount	Authorised	Receipt
<input type="checkbox"/> 1	13/09/2022	Maintenance	Tv repair	(£50.00)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	07/09/2022	Motor/Travel	Travel allowance work trip	(£20.00)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there is a 'Balance brought forward:' section showing £0.00 and a 'Closing balance:' section showing (£70.00). A 'Back' button is located at the bottom left of the table area.

- Note the item is authorised with a check box and the item can no longer be amended and the authorisers and date are visible on the record

Edit Home Ledger Item #1

Type Required
Maintenance

Date Required
13/09/2022

Description
Tv repair

Amount Required
£ 50.00 ☐ Credit

☒ Receipt Required

Purchased / Received From

☐ Authorised

Authorised By: Maurice Sharp
Date Authorised: 13/09/2022

Click here to unauthorised a ledger item
This item can now be amended

← Back Save

Exporting the Ledger

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

- From the Home Ledger
- Select the date range you want to export the ledger from and to
- Click Export CSV

	A	B	C	D	E	F	G
	Date	Description	Type	Amount (£)	Receipt	Authorised	
1	06/03/2020	Ledger Top up	Other	1000	No	Yes	
2	06/03/2020	Ledger top up	Other	1000	No	Yes	
3	06/03/2020	Ledger Top Up	Other	100	No	Yes	
4	12/02/2020	To Fix Leaking Sink	Maintenance	-80	Yes	Yes	

Petty Cash Ledger

Keeping track of incomings and outgoings is very important for care home. The Petty Cash Ledger allows you to keep accurate records of ancillary expenses such as stationery purchases, travel reimbursements or birthday cards.

Keeping accurate records will enable you to reconcile your opening balance on the Petty Cash Ledger to those expensed items and the resulting balance will be an accurate reflection of monies in the Home. Holding accurate records enables you to identify any discrepancies easily.

- From the Care Home menu, click Ledger
- Click Petty Cash

Petty Cash Current Balance: £129.01

Showing: 01/10/2018 - 01/11/2018

Buttons: Insert, Filter, Authorise, Print, Export CSV

Item No	Date	Type	Description	Amount	Authorised	Receipt
3	23/10/2018	Maintenance	Window Cleaning	(£45.00)	✓	✓
4	16/10/2018	Consumables	Printer Cartridge Black	(£10.99)	✓	✓
2	09/10/2018	Postage/Stationary	1 x 500 A4 Envelopes	(£15.00)	✓	✓
1	01/10/2018	Other	Add Credit to Petty cash	£200.00	✓	✓
Balance brought forward:				£0.00		
Closing balance:				£129.01		

Back

Recording a Petty Cash Expense

- Choose Petty Cash Ledger, from the Ledger menu
- Click Insert

New Petty Cash Item

Type required: Newspapers

Purchased / Received From: J M Smith Newsagent

Date required: 06/03/2020

Description: Newspaper for Reception

Amount required: £ 1.25 ☐ Credit

☒ Receipt required

Buttons: Back, Save

- From the drop-down list, choose an appropriate type.

The types are defined in the Lookups section of CoolCare

- Enter the date that the cost refers
- Complete a description of the cost
- Enter the amount
- Click to tick the 'Receipt' flag to indicate a receipt is obtained
- If no receipt is obtained, enter a reason for this.

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

- If the cost is a purchased item, enter the supplier from where the Purchase was made
- Click Save
- From the Petty Cash Home menu, notice the opening balance has changed

Opening Balance – Petty Cash Cost Items = Closing Balance

The screenshot shows the 'Petty Cash' section of the CoolCare system. A green success message at the top states: 'Success - Petty cash item has been saved successfully'. Below this, the 'Petty Cash' header shows a 'Current Balance: £11,135.03'. A date range filter is set to '06/02/2020 - 06/03/2020'. There are buttons for '+ Insert', 'Filter', 'Authorise', 'Print', and 'Export CSV'. The main table lists transactions with columns: Item No, Date, Type, Description, Amount, Authorised, and Receipt. The table contains three entries for newspapers. Below the table, a summary shows 'Balance brought forward: £11,147.28' and 'Closing balance: £11,135.03'. A '+ Back' button is at the bottom left.

Item No	Date	Type	Description	Amount	Authorised	Receipt
15	06/03/2020	Newspapers	Newspaper for Reception	(£1.25)		✓
12	13/02/2020	Newspapers	10 copies of the Telegraph	(£10.00)		✓
13	12/02/2020	Newspapers	test	(£1.00)		

Balance brought forward: £11,147.28
Closing balance: £11,135.03

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.

You may also want to lock down Petty Cash entries to current month only to enable the Finance department to record the Petty Cash closing balance as at their Finance period end. To prevent users from entering Petty Cash items outside of the current month, review the User Group Permission settings.

Recording Petty Cash – Money Received

- Choose Petty Cash Ledger, from the Ledger menu
- Click Insert
- From the drop-down list, choose an appropriate type.

The types are defined in the Lookups section of CoolCare

- Enter the date that the receipt refers
- Complete a description of the received funds, for example 'Petty Cash top up' where monies are received to support ancillary cost such as stationery.
- Enter the amount
- Tick the 'Credit' box to denote monies coming in to the Home
- Enter in the no receipt required field 'n/a'.
- For received funds, enter in the 'Received From' field the source of the funds for example 'Bank Transfer'
- Click Save

Monies entered on the Ledger are unauthorised until such time a user with the appropriate security permissions reviews the costs and authorises the receipt of the funds.

Resident Ledger

This facility enables you to record expenses directly relating to a resident at the Home, this is an alternative to invoicing for 'Billable Extras' on the resident's fee invoice produced each month. You may also record monies deposited with the Home from family members to pay for ancillary costs for the specific resident.

- From the Resident menu item on the left-hand pane, choose Resident Record
- Locate the resident for whom you wish to enter a Ledger item and open the record
- From the Billing drop down menu, choose Ledger
- Click Insert to record a new expense or monies received

Dean Reeve

Admission Date: 24/06/2022
Weekly Fee: £1000.00
Home: Moe's Home

Dependency Level: 1 - Low Risk
Care Type: Regular
Covid-19 status: -

Current Balance: £76.01

Showing: 13/08/2022 - 13/09/2022

Item No	Date	Type	Description	Amount	Authorised	Receipt
<input type="checkbox"/> 2	09/09/2022	Electricals	Radio	(£29.99)	✓	✓
<input type="checkbox"/> 3	07/09/2022	Hairdressing	Haircut and shave	£10.00	✓	✓
<input type="checkbox"/> 4	01/09/2022	Credit	Cash balance	£100.00		✓
<input type="checkbox"/> 1	24/08/2022	Papers/Magazines	Monthly subscription to new ma	(£4.00)		✓

Balance brought forward: £0.00
Closing balance: £76.01

- From the drop-down list, choose an appropriate Type
- Enter the date the expense occurred or money received
- Enter a supporting description
- Enter the Amount. Where monies are received, click the 'Credit' flag
- Tick the receipt box to record a receipt is obtained, if no receipt is received enter a reason to support this.
- Click Save

Authorising a Resident 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.

- Navigate to the Resident Ledger page
- Tick the box to the left of the item you wish to authorise
- Click 'Authorise'
- Note the item is authorised with a check box

Click here to authorise your ledger item

Edit the dates to search for suitable items

Dean Reeve
 Admission Date: 24/06/2022
 Weekly Fee: £1000.00
 Home: Moe's Home
 Dependency Level: 1 - Low Risk
 Care Type: Regular
 Covid-19 status: -

Edit Individual Ledger Item #3

Type Required: Hairdressing
 Date Required: 07/09/2022
 Description: Haircut and shave
 Amount Required: £ 10.00
 Receipt Required: ☐

☒ Authorised
 Authorised By: Maurice Sharp
 Date Authorised: 13/09/2022

Buttons: Back, Save

Callout: To unauthorised an item click here
 You can then amend the item

Exporting the Ledger

- From the Resident Ledger within the Resident Record
- Set the start and end date for the items you wish to export
- click Export CSV, the results can be opened in Ms Excel

	A	B	C	D	E	F	G
1	Date	Description	Type	Amount (£)	Receipt	Authorised	
2	06/03/2020	Cash received from J Mallone, Mrs Walker's niece	Cash from Relative	150	No	Yes	
3	25/01/2019	Newspaper	Essentials	-1	Yes	No	
4	25/01/2019	Gift	Other	-50	Yes	No	
5							

Review

Date	Version	Reviewed By	Comments
06/03/2020	V1.4.8.01_draft	Michaela Regan	Create draft document
13/09/2022		Maurice Sharp	