



# Financial Interface with **QuickBooks**

For incorporated  
Physician Societies

## Financial Interface

### FEMS

### QuickBooks

1

#### Claims

- **Physician Claim: \$ 150.20**  
(paid VersaPay)
- **Director Claim: \$ 150.20**  
(paid by cheque)

- **Physician Claim: \$ 150.20**

- **Director Claim: \$ 135.20**
- Income taxes \$ 15.00
- CPP (PS pays Gov.) \$ 5.00
- Total: \$ 155.20**

2

#### Expenses

- **Parking Expense: \$ 12.50**  
(paid VersaPay)

- **Parking Expense: \$ 12.50**

3

#### Supplier Claims

- **Catering Service: \$ 170.75**  
(paid by cheque)

- **Catering Service: \$ 170.75**

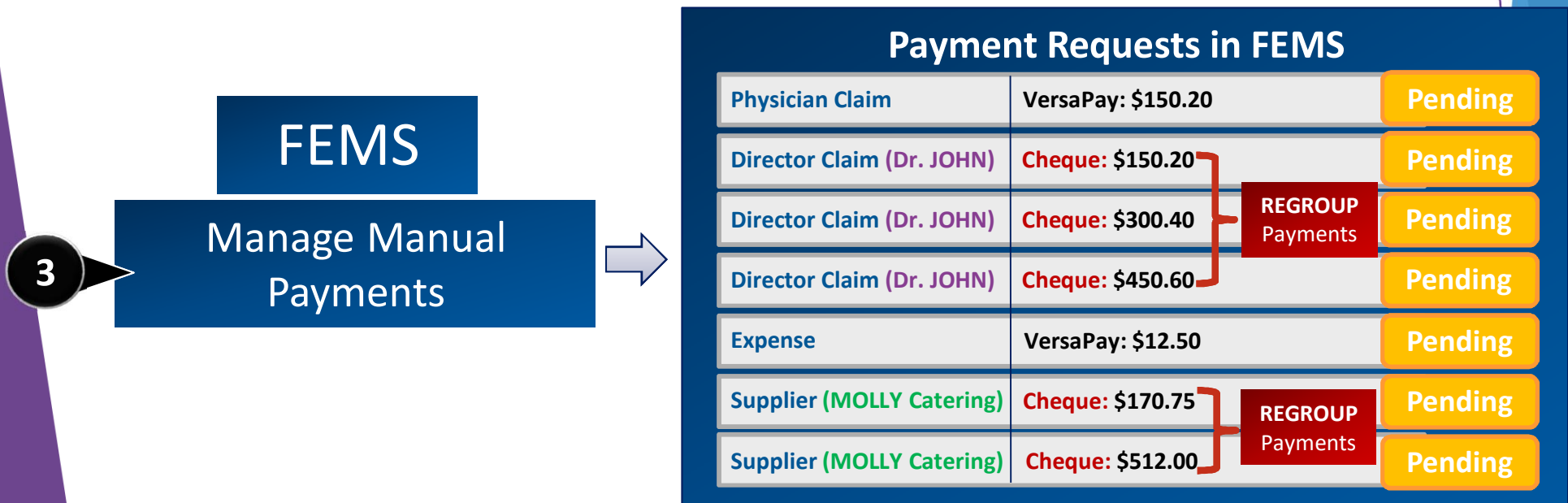
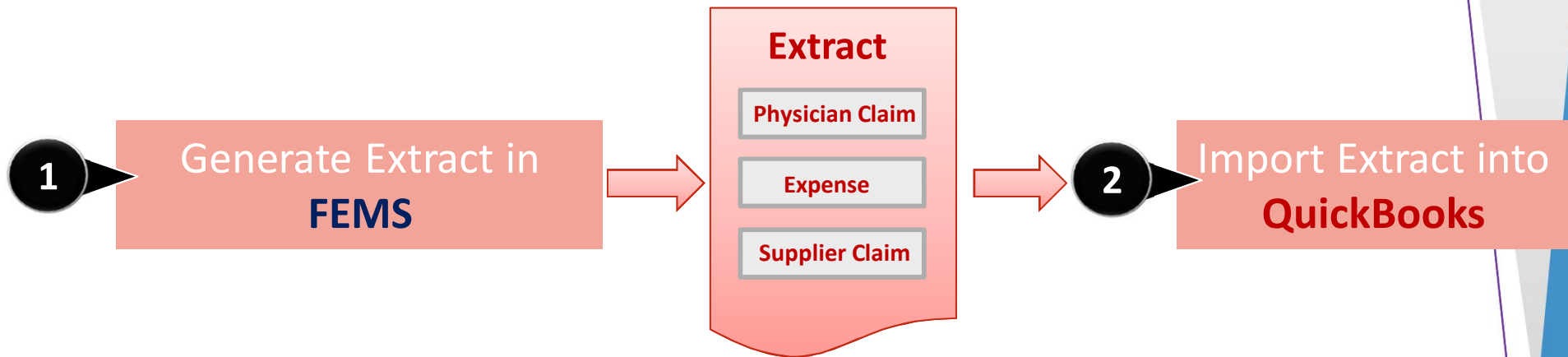
4

#### Internal Operating Expenses

- **Office Rent: \$ 1300.00**  
(paid by cheque or PS credit card)

Difference between **FEMS**  
and **QuickBooks**:

**\$ 1305.00**



## FEMS

4

Manual Payments  
Requisition Report



### Payment Requisition REPORT in FEMS

Physician Claim	VersaPay: \$150.20	
Director Claim (Dr. JOHN)	Cheque: \$150.20	Payment Request RTXC56
	Cheque: \$300.40	
	Cheque: \$450.60	
Expense	VersaPay: \$12.50	
Supplier (MOLLY Catering)	Cheque: \$170.75	Payment Request LWPO57
	Cheque: \$512.00	

5

QuickBooks (QB)

Run Payroll in QB



### Payroll in QuickBooks

Director Claim (Dr. JOHN)	Cheque: \$150.20	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. JOHN)	Cheque: \$300.40	
Director Claim (Dr. JOHN)	Cheque: \$450.60	
Director Claim (Dr. PAUL)	Cheque: \$300.40	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. PAUL)	Cheque: \$150.20	

FEMS

6

Mark Manual Payments Paid



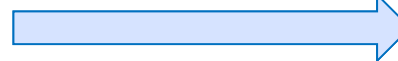
### Mark Manual Payments PAID in FEMS

Director Claim (Dr. JOHN)	Cheque: \$300.40	Processing	Paid
Director Claim (Dr. JOHN)	Cheque: \$150.20	Processing	Paid
Director Claim (Dr. JOHN)	Cheque: \$300.40	Processing	Paid
Director Claim (Dr. FOX)	Cheque: \$450.60	Processing	Paid
Director Claim (Dr. FOX)	Cheque: \$150.20	Processing	Paid
Supplier (MOLLY Catering)	Cheque: \$170.75	Processing	Paid
Supplier (MOLLY Catering)	Cheque: \$512.00	Processing	Paid

FEMS

7

Run Income Statement



### Income Statement

Member Time	\$ 1400
Salaries & wages	\$ 750
Meeting Expenses	\$ 260
Meals	\$ 920



## QuickBooks (QB)

8

Process Internal  
Operating Expenses in QB

9

Run Financial Statement

### Income Statement

Member Time \$ 1400

Salaries & wages \$ 750

Meeting Expenses \$ 260

Meals \$ 920

Office Rent \$ 2120

### FEMS

#### Income Statement

Member Time \$ 1400

Salaries & wages \$ 750

Meeting Expenses \$ 260

Meals \$ 920

### QuickBooks

#### Income Statement

Member Time \$ 1400

Salaries & wages \$ 750

Meeting Expenses \$ 260

Meals \$ 920

Office Rent \$ 2120

10

Create IOE  
Transaction in FEMS

\$ 2120.00

## Financial Interface Part I

### FEMS

1

Generate Extract

3

Manage Manual Payments

4

Manual Payments  
Requisition Report

6

Mark Manual Payments Paid

7

Run Income Statement

10

Create IOE Transaction

### QuickBooks (QB)

2

Import Extract into QB

5

Run Payroll in QB

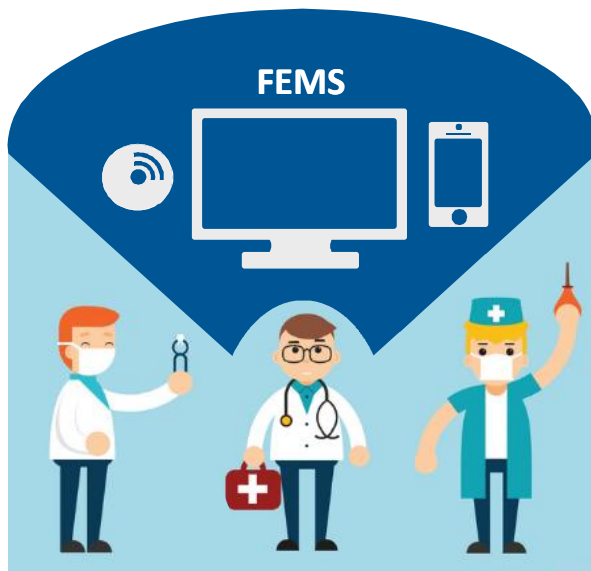
8

Process Internal  
Operating Expenses in QB

9

Run Financial Statement  
in QB

## Generate Extract



### Extract

Physician Claim

Expense


Supplier Claim



## Generate Extract

- identifies finance entries not previously extracted for the specified physician society
- creates the export file in the appropriate format: QuickBooks or Sage 50

**FE FACILITY ENGAGEMENT**  
An SSC Initiative

Support  47 Welcome Mrs. Geller ▾

Dashboard Activities Claims Finance ▾ Reporting ▾





Transactions  
Payment Requests  
Manage Manual Payments  
**Accounting Extract**

← Back to Accounting Extract

Accounting Extract: Friends

Generate Extract

Extract Date ▾ Extract # ▾ Initiator ▾ Status ▾ Debit ▾ Credit ▾

EXTRACT NUMBER ▾	EXTRACT DATE ▾	GENERATED BY ▾	END DATE ▾	TRANSACTION COUNT ▾	TOTAL DEBITS ▾	TOTAL CREDITS ▾	FORMAT ▾	DOWNLOADED ▾	STATUS ▾	
FE-002102	09/05/2018	User, System	09/05/2018	8	\$699.79	\$699.79	QuickBooks Essentials	09/05/2018 03:29:29 PM	Downloaded	 
FE-002065	07/04/2018	Geller, Ross	07/04/2018	27	\$4,232.60	\$4,232.60	QuickBooks Essentials	07/04/2018 04:08:14 PM	Downloaded	 

History of previous extracts generated with pertinent details

## Generate Extract

Dashboard Activities Claims Finance Reporting

### Accounting Extract

Generate Extract

EXTRACT NUMBER	EXTRACT DATE	GENERATED BY
FE-002049	05/03/2017	PS A PS
FE-002048	05/03/2017	PS A PS
FE-002046	05/03/2017	PS A PS
FE-002044	05/03/2017	PS A PS

Totals: \$292,107.56 \$292,107.56

#### Generate Accounting Extract

\* Physician Society  
**Friends Physician Society**

Export Format  
QuickBooks Essentials

\* End Date  
02-23-2017


Generate

Confirm these values

The **\*End Date** must be less than today's date. You may typically want to select an end-of-week, mid-month or end-of-month date. **NOTE:** this date must match the **End Date of the Generate Manual Payments Request.**

# Generate Extract

**FE FACILITY ENGAGEMENT**  
An SSC Initiative

Support  47 Welcome Mrs. Geller ▾

Dashboard ▾ Activities ▾ Claims ▾ **Finance ▾** Reporting ▾

Dashboard > Finance > Accounting Extract





Accounting Extract: Friends

Extract Date ▾ Extract # ▾ Initiator ▾ Status ▾ Debit ▾ Credit ▾

Transactions  
Payment Requests  
Manage Manual Payments  
**Accounting Extract**

**New Extract Generated is now available to you in the updated list of extracts**

**Download the extract file**

EXTRACT NUMBER ▾	EXTRACT DATE ▾	GENERATED BY ▾	END DATE ▾	TRANSACTION COUNT ▾	TOTAL DEBITS ▾	TOTAL CREDITS ▾	FORMAT ▾	DOWNLOADED ▾	STATUS	
FE-002102	09/05/2018	User, System	09/05/2018	8	\$699.79	\$699.79	QuickBooks Essentials	09/05/2018 03:29:29 PM	<span>Generated</span>	 
FE-002065	07/04/2018	Geller, Ross	07/04/2018	27	\$4,232.60	\$4,232.60	QuickBooks Essentials	07/04/2018 04:08:14 PM	<span>Downloaded</span>	 

**NOTE:** These finance transactions **must not have been uploaded** and applied to the PS's accounting system

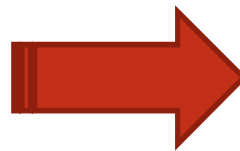
**Undo button** unmarks previously extracted finance entries for this specific extract

## Extract

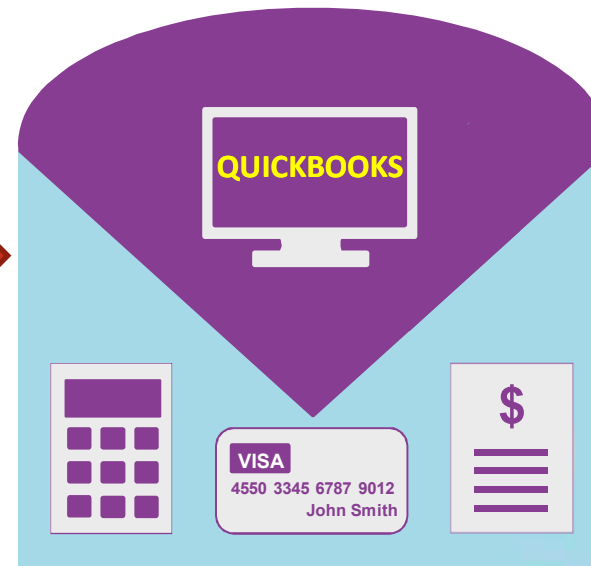
Physician Claim

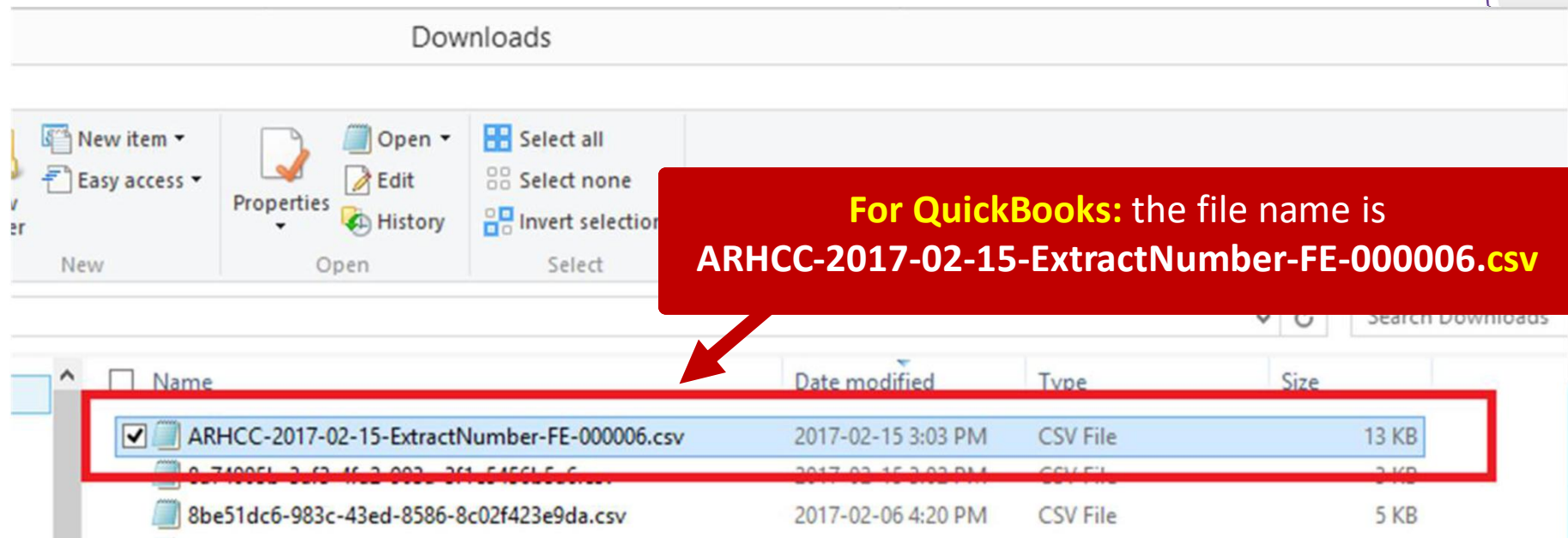
Expense

Supplier Claim



## Import into QuickBooks





Sign in to your third party utility **Transaction Pro:**  
<https://importer.transactionpro.com/tplusplus/Importer/TransactionProImporter.aspx>  
this utility is required for the import of FEMS transaction journals into QuickBooks



Go to the Transaction Pro  
web page above, and click  
on the button **Try It Now**

1





On the Transaction Pro Importer page **Sign Up Using Your Intuit Account**, click the button **Sign in with Intuit**



Click on blue button  
**Go to app >>**

3

The screenshot shows the 'Transaction Pro Importer' header with a 'Sign Out' link and 'Home' and 'Upgrade Subscription' links. The main heading is 'Your All App Subscriptions'. Below it is a table with two rows. The first row is for a disconnected app, and the second row is for a connected app. A red box highlights the 'Go to app >>' button in the second row, which is preceded by a black circle containing the number '3'.

Company File Name	Current Status	Subscription Date	Plan Name	Expiration Date
Connect this app to a company	Not applicable	01/16/2017	Trial - Free For 30 Days	02/15/2017
Vancouver Physician Society	Connected	01/10/2017	Trial - Free For 30 Days	02/09/2017

## Subscription Details

*You can always go back to the old application should you find issues or are not happy with the new app. [Take me to old app](#)*

[What's New?](#)

Realm ID: 193514455884888

Company Name: **Vancouver Physician Society**

1. Reflects your physician society's name

Plan: Trial - Free For 30 Days

Days Left: 14

Role: ADMINISTRATOR

[Learn How To Import](#)

*A comprehensive guide to help use the application.*

**START IMPORT**

2. Click on the button "Start Import" to begin the import process.

Click on the green button  
**Start Import**

[Disconnect From QuickBooks](#)

[Cancel Subscription](#)

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Home  
Upgrade Subscription

### Choose Import Type

Download the [Template File](#) to see the format.

Bank Statement	Bill Payments	Bills	Checks	Classes	Credit Card Charges
Credit Card Credits	Credit Memos	Customers	Deposits	Employees	Estimates
Invoices	<b>Journal Entries</b>	Locations	Products And Services	Purchase Orders	Purchases - Cash

On the landing page **Choose Import Type**, select **Journal Entries**

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Days left: 14

Importing Journal Entries

Home  
Upgrade Subscription

### Upload Files

Column header  
[View example](#)  
Download the

➔ **Drop Files** to upload  
(or click)

File Options: .xls, .xlsx, .csv, .txt

On the page **Upload Files**, click within the grey area with the label **Drop Files to upload (or click)**

**Transaction Pro Importer** [Feedback](#)

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**Importing Journal Entries**

[Home](#)  
[Upgrade Subscription](#)

[Choose Import Type](#)

**Upload Files**

[Select File and Sheet](#)

## Upload Files

DoBC-Vancou  
2017-01-15-  
ExportID-  
FE-0017.csv  
1.3 KiB  
[Remove file](#)

1. Your uploaded file

[Select File and Sheet →](#)

Click on the green button **Select File and Sheet** in the bottom right-hand corner

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**Importing Journal Entries**

[Home](#)  
[Upgrade Subscription](#)

[Choose Import Type](#)

## Select File and Sheet

You will come back to this screen to import your other sheets

File Name	Spreadsheets (click 'Import Sheet' to continue)
DoBC-VancouverPhysicianSociety-2017-01-15-ExportID-FE-0017.csv	Comma Delimited File

[Import Sheet →](#)

Click on the grey button **Import Sheet**

Transaction Pro Importer [Feedback](#) [intuit](#)

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Days left: 14  
[Importing Journal Entries](#)

[Home](#)  
[Upgrade Subscription](#)

Choose Import Type  
[Upload Files](#)  
[Select File and Sheet](#)  
**Match Columns**  
[Preview and Import](#)  
(Click above to navigate backwards)

Spreadsheet: Comma Delimited File  
Choose Saved Options:  
[Importing Journal](#)  
Entries ([change](#))  
[View QBO Names](#)  
[Auto-Match Columns](#)  
[Save Mapping Options](#)

## Match Columns to QuickBooks Fields

QuickBooks Field	Import Column	Default Value
* RefNumber <small>Groups transactions. By default, this imports as auto-incremented according to your QBO preferences</small>	RefNumber	
TxnDate	TxnDate	
PrivateNote	PrivateNote	
IsAdjustment <small>True or False</small>	IsAdjustment	
Currency	Currency	
ExchangeRate	ExchangeRate	
Account	Account Number	
LineAmount	RefNumber	
LineDesc	TxnDate	
Entity	PrivateNote	
	IsAdjustment	
	Currency	
	ExchangeRate	
	Account Number	
	Account	
	LineAmount	
	Entity	
	LineDesc	
* Required		

a. Ensure that the QuickBooks Field "Account" matches to the Import Column "Account Number" (not the default "Account")

b. [Preview and Import](#)

[Back To File Selection](#)

Ensure that the QuickBooks Field **Account** matches to the Import Column **Account Number OR Account #**

Then click the green button in the bottom right-hand corner  
**Preview and Import**



The first time you import FEMS transactions, you need to specify the Import Options. Click on **Options**

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Plant Trial - Free For 30 Days  
Days left: 8

Importing Journal Entries

Home  
Upgrade Subscription

Choose Import Type  
Upload Files  
Select File and Sheet  
Match Columns

Preview and Import  
(Click above to navigate backwards)

Transactions to Import

	Include Transaction	RefNumber	TxnDate	PrivateNote	IsAdjustment	Currency	ExchangeRate	Account	LineAmount	LineDesc	Entity
1	<input checked="" type="checkbox"/>	BE-001276	2017-01-12	Claim Paid	FALSE			20139	719.45		
2	<input checked="" type="checkbox"/>	BE-001276	2017-01-12	Claim Paid	FALSE			10101	-719.45		
3	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41202	296.62	X8248X	
4	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	14.83	X8248X	
5	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41301	250.00	X8248X	
6	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	5.00	X8248X	
7	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41404	98.08	X8248X	
8	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	1.92	X8248X	
9	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41301	50.48	X8248X	
10	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	2.52	X8248X	
11	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20139	-719.45	X8248X	
12	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20500	695.18	X8248X	
13	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			30500	-695.18	X8248X	
14	<input checked="" type="checkbox"/>	BE-001262	2017-01-02	Funds Transfer - Receipt from DoBC	FALSE			10101	49,600.00		
15	<input checked="" type="checkbox"/>	BE-001262	2017-01-02	Funds Transfer - Receipt from DoBC	FALSE			20500	-49,600.00		
16	<input type="checkbox"/>										

Options

1. Transaction to be imported

This now displays a listing of the FEMS transactions that will be imported. Do not to make any changes

Back To Field Matching Import Next Sheet

Transaction Pro Importer Feedback

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Plan: Trial - Free For 30 Days  
Days left: 14

Importing Journal Entries

Home  
Upgrade Subscription

Choose Import Type

Upload Files

Select File and Sheet

Match Columns

Preview and Import  
(Click above to navigate backwards)

Transactions to Import Imported Transactions Export to Excel Send to Email Options

### Import Options

Let QuickBooks Auto-Assign Estimate Numbers (View Details)  
☐

Let QuickBooks Auto-Assign Invoice Numbers (View Details)  
☐

Let QuickBooks Auto-Assign Journal Entry Numbers (View Details)  
☐

Let QuickBooks Auto-Assign Sales Receipt Numbers (View Details)  
☐

Let QuickBooks Auto-Assign Purchase Order Numbers (View Details)  
☐

Enable Account Numbers on Transactions (View Details)  
☒

Update address on Customer/Vendor during transaction import (View Details)  
☐

Cross reference customer name with resale number on sales transactions (View Details)  
☐

Cross reference vendor name with account number on purchase transactions (View Details)  
☐

Do not automatically add accounts from your import data that are not in QuickBooks Online (View Details / How it works?)  
☐

Do not automatically add items from your import data that are not in QuickBooks Online (View Details / How it works?)  
☐

Do not automatically add customers from your import data that are not in QuickBooks Online (View Details / How it works?)  
☐

1. Ensure the option "Enable Account Numbers on Transactions" is checked.

2. Once completed, click on the tab "Transaction to Import" to return to the previous page.

On the Import Options page, find the option **Enable Account Numbers on Transactions**, and check this option

Import Next Sheet

Once completed, scroll down to the bottom of the page and click the button **Save Changes**. A confirmation dialogue **Operation Complete** will display. Click on the **X button** in the top right hand corner to close the dialogue. Click on the tab **Transactions to Import** to return to the previous page

Transaction Pro Importer

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Days left: 8

Importing Journal Entries

Home  
Upgrade Subscription

Choose Import Type  
Upload Files  
Select File and Sheet  
Match Columns  
Preview and Import  
(Click above to navigate backwards)

Transactions to Import

	<input type="checkbox"/> Include Transaction	RefNumber	TxnDate	PrivateNote	IsAdjustment	Currency	ExchangeRate	Account	LineAmount	LineDesc	Entity
1	<input checked="" type="checkbox"/>	BE-001276	2017-01-12	Claim Paid	FALSE			20139	719.45		
2	<input checked="" type="checkbox"/>	BE-001276	2017-01-12	Claim Paid	FALSE			10101	-719.45		
3	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41202	296.62	X8248X	
4	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	14.83	X8248X	
5	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41301	250.00	X8248X	
6	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	5.00	X8248X	
7	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41404	98.08	X8248X	
8	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	1.92	X8248X	
9	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE						
10	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE						
11	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE						
12	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE						
13	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE						
14	<input checked="" type="checkbox"/>	BE-001262	2017-01-02	Funds Transfer - Receipt from DoBC	FALSE						
15	<input checked="" type="checkbox"/>	BE-001262	2017-01-02	Funds Transfer - Receipt from DoBC	FALSE						
16	<input type="checkbox"/>										

Everything is now configured and you are now ready to import the transactions. Click on **Import**

Back To Field Matching

**Import** Next Sheet

Transaction Pro Importer

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193514455884888  
Plan: Trial - Free For 30 Days  
Days left: 14

Importing Journal Entries

Home  
Upgrade Subscription

Choose Import Type

Your data was imported successfully!

1. Successful completion message

2. Click the X when finished

Transactions to Import

	RefNumber	TxnDate	PrivateNote	IsAdjustment	Currency
1	BE-001276	2016-12-12	Claim Paid	FALSE	
2	BE-001276	2016-12-12	Claim Paid	FALSE	
3	BE-001263	2016-12-05	Claim Approved	FALSE	
4	BE-001263	2016-12-05	Claim Approved	FALSE	
5	BE-001263	2016-12-05	Claim Approved	FALSE	
6	BE-001263	2016-12-05	Claim Approved	FALSE	
7	BE-001263	2016-12-05	Claim Approved	FALSE	

Export to Excel Send to Email

This completes the import process into your QuickBooks company. When finished, click on the **X** in the top right-hand corner

## Manage Manual Payments in FEMS

### Payment Requests in FEMS

Physician Claim	VersaPay: \$150.20		Pending
Director Claim (Dr. JOHN)	Cheque: \$150.20	REGROUP Payments	Pending
Director Claim (Dr. JOHN)	Cheque: \$300.40		Pending
Director Claim (Dr. JOHN)	Cheque: \$450.60		Pending
Expense	VersaPay: \$12.50		Pending
Supplier (MOLLY Catering)	Cheque: \$170.75	REGROUP Payments	Pending
Supplier (MOLLY Catering)	Cheque: \$512.00		Pending



### Payment Requests in FEMS

Physician Claim	VersaPay: \$150.20		Processing
Director Claim (Dr. JOHN)	Cheque: \$150.20	ONE Payment	Processing
	Cheque: \$300.40		Processing
	Cheque: \$450.60		Processing
Expense	VersaPay: \$12.50		Processing
Supplier (MOLLY Catering)	Cheque: \$170.75	ONE Payment	Processing
	Cheque: \$512.00		Processing



# Manage Manual Payments

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Finance > Manage Manual Payments

## Manage Payments

Generate Manual Payments

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Payment Request # ▾ Date Initiated ▾ Date Paid ▾ Claimants ▾ Physician Society/MSA ▾ Payee ▾ Amount ▾ Ref. # ▾ Status ▾ MoP ▾

PAYMENT REQUEST	DATE INITIATED ▾	DATE PAID ▾	CLAIMANT ▾	PHYSICIAN SOCIETY/MSA ▾	PAYEE NAME ▾	REFERENCE # ▾	PAYMENT AMOUNT ▾	MOP ▾	STATUS ▾
						Totals:			

Show 15 ▾ entries



# Manage Manual Payments

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Finance > Manage Cheque Payments

## Manage Payments

Generate Cheque Payments

Click to generate new cheque requisitions for your physician society

List of pending cheque requests (not yet marked as "Paid")

Payment Request # ▾	Date Initiated ▾	Date Paid ▾	Claimants ▾	Physician Societies ▾	Payee Name ▾	Amount ▾	Reference # ▾	MoP ▾	Status ▾	MoP ▾
PAYMENT REQUEST	DATE INITIATED	DATE PAID	CLAIMANT	PHYSICIAN SOCIETY	PAYEE NAME	REFERENCE #	PAYMENT AMOUNT	MOP	STATUS	
 PRKYRV2X	03/23/2017		Exec, PS	Saved By The Bell	PS Exec Inc.		\$157.52	Cheque	Processing	Mark Paid
PRGX9ZDK	03/23/2017		Morris, Zack	Saved By The Bell	Zack Morris Inc		\$155.73	Cheque	Processing	Mark Paid
 PRK6ND3K	03/23/2017		Morris, Zack	Saved By The Bell	Zack Morris Inc		\$2,190.76	Cheque	Processing	Mark Paid
PR9K4Q9X	03/23/2017		Slater, AC	Saved By The Bell	AC Slater		\$370.60	Cheque	Processing	Mark Paid
 PRX5NDVK	03/23/2017		Bourdain, Anthony	Saved By The Bell	No Reservations Catering Inc		\$600.00	Cheque	Processing	Mark Paid

## Manage Manual Payments

Dashboard > Finance > Manage Cheque Payments

### Manage Payments

Generate Cheque Payments

Payment Request #    Date Initiated

PAYMENT REQUEST	DATE INITIATED	DATE PAID
G PRXWE3VX	04/12/2017	

Showing 1 to 1 of 1 entries | Show 15

#### Generate Cheque Payments

Warning, you are about to generate Cheque Payment requests for the following Physician Society:

a. Select the physician society of interest

Select Physician Society

Stone Age Physician Society

Please select which type(s) of claim payments you would like to generate:

b. Choose which types of claims you would like to process. The default is all.

☒ Regular Member Claims

☒ Governance Claims

☒ Supplier Claims

Please select an end date:

c. Select the **same end date** as the accounting extract

04-28-2017

Info: Clicking "Confirm" will present the list of pending Payment Requests. The Generate Cheque Payments action can still be cancelled on the next page.

Info: If your Physician Society is not in the dropdown list, please check to ensure it is enabled to make payments.

Confirm Cancel

Payment Request #    Status    MoP

PAYMENT REQUEST	STATUS	MoP
G PRXWE3VX	Processing	Mark Paid

< Previous 1 Next >



# Manage Manual Payments

Dashboard > Finance > Manage Cheque Payments

## Manage Payments



Generate Cheque Payments

Payment Request # ▾ Date Initiated ▾

PAYMENT REQUEST	DATE INITIATED	DATE PAID
 PRKYRV2X	03/23/2017	
PRGX9ZDK	03/23/2017	
 PRK6ND3K	03/23/2017	
PR9K4Q9X	03/23/2017	

Generate Cheque Payments - Confirmation

Please verify the below listed Cheque Payment requests before proceeding.

REQUEST NUMBER	DATE	PAYEE	AMOUNT	PHYSICIAN SOCIETY	CLAIM NUMB
PRKQVPMX	04/11/2017	Belding, Mister	\$150.02	Saved By The Bell	57PV
Regular Member Claim					
 PRK2RL3K	04/11/2017	No Reservations Catering Inc	\$250.00	Saved By The Bell	5RLJ
Supplier Claim					
 PRXMRQYK	04/03/2017	PS Exec Inc.	\$300.04	Saved By The	X8W
Governance Claim					

Please click 'Proceed' to generate these Cheque requests.

**Proceed**

Click on **Proceed** to generates the cheque requests

## Manage Manual Payments

S	PRX5NDVK	03/23/2017	Bourdain, Anthony	Saved By The Bell	No Reservations Catering Inc	\$600.00	Cheque	Processing	Mark Paid
G	PRKJRQRK	03/24/2017	Belding, Mister	Saved By The Bell	Mister Belding	\$1,800.24	Cheque	Processing	Mark Paid
G	PRXDVMJX	03/27/2017	Morris, Zack	Saved By The Bell	Zack Morris	\$311.45	Cheque	Processing	Mark Paid
	PRX76RRK	03/27/2017	Morris, Zack	Saved By The Bell	Zack Morris Inc	\$208.73	Cheque	Processing	Mark Paid
G	PRXMRQYK	04/11/2017	Exec, PS	Saved By The Bell	PS Exec	\$300.04	Cheque	Processing	Mark Paid
	PRKQVPMX	04/11/2017	Belding, Mister	Saved By The Bell	Mister Belding	\$150.02	Cheque	Processing	Mark Paid
S	PRK2RL3K	04/11/2017	Bourdain, Anthony	Saved By The Bell	No Reservations Catering Inc	\$250.00	Cheque	Processing	Mark Paid
						\$6,495.09			

New cheque payment requests just generated.

**Note:** the new requests will always appear at the bottom of the grid and may be on page 2.

Showing 1 to 11 of 11 entries (filtered from 25 total entries) | Show  entries

« Previous 1 Next »



# Manual Payments Requisition Report in FEMS

## Payment Requisition REPORT in FEMS

Physician Claim	VersaPay: \$150.20	
Director Claim (Dr. JOHN)	Cheque: \$150.20	Payment Request RTXC56
	Cheque: \$300.40	
	Cheque: \$450.60	
Expense	VersaPay: \$12.50	
Supplier (MOLLY Catering)	Cheque: \$170.75	Payment Request LWPO57
	Cheque: \$512.00	



# Manual Payments Requisition Report

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Reporting > Manual Payments Requisition Report

Manual Payments Requisition Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Membership List

MoU Category Summary

## Manual Payments Requisition Report

1 of 1

### Manual Payments Requisition Report

Payment Request #	Business Event #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initialed	Claimant	Payee Name
-------------------	------------------	---------	-----------	------------	---------------	----------------	----------	------------

#### PREVIEW PARAMETERS

Physician Society/...

Friends Physician Society ▾

MSAs

Select... ▾

Report Type

Individual ▾

RESET

SUBMIT

# Manual Payments Requisition Report

Cheque Requisition Report

Page 1 of 2

PDF

XLS  
XLSX  
RTF  
MHT  
HTML  
Text  
CSV  
Image

Payment Request #	Business Event #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initiate	Payee Name	Claim Hours	Hours Amount	Hours GST	Expense Amount
Saved By The Bell											
PR9K4Q9X											
	BE-001405	XNQPVS				Mar 10, 2017	AC Slater	2.00	130.00	0.00	5.30
	BE-001411	5JGY3X				Mar 10, 2017	AC Slater	2.00	130.00	0.00	5.30
	BE-002423	5ZKJYX				Mar 10, 2017	Slater, AC		0.00	0.00	100.00
PRGX9ZDK											
	BE-001412	54WL6X				Mar 14, 2017	Morris, Zack	1.00	148.31	7.42	
PRK2RL3K											
	BE-002487	5RLJL5	1256		S	Apr 11, 2017	Bourdain, Anthony		0.00	0.00	250.00
PRK6ND3K											
	BE-002421	5WDJYX			G	Mar 16, 2017	Morris, Zack	10.00	1483.10	74.16	
	BE-001404	5274WX			G	Mar 16, 2017	Morris, Zack	2.00	296.62	14.83	5.30
	BE-001410	X6JRGX			G	Mar 16, 2017	Morris, Zack	2.00	296.62	14.83	5.30
PRKJRQRK											
	BE-002439	5LLJ25			G	Mar 24, 2017	Belding, Mister	2.00	300.04	0.00	
	BE-002441	5YD66X			G	Mar 24, 2017	Belding, Mister	10.00	1500.20	0.00	
PRKQVPMX											
	BE-002486	57PVNX				Apr 11, 2017	Belding, Mister	1.00	150.02	0.00	
PRKYRV2X											
	BE-002427	5GWVP5			G	Mar 20, 2017	Exec, PS	1.00	150.02	7.50	
PRX5NDVK											
	BE-002419	59Z8GX			S	Mar 16, 2017	Bourdain, Anthony		0.00	0.00	300.00
Totals								38.00	5329.90	140.99	1024.20

Claimant Type S = Supplier Claim

Claim Type G = Governance Claim

# Run Payroll in QuickBooks



## Payroll in QuickBooks

Director Claim (Dr. JOHN)	Cheque: \$150.20	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. JOHN)	Cheque: \$300.40	
Director Claim (Dr. JOHN)	Cheque: \$450.60	
Director Claim (Dr. PAUL)	Cheque: \$300.40	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. PAUL)	Cheque: \$150.20	

Click on the **gears icon** in the top right hand on your screen

Then select **Payroll Settings** from the drop down





**Preferences**

Setup: Pay Policies | Tax Setup | Deductions | Preferences

**Setup Overview**

Payroll and Services	Company and Account	Employees
<b>Payroll</b> Pay Schedules Vacation / Sick / PTO Deductions / Contributions Direct Deposit	<b>Business Information</b> Contact Information Work Locations <b>Preferences</b> <b>Accounting</b> Pay Cheque Printing Reports	<b>Overview</b>
<b>Taxes</b> General Tax Information Federal Taxes		

This will take you to the **Payroll Preferences** page, as shown below. Under **Preferences**, select **Accounting**

  **Physican Society**  

[Home](#)  
[Customers](#)  
[Suppliers](#)  
[Employees](#)  
[Transactions](#)  
[Reports](#)  
[Taxes](#)  
[Apps](#)

## Preferences

**Setup:** [Pay Policies](#) | [Tax Setup](#) | [Deductions](#) | **Preferences**

---

### Accounting Preferences

\* = Required

Choose which accounts you'd like your pay cheques and tax payments to go to.

- To use our recommended preferences, click **OK**
- To enter preferences yourself (including advanced options), click **Customize**

<b>Bank Account</b>	Chequing Account*	Cash
<b>Wage Expense Accounts</b>	Wage Account*	Payroll Expenses:Wages
<b>Tax Expense Accounts</b>	Tax Account*	Payroll Expenses:Taxes
<b>Tax Liability Accounts</b>	Federal Taxes*	Payroll Liabilities:Federal Taxes

Click **Customize** to  
edit the required  
accounts, marked by \*



Go through each section and select the drop downs to link the selected accounts.  
**QuickBooks uses GL account name, not number, to identify each account**

Section	<u>Sub-section</u>	GL Account	Notes
<b>Bank Account</b>		Cash – Checking	- displays as Cash
<b>Wage Expense Accounts</b>	<u>Wage Account</u>	Salaries & wages (all Governance compensation where a T4 is needed) – PayrollExpenses	- select “All employees’ wages go in the same accounts”
	<u>Reimbursement Account</u>	Reimbursements	- this is the preconfigured account, leave as is, no reimbursements will be issued via Payroll
<b>Tax Expense Accounts</b>	<u>Tax Account</u>	Cpp Expense - PayrollExpenses	- displays as Cpp Expense
	<u>Tax Liability Account</u>	Income Tax Payable – PayrollClearing	- displays as Income Tax Payable

## Mark Manual Payments Paid in FEMS

### Mark Manual Payments PAID in FEMS

Director Claim (Dr. JOHN)	Cheque: \$300.40	Processing	Paid
Director Claim (Dr. JOHN)	Cheque: \$150.20	Processing	Paid
Director Claim (Dr. JOHN)	Cheque: \$300.40	Processing	Paid
Director Claim (Dr. FOX)	Cheque: \$450.60	Processing	Paid
Director Claim (Dr. FOX)	Cheque: \$150.20	Processing	Paid
Supplier (MOLLY Catering)	Cheque: \$170.75	Processing	Paid
Supplier (MOLLY Catering)	Cheque: \$512.00	Processing	Paid

# Mark Manual Payments Paid

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Finance > Manage Manual Payments

## Manage Payments

Generate Manual Payments

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Payment Request # ▾ Date Initiated ▾ Date Paid ▾ Claimants ▾ Physician Society/MSA ▾ Payee ▾ Amount ▾ Ref. # ▾ Status ▾ MoP ▾

PAYMENT REQUEST	DATE INITIATED ▾	DATE PAID ▾	CLAIMANT ▾	PHYSICIAN SOCIETY/MSA ▾	PAYEE NAME ▾	REFERENCE # ▾	PAYMENT AMOUNT ▾	MOP ▾	STATUS ▾
						Totals:			



Show 15 ▾ entries

## Mark Manual Payments Paid

With the **Manual Payments Requisition Report** used to write the cheques, find the corresponding cheque request and click the button **Mark Paid**

Manage Payments

Generate Cheque Payments

Payment Request #	Date Initiated	Date Paid	Claimants	Physician Societies	Payee Name	Amount	Reference #	Status	MoP
									Download
PAYMENT REQUEST	DATE INITIATED	DATE PAID	CLAIMANT	PHYSICIