

# Managing Resident & Home Ledger

## Review

Date	Version	Reviewed By	Comments
06/03/2020	V1.4.8.01_draft	Michaela Regan	Create draft document

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## Introduction

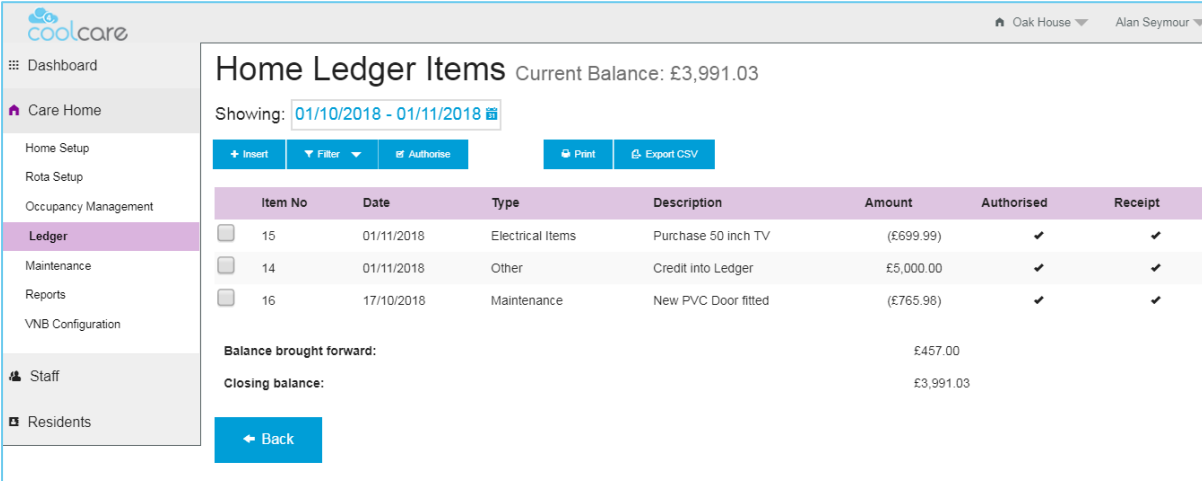
Ledgers provide a facility to record costs outside of the usual Home running costs. Examples may include Petty Cash and Home costs such as essential maintenance or resident trips. CoolCare enables the accurate recording of such costs to allow the reconciliation of expense or bank spend.

## 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



coolcare

Oak House Alan Seymour

Dashboard

Care Home

Home Setup

Rota Setup

Occupancy Management

**Ledger**

Maintenance

Reports

VNB Configuration

Staff

Residents

### Home Ledger Items

Current Balance: £3,991.03

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

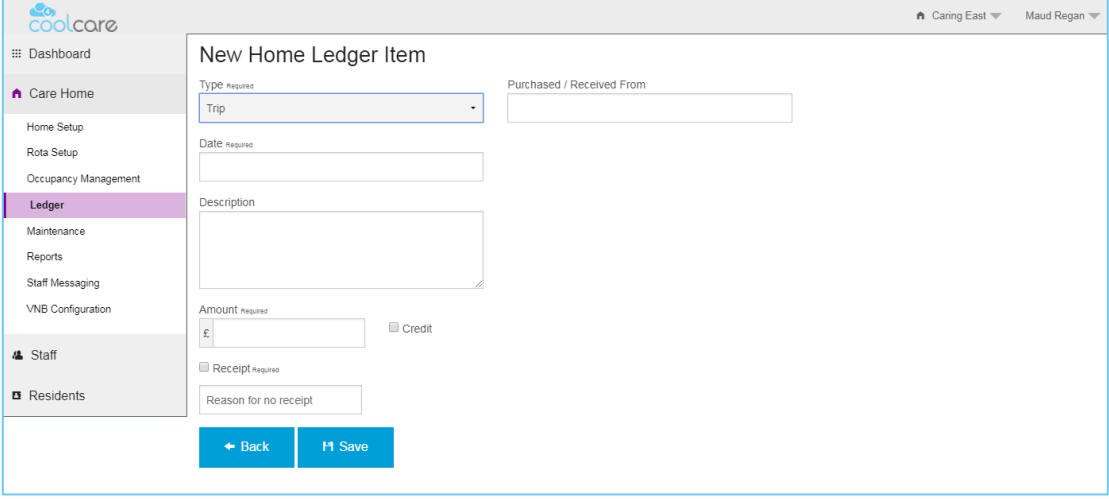
+ Insert Filter Authorise Print Export CSV

