

FOR A FESC FEMS ADMIN

Step 1: Please review the video recordings and step guides linked below. Once completed, please log into the [training environment](#) and complete the set of accompanying exercises.

Username: project.manager1@gmail.com

Password: Test123!

SELF-GUIDED COURSES	VIDEO RECORDINGS	STEP GUIDES	SET OF EXERCISES
FEMS Overview FEMS Terminology	https://youtu.be/au04KC7_WOA	What is FEMS Terminology Guide	
How to register for FEMS – ADMINISTRATORS: please choose e-transfer as method of payment – no need to sign up VoPay How to register for VoPay (for physicians only)	https://youtu.be/0fUoNUdwlik	Link to Step Guide Link to Step Guide	
How to create an Engagement Activity (EA) and submit it into the SEAT database	https://youtu.be/P9IXSiFLOEY	Link to Step Guide	Create an Engagement Activity <ul style="list-style-type: none"> ○ Enter a budget ○ Add Multiple Participants
How to create a Sub-activity and submit it into the SEAT database	https://youtu.be/C9YAz0iFG8g	Link to Step Guide	Create a Sub activity <ul style="list-style-type: none"> ○ Enter a budget ○ Add Multiple Participants
How to update SEAT EAs for submission deadlines	https://youtu.be/dtqm5YGjel4	Link to Step Guide	
How to create an EA for Internal Operating Expenses (IOE) NOTE: Please add your FESC admin fee amounts in this budget	https://youtu.be/3i5GrZ-5lwk	Link to Step Guide	Create an IOE EA <ul style="list-style-type: none"> ○ Enter a budget
When and how to submit a Claim / Expense / Supplier Claim?		Link to Step Guide Link to Step Guide Link to Step Guide	
How to submit a Claim for physicians	https://youtu.be/vATKrOI26h0	Link to Step Guide	Submit a Claim on behalf of a physician
How to submit an expense paid with the MSA Credit Card		Link to Step Guide	Submit a Credit Card Expense
How to adjust the budget of an Engagement Activity	https://youtu.be/ehhBp6yttuM		Add fund to an EA
Users Management Notifications	https://youtu.be/Yz7ftgtwLqc	Link to Step Guide Link to Step Guide	Reactivate an Expired User
Role of ENKEL		Link to Step Guide	
Financial Overview	https://youtu.be/bZeOeamBCYk	Link to Step Guide	

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Step 2: To register for an account in FEMS, please email femssupport@doctorsofbc.ca your answers to the questions below:

Question 1: **In order for a physician to submit a claim, a FEMS admin needs to ensure that:**

- a) The physician is added as a “Participant” to the Engagement Activity/Sub Activity
- b) The physician is added as a “Physician Lead” to the Engagement Activity/Sub Activity
- c) The Engagement Activity needs to be in “Active” status
- d) The physician is added as a “Participant” to an “Active” Engagement Activity/Sub Activity

Question 2: **If you paid for an expense with your own credit card, you will need to submit one of the following to get reimbursed:**

- a) An expense as a “Claimant”. Your reimbursement will be processed via VersaPay/VoPay
- b) An expense as a “Claimant”. Your reimbursement will be processed via Cheque
- c) A supplier claim and the reimbursement will be processed via E-Transfer
- d) A supplier claim for an expense paid with the MSA credit Card

Question 3: **If you paid for an expense with a MSA credit card, you will need to submit one of the following in FEMS:**

- a) An expense as a “Claimant”. The reimbursement will be processed via VersaPay/VoPay
- b) An expense as a “Claimant”. The reimbursement will be processed via Cheque
- c) A supplier claim and the reimbursement will be processed via Cheque
- d) A supplier claim for an expense paid with the MSA credit Card

Question 4: **A catering company emailed you an invoice for \$2,500 for lunch served at a working group.**

What step do you follow in FEMS to you get the invoice paid? You will submit:

- a) An expense as a “Claimant”. The reimbursement will be processed via Cheque
- b) An expense as a “Claimant”. The reimbursement will be processed via VersaPay/VoPay
- c) An expense as a “Physician Claimant”. The reimbursement will be processed via Cheque
- d) A supplier claim and the reimbursement to the supplier will be processed via E-transfer by ENKEL bookkeeper

Question 5: **What step to you follow to get your monthly consulting invoices paid?**

- a) You will submit an expense as a “Claimant”. The reimbursement will be processed via VersaPay/VoPay
- b) You send all your consulting invoices to ENKEL bookkeeper for payment via DEXT along with the Executive’s approval
- c) You send all your consulting invoices to ENKEL bookkeeper for payment via DEXT along with the Executive’s approval once you ensure that the “Internal Operating Expense” Engagement Activity has enough budget to cover your invoice
- d) You send all your consulting invoices & expenses to ENKEL bookkeeper

Question 6: **Some “Supplier Claims” show in the dashboard as “Payment Queued”: when would they get paid?**

- a) All supplier claims are processed and paid by ENKEL bookkeeper, therefore you should follow up with them on their payment schedule
- b) All supplier claims are processed and paid by VersaPay/VoPay, therefore you should follow up with the VersaPay/VoPay team
- c) All supplier claims are processed and paid by FEMS Support, therefore you should follow up with the FEMS team
- d) None of the above

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SET OF TASKS IN FEMS

STEP 3: Once you have received your login credentials, please log into <https://fems.facilityengagement.ca/Account/Login> to complete the tasks below:

Task 1:

- Add yourself as a Participant to all Engagement Activities (in order to submit expenses, you need to be added to the EAs as “Participant”)

Task 2:

- Add a budget to an Engagement Activity called “Internal Operating Expenses” to cover your salary and monthly admin fee for the current fiscal year (example: \$40,000 for the current fiscal year from April 1 to March 31). **If you do not complete this step, the ENKEL bookkeeper can’t pay for your consulting invoices.**

Task 3:

- In the “Notifications” section:
 - If there are any claims in “Pending Review”, please review and approve them
 - If there are any “New Members”, please add them as participants to the Engagement Activities they are planning to attend

Task 4:

- Send your VOID cheque to ENKEL at fesc@enkel.ca and ask to be added to DEXT to submit your consulting invoices

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ADDITIONAL RESOURCES:

[RESOURCES ON THE FE WEBSITE](#)

[HOW TO BUDGET IN FEMS](#)

FEMS VIRTUAL TRAINING – Additional Step Guides

SELF-GUIDED COURSES	STEP GUIDES
How to reset a user’s password in FEMS	Link to Step Guide
What to do when a claim is flagged “Information Required”	Link to Step Guide
Reports available in FEMS	Link to Step Guide
How to reverse an Approved claim	Link to Step Guide
Enkel Bookkeeping and Payment Deadlines	Link to Step Guide
Guide to Financial Statements	Link to Step Guide