

FEMS Tip Sheet: How to Create CRA and GST Claims

A governance claim is for any director of a **PHYSICIAN SOCIETY** to attend a facility engagement governance activity (i.e., an MSA executive meeting, a working group meeting, etc.) Because directors of a physician society are considered employees, these claims have payroll taxes and CPP deducted. Your accounting software does these calculations. Once a governance claim is marked paid in FEMS, an expense must be added to FEMS to account for the tax and CPP amounts filed with the CRA.

The same process can also be used to reconcile GST payments.

How to solve it in FEMS

1. **FEMS ADMINISTRATORS:** Create a new engagement activity named CRA Expenses and be sure to select the relevant MOU category noted below.



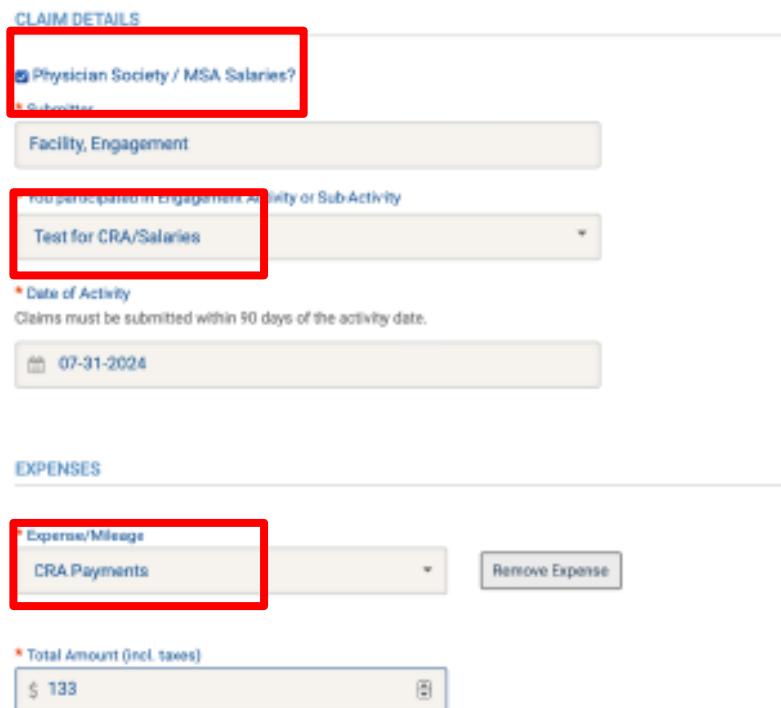
* MOU Category

CRA Payments

Non-Physician Salaries

CRA Payments

2. **FINANCE ADMINISTRATORS:** When submitting a claim for CRA/GST payments select Submit an Expense. Click the text box at the top of the claim and select the activity from step 1. Select which type of expense it is. It will not ask you for a receipt. Submit claim as usual.



CLAIM DETAILS

Physician Society / MSA Salaries?

Submitter

Facility, Engagement

no participation in Engagement Activity or Sub Activity

Test for CRA/Salaries

* Date of Activity
Claims must be submitted within 90 days of the activity date.

07-31-2024

EXPENSES

Expense/Mileage

CRA Payments

Remove Expense

* Total Amount (incl. taxes)

\$ 133

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- The claim will automatically move to PAID status in FEMS, no approval required.
 - NOTE: If you need to adjust the claim, or it was made in error, you can reverse the claim as noted below and it will move to declined status.

[Dashboard](#) > [Claims](#) > Claim #5YVGZR

Claim #5YVGZR Paid

Add Comment

Reverse Salary Claim

CLAIM DETAILS

Claimant	Facility, Engagement
Date of Submission	Aug. 01, 2024
Date of Activity	Jul. 30, 2024
Physician Society/MSA	F.E. Services Inc.
Engagement Activity	Test for CRA/Salaries

- Complete the payment to CRA as normal in the accounting software.