Item No	Date	Type	Description	Amount	Authorised	Receipt
<input type="checkbox"/> 15	01/11/2018	Electrical Items	Purchase 50 inch TV	(£699.99)	✓	✓
<input type="checkbox"/> 14	01/11/2018	Other	Credit into Ledger	£5,000.00	✓	✓
<input type="checkbox"/> 16	17/10/2018	Maintenance	New PVC Door fitted	(£765.98)	✓	✓
<b>Balance brought forward:</b>				£457.00		
<b>Closing balance:</b>				£3,991.03		

← Back

## Recording a Home Ledger Cost

- 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 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

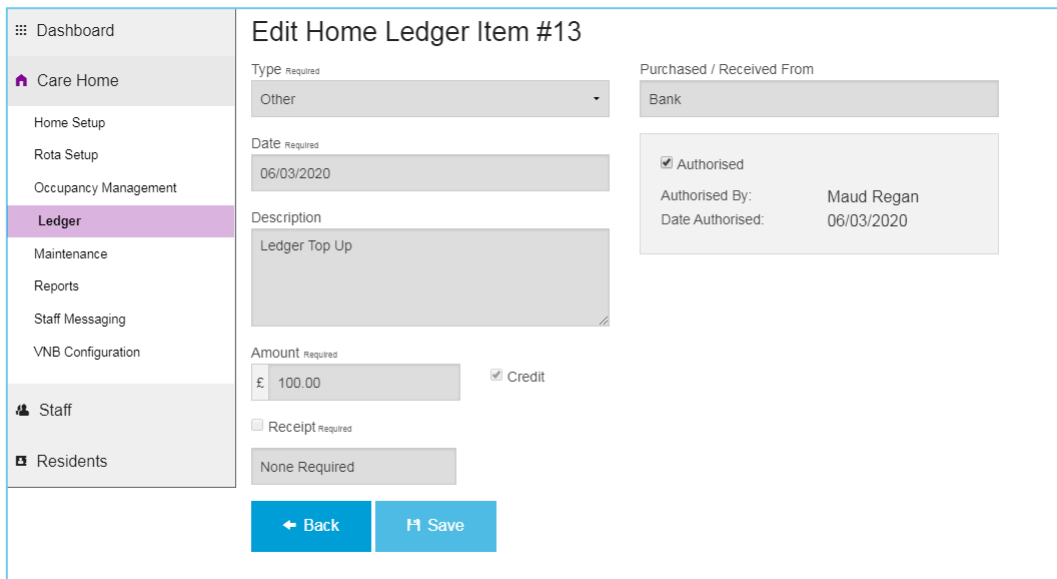
Monies entered on the Ledger are unauthorised until such time a user with the appropriate security permissions reviews the costs and authorises the receipt of the funds.

### 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'
- 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

### Once a Ledger entry has been authorised, it cannot be unauthorised



The screenshot shows the 'Edit Home Ledger Item #13' form. The left sidebar contains navigation options: Dashboard, Care Home, Home Setup, Rota Setup, Occupancy Management, Ledger (highlighted), Maintenance, Reports, Staff Messaging, VNB Configuration, Staff, and Residents. The main form area includes the following fields and options:

- Type Required:** Other
- Date Required:** 06/03/2020
- Description:** Ledger Top Up
- Amount Required:** £ 100.00
- Receipt Required:** None Required
- Purchased / Received From:** Bank
- Authorisation:**  Authorised
- Authorised By:** Maud Regan
- Date Authorised:** 06/03/2020
- Additional Options:**  Credit

At the bottom of the form are two buttons: 'Back' and '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

