FEMS Tip Sheet: FEMS Portfolios Overview



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.





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.

* Poi	rtfolio	
Fa	acility Engagement	
EF	IR Funding	
Fa	cility Engagement	
He	ealth Authority Funding	
Pł	nysician Health Program	
Sh	nared Care Funding	

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



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Using Portfolios for FEMS Accountants and Bookkeepers

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

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

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

1.	Click on Settings, and then	80% 🟠	⊘ ⊀ ∥\ ઽ
	2. All Lists		⑦ Help Q Q ✿ ϕ
YOUR COMPANY	LISTS	TOOLS	PROFILE
Account and settings Manage users	All lists Products and services	Order cheques Import data	Feedback Refer a friend
Custom form styles Chart of accounts	Recurring transactions Attachments	Import outside data Export data	Privacy Switch company
Payroll settings	Custom fields	Reconcile	
QuickBooks labs	lags	Budgeting Audit log	
		SmartLook	
You're viewing QuickBooks in	Business view. Learn more		Switch to Accountant view
Activate nov	• • •	Connect accounts Go to	registers V

3. Then select Classes.

Lists	Select Classes			
Chi	art of Accounts	Payment Methods		
Disj	plays your accounts. Balance sheet accounts track your assets and liabilities, and income and expense accounts agorize your transactions. From here, you can add or edit accounts.	Displays Cash, Cheque, and any other ways you categorize payments you receive from customers. That way, you can print deposit slips when you deposit the payments you have received.		
Rec	curring Transactions	Terms		
Disp auto	plays a list of transactions that have been saved for reuse. From here, you can schedule transactions to occur either omatically or with reminders. You can also save unscheduled transactions to use at any time.	Displays the list of terms that determine the due dates for payments from customers, or payments to suppliers. Terms can also specify discounts for early payment. From here, you can add or edit terms.		
Pro	oducts and Services	Classes		
Disg des	plays the products and services you sell. From here, you can edit information about a product or service, such as its scription, or the rate you charge.	Displays the classes you can use to categorize your accounting transactions.		
	Readust Categories	Attachments		
	Floure categories	Displays the list of all attachments uploaded. From here you can add, edit, download, and export your		
	A means of classifying items that you sell to customers. Provide a way for you to quickly organize what you sell, and save you time when completing sales transaction forms.	attachments. You can also see all transactions linked to a particular attachment.		
		Tags		
Loc	cations	Displays the list of all tags created. You can add, edit, and delete your tags here.		
You	a can use locations to categorize your transactions by different parts of your company.			
Cur		Custom Fields		
	istom Form Styles	Sort, track, and report the information that matters to you. Add custom fields to your forms so that you can		
Cus	stomize your sales form designs, set defaults, and manage multiple templates.	capture more business-related info.		

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- 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 I Account	H Account	LineAmount	Entity	LineDesc		
41202	Member time (physician and allied healthcare)	39.74	Linuty	Allergy Jermaine - 584WM5	Physcian Health Program	
10125	Cheque Clearing	-39.74		Allergy Jermaine - 584WM5	Physcian Health Program	
20500	Deferred DoBC funding	39.74		Allergy, Jermaine - 584WM5	Physcian Health Program	
30500	Ministry funding	-39.74		Allergy, Jermaine - 584WM5	Physcian Health Program	
41202	Member time (physician and allied healthcare)	317.94		Allergy, Jermaine - XNI 7KX	Physcian Health Program	
41404	Meals	20.00		Allergy, Jermaine - XNL7KX	Physcian Health Program	
20302	GST Paid	1.00		Allergy, Jermaine - XNL7KX	Physcian Health Program	
10125	Cheque Clearing	-338.94		Allergy, Jermaine - XNL7KX	Physcian Health Program	
20500	Deferred DoBC funding	337.94		Allergy, Jermaine - XNL7KX	Physcian Health Program	
30500	Ministry funding	-337.94		Allergy, Jermaine - XNL7KX	Physcian 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 - 5E3EN5	Facility Engagement	
41301	Travel	10.10		Fletcher, Anna - 5E3EN5	Facility Engagement	
20302	GST Paid	0.40		Fletcher, Anna - 5E3EN5	Facility Engagement	
10125	Cheque Clearing	-169.47		Fletcher, Anna - 5E3EN5	Facility Engagement	
20500	Deferred DoBC funding	169.07		Fletcher, Anna - 5E3EN5	Facility Engagement	
30500	Ministry funding	-169.07		Fletcher, Anna - 5E3EN5	Facility Engagement	