

## Portfolios and FEMS

As FEMS evolves, we've listened to MSAs who want to easily pay physicians, allied health professionals, and vendors for non-FE activities. We're excited to introduce portfolios within FEMS! This feature allows MSAs to manage multiple funding sources within a single bank account.

Portfolios function as unique wallets in FEMS, keeping funding streams like EHR, PHP, and Shared Care distinct in both the system and the MSA's financial statements.

When the portfolio option is activated, MSAs can create tailored engagement activities for specific funding sources without affecting their main FE funding. This simplifies financial management and helps MSAs maximize their resources effectively.

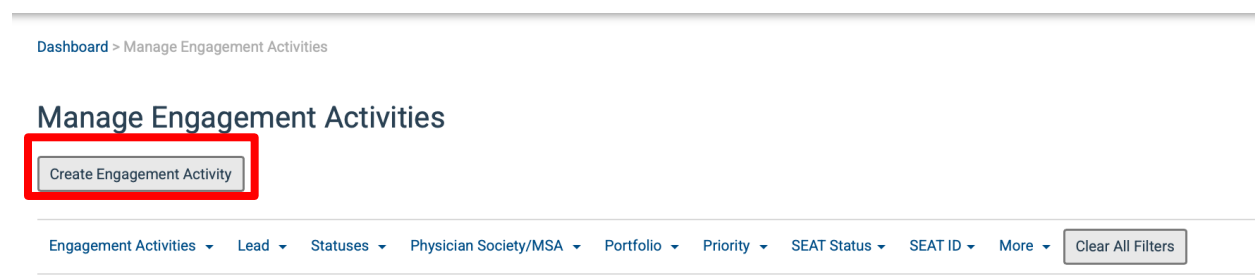
The portfolio option will be enabled for all MSAs that have received EHR funding and can be enabled for all other approved funding options, as needed. Please contact your Engagement Partner to discuss which funding streams are eligible.

## Using Portfolios for FEMS Administrators

1. Sign in to FEMS as usual.
2. Select the activities tab.



3. Click on the create engagement activity button.



# FEMS Tip Sheet: FEMS Portfolios Overview

4. Complete the engagement activity information as usual. The only addition is a new field, portfolio, at the end of the first page. Specify the portfolio from which this EA is being funded (e.g. Facility Engagement, EHR, PHP). Note: Unless changed to a specific portfolio, all activities will be defaulted to Facility Engagement.

\* Portfolio

Facility Engagement	▼
EHR Funding	
Facility Engagement	
Health Authority Funding	
Physician Health Program	
Shared Care Funding	

5. Complete the remaining tabs as usual and click the submit activity for approval button.

Save Draft

Submit Activity for Approval

< Back

Cancel

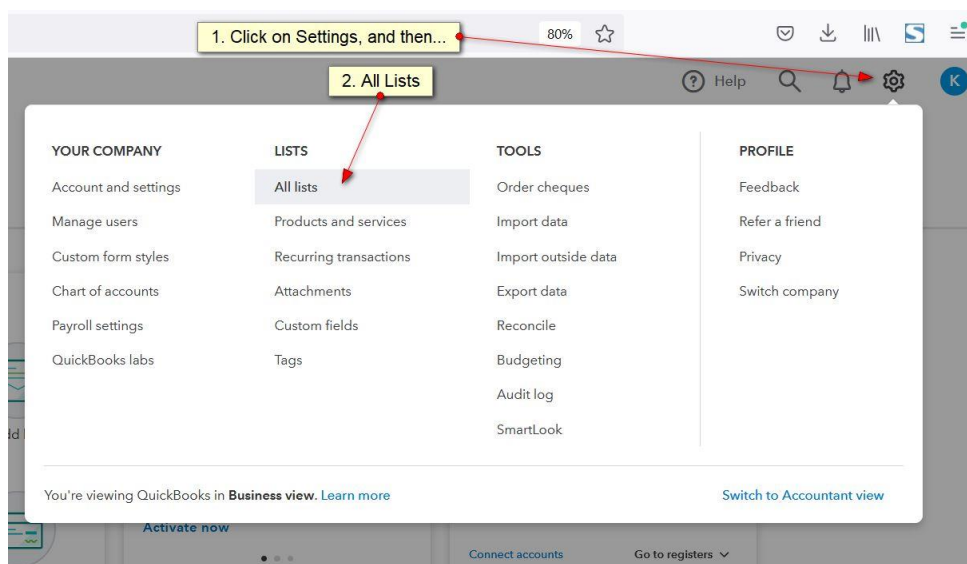
## Using Portfolios for FEMS Accountants and Bookkeepers