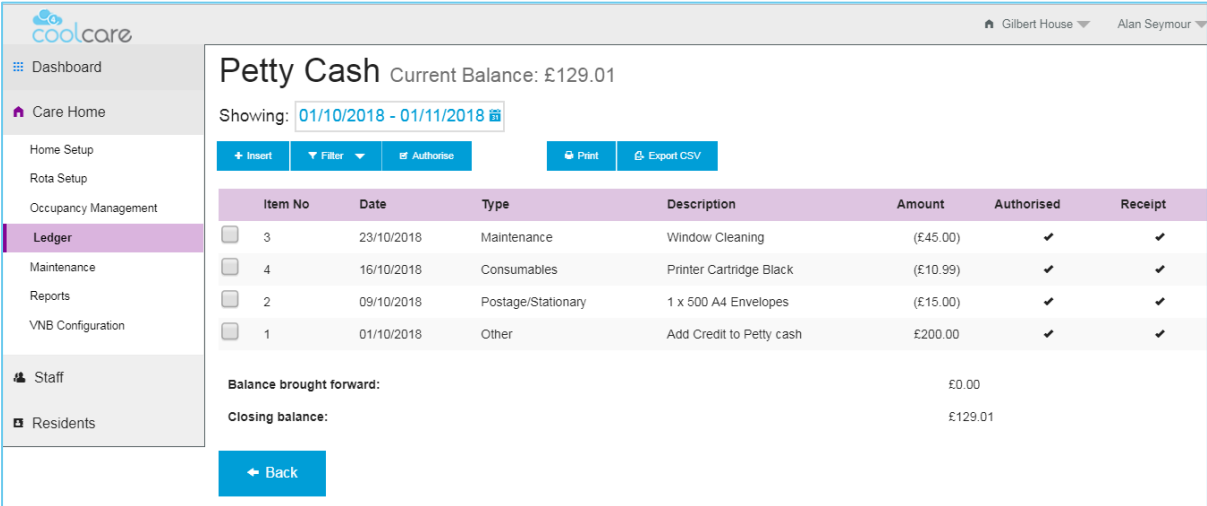
A	B	C	D	E	F	G
Date	Description	Type	Amount (£)	Receipt	Authorised	
06/03/2020	Ledger Top up	Other	1000	No	Yes	
06/03/2020	Ledger top up	Other	1000	No	Yes	
06/03/2020	Ledger Top Up	Other	100	No	Yes	
12/02/2020	To Fix Leaking Sink	Maintenance	-80	Yes	Yes	

## Petty Cash Ledger

Keeping track of incomings and outgoing 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



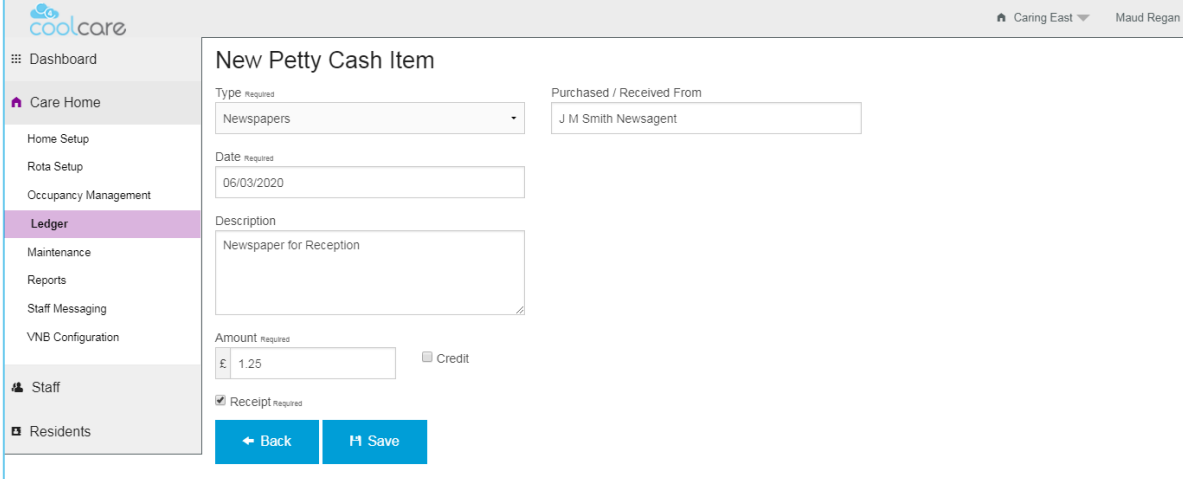
The screenshot shows the 'Petty Cash' ledger interface. At the top, it displays 'Petty Cash' and 'Current Balance: £129.01'. Below this, there is a date range selector showing '01/10/2018 - 01/11/2018'. There are buttons for '+ Insert', 'Filter', 'Authorise', 'Print', and 'Export CSV'. The main table lists items with columns for Item No, Date, Type, Description, Amount, Authorised, and Receipt. The items listed are:

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	✓	✓

Below the table, there are summary rows: 'Balance brought forward: £0.00' and 'Closing balance: £129.01'. A 'Back' button is located at the bottom left of the main content area.

## Recording a Petty Cash Expense

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



The screenshot shows the 'New Petty Cash Item' form in the CoolCare system. The form is titled 'New Petty Cash Item' and is located within the 'Ledger' menu. The form fields are as follows:

- Type:** Newspapers (selected from a drop-down list)
- Purchased / Received From:** J M Smith Newsagent
- Date:** 06/03/2020
- Description:** Newspaper for Reception
- Amount:** £ 1.25
- Credit:**
- Receipt required:**

At the bottom of the form, there are two buttons: 'Back' and 'Save'.

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

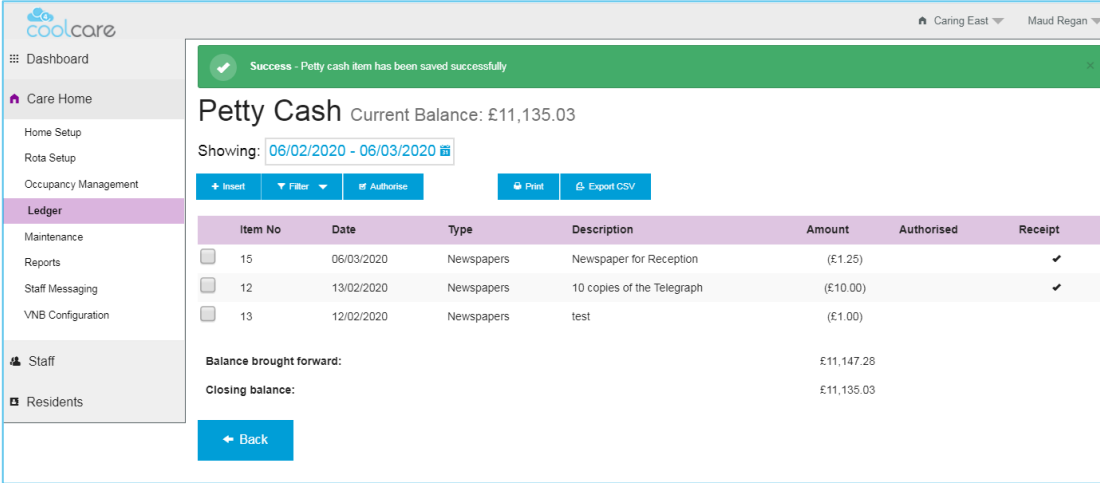
### The types are defined in the Lookups section of CoolCare

- 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**



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

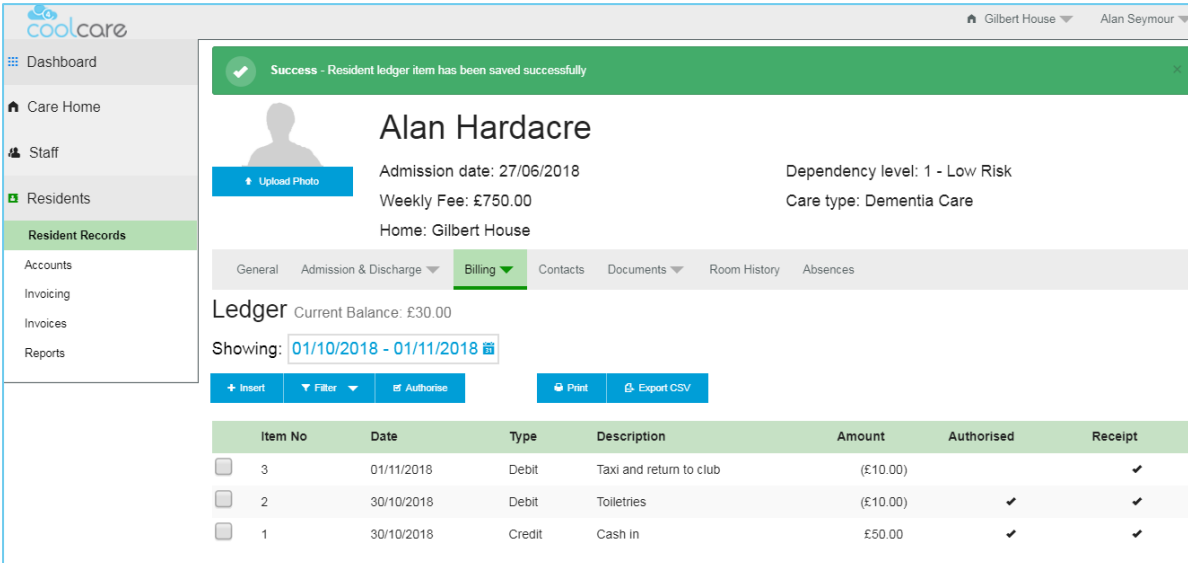
Monies entered on the Ledger are unauthorised until such time a user with the appropriate security permissions reviews the costs and authorises the receipt of the funds.



## 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 residents 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



Success - Resident ledger item has been saved successfully

**Alan Hardacre**  
 Admission date: 27/06/2018  
 Weekly Fee: £750.00  
 Home: Gilbert House  
 Dependency level: 1 - Low Risk  
 Care type: Dementia Care

General Admission & Discharge **Billing** Contacts Documents Room History Absences

Ledger Current Balance: £30.00  
 Showing: 01/10/2018 - 01/11/2018

+ Insert Filter Authorise Print Export CSV

Item No	Date	Type	Description	Amount	Authorised	Receipt
<input type="checkbox"/> 3	01/11/2018	Debit	Taxi and return to club	(£10.00)		✓
<input type="checkbox"/> 2	30/10/2018	Debit	Toiletries	(£10.00)	✓	✓
<input type="checkbox"/> 1	30/10/2018	Credit	Cash in	£50.00	✓	✓

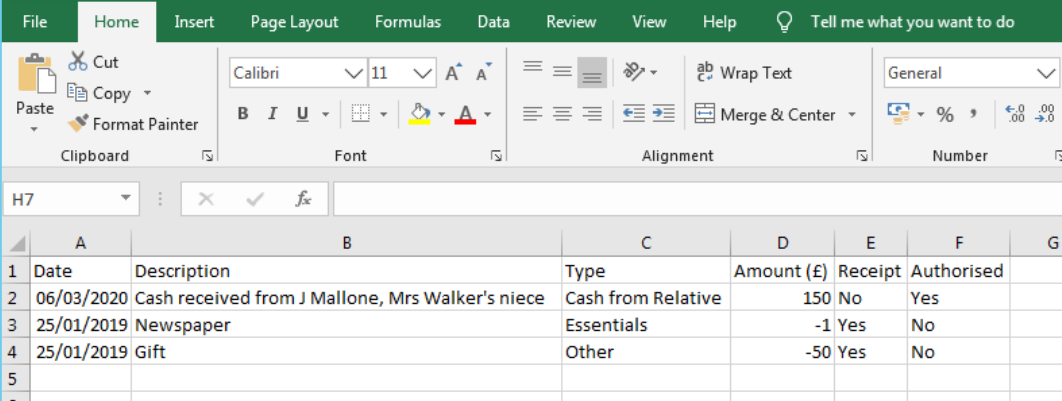
- From the drop-down list, choose an appropriate Type
- Enter the date the expense occurred or money received
- Enter a supporting description
- Enter the Amount. Where monies are received, click the 'Credit' flag
- Tick the receipt box to record a receipt is obtained, if no receipt is received enter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

## Authorising a Resident Ledger Item

Items entered on the Resident ledger are unauthorised. Refer to the section above to authorise resident ledger items.

## 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							