**FEMS Administrators:** Please be sure that your MSA accountant/bookkeeper has a copy of the instructions below.

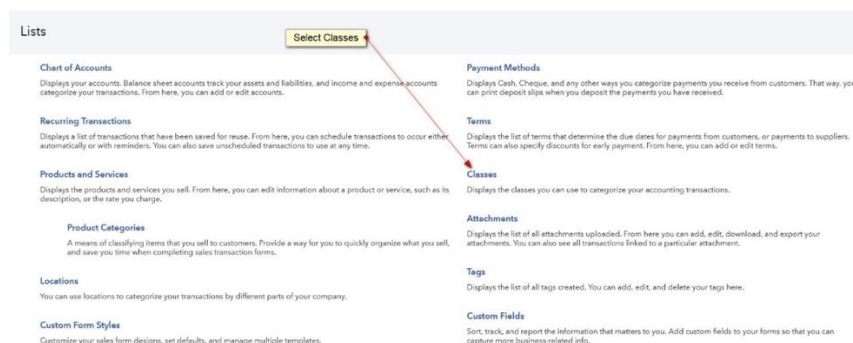
### QuickBooks

If the MSA has portfolios **enabled**, then FEMS attaches a portfolio flag to indicate to which portfolio the finance transactions are associated. The accounting system used for your MSA requires a one-time setup action.

1. Sign in to QuickBooks as usual.
2. Go to Settings and select "All Lists".



3. Then select Classes.



# FEMS Tip Sheet: FEMS Portfolios Overview

4. Select New and specify the class name exactly as the portfolio is named in FEMS, e.g.
  - a. Facility Engagement
  - b. Physician Health Program
  - c. EHR
5. Click Save.
6. That's all that is required within QuickBooks. Some reports, such as the Profit and Loss by Class Report, Journal Report (add Class to the report layout), etc., provide a breakdown by class.
7. **Importing the Finance Transactions using Transaction Pro:** When you use Transaction Pro to import the finance extract from FEMS, the process is the same. The only addition is a new column, Class, which contains the portfolio associated with it in the CSV file.

Partial extract view

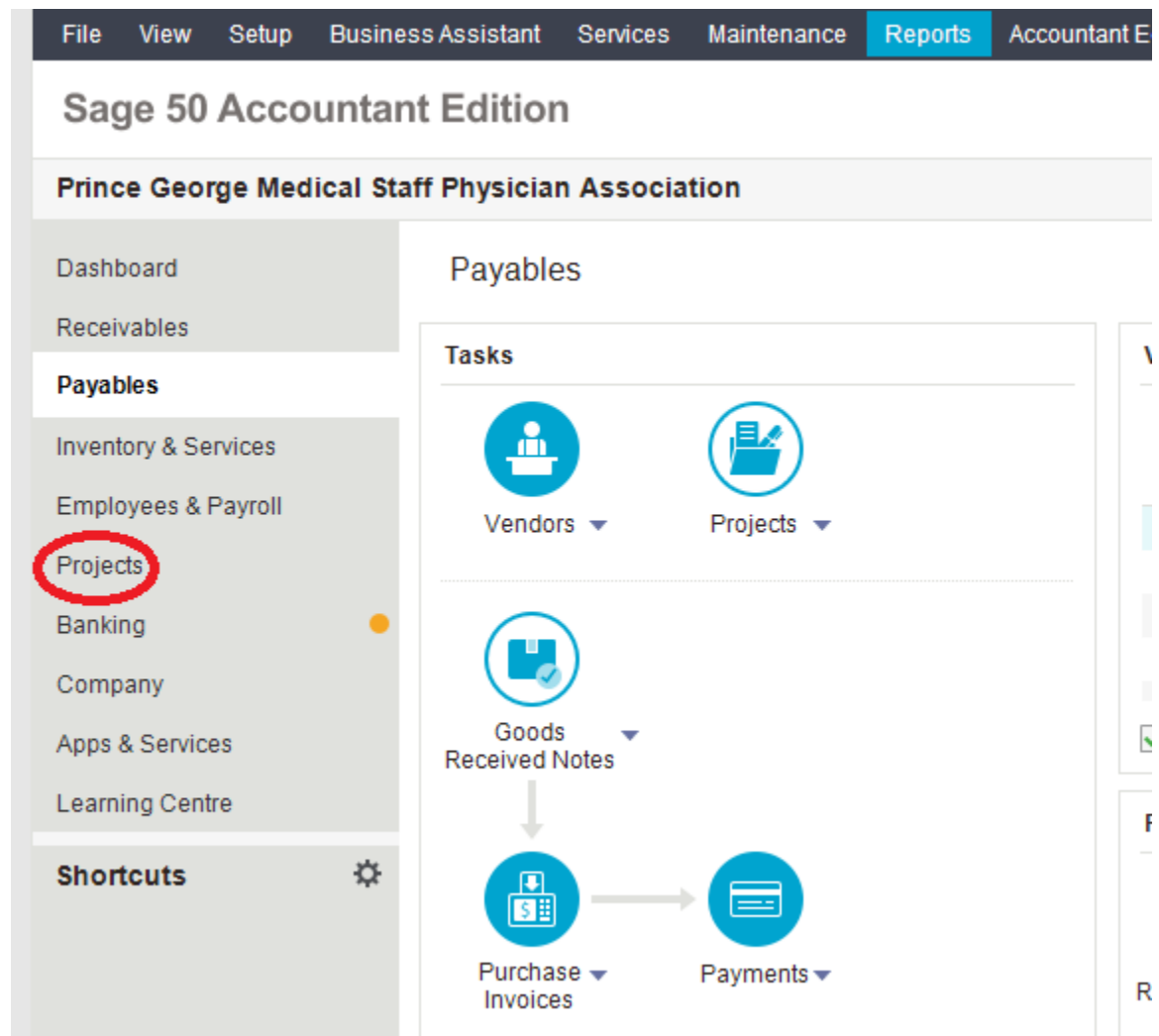
The Class column indicates the "Portfolio".

G	H	I	J	K	L
Account #	Account	LineAmount	Entity	LineDesc	Class
41202	Member time (physician and allied healthcare)	39.74		Allergy, Jermaine - SR4WM5	Physician Health Program
10125	Cheque Clearing	-39.74		Allergy, Jermaine - SR4WM5	Physician Health Program
20500	Deferred DoBC funding	39.74		Allergy, Jermaine - SR4WM5	Physician Health Program
30500	Ministry funding	-39.74		Allergy, Jermaine - SR4WM5	Physician Health Program
41202	Member time (physician and allied healthcare)	317.94		Allergy, Jermaine - XNL7KX	Physician Health Program
41404	Meals	20.00		Allergy, Jermaine - XNL7KX	Physician Health Program
20302	GST Paid	1.00		Allergy, Jermaine - XNL7KX	Physician Health Program
10125	Cheque Clearing	-338.94		Allergy, Jermaine - XNL7KX	Physician Health Program
20500	Deferred DoBC funding	337.94		Allergy, Jermaine - XNL7KX	Physician Health Program
30500	Ministry funding	-337.94		Allergy, Jermaine - XNL7KX	Physician Health Program
20500	Deferred DoBC funding	79.49		Allergy, Jermaine - 52WNDX	Facility Engagement
30500	Ministry funding	-79.49		Allergy, Jermaine - 52WNDX	Facility Engagement
41202	Member time (physician and allied healthcare)	158.97		Fletcher, Anna - SE3EN5	Facility Engagement
41301	Travel	10.10		Fletcher, Anna - SE3EN5	Facility Engagement
20302	GST Paid	0.40		Fletcher, Anna - SE3EN5	Facility Engagement
10125	Cheque Clearing	-169.47		Fletcher, Anna - SE3EN5	Facility Engagement
20500	Deferred DoBC funding	169.07		Fletcher, Anna - SE3EN5	Facility Engagement
30500	Ministry funding	-169.07		Fletcher, Anna - SE3EN5	Facility Engagement

## Sage

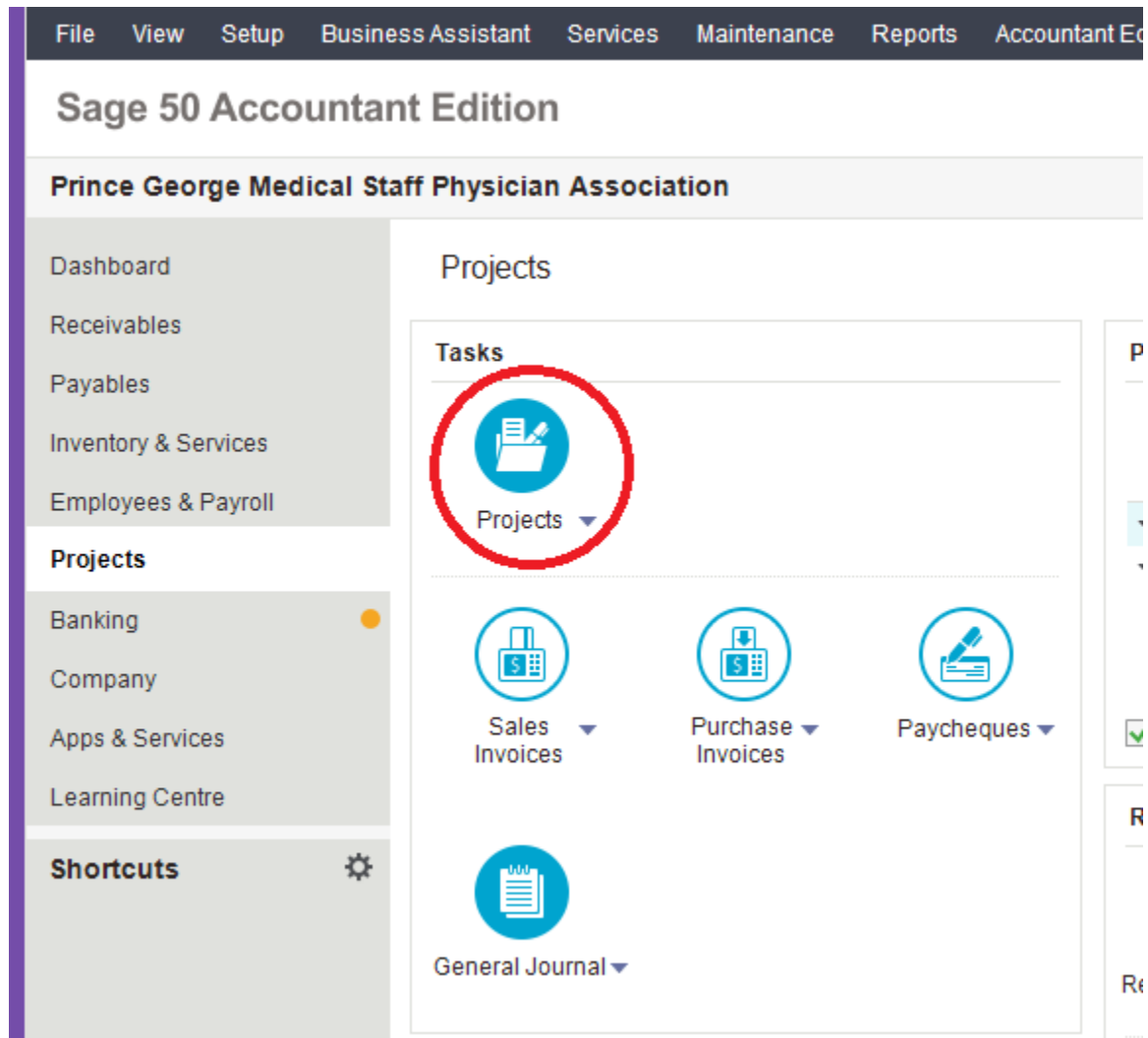
In the Sage 50 accounting system, the attribute "Project" is used to reflect the portfolio.

1. Sign in to Sage 50 as usual.
1. Go to "Projects" tab.



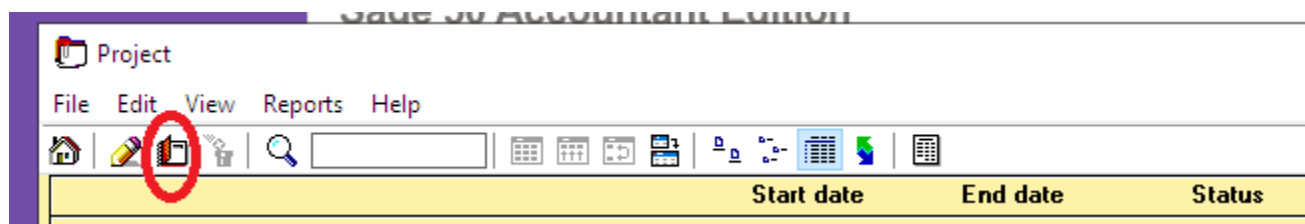
# FEMS Tip Sheet: FEMS Portfolios Overview

2. Then select Projects.



# FEMS Tip Sheet: FEMS Portfolios Overview

## 3. Select Create



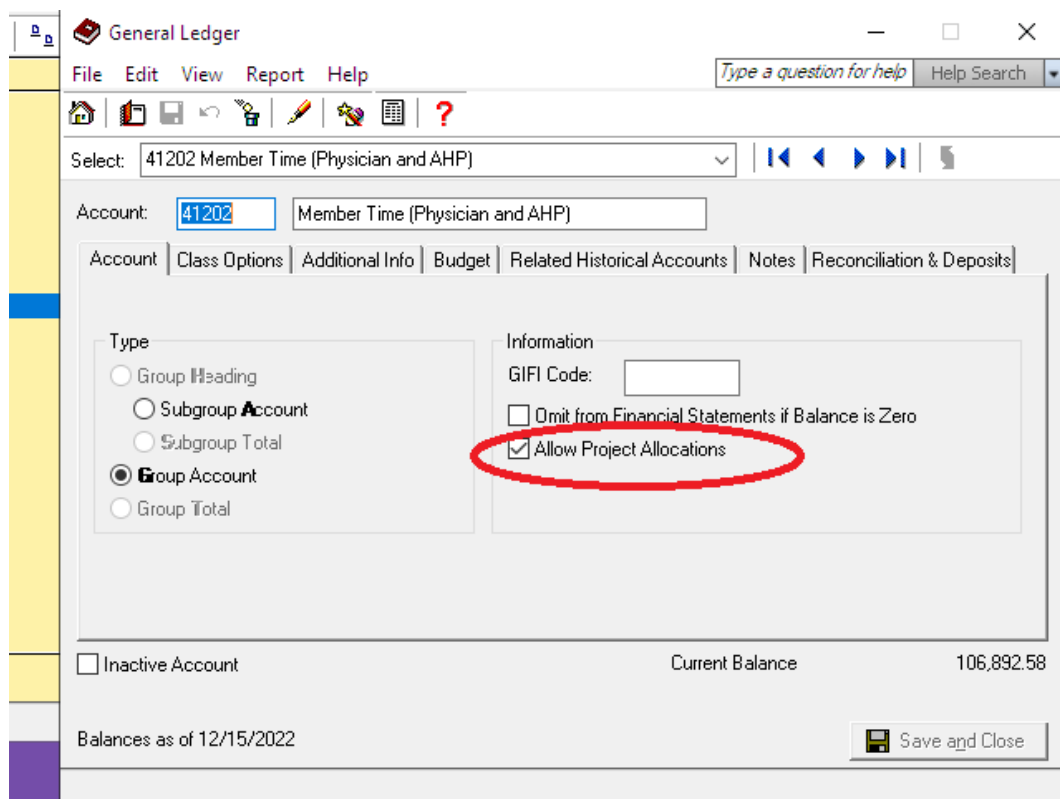
and specify the Project name exactly as the portfolio is named in FEMS, e.g.

- Facility Engagement
- Physician Health Program
- EHR

## 4. Select your start date for the Project and set the Status to "in progress".

## 5. Click Save and Close.

## 6. Ensure that all necessary accounts have project allocation enabled. Go to the Chart of Accounts, and check the "Allow Project Allocations" box for each account for which you would like to allocate transactions.



7. That's all that is required within Sage 50. Reports, such as Project Income Summary and Project Allocation Summary, provide a breakdown by project.
8. Importing the Finance Transactions: When importing the finance extract from FEMS, the process is exactly the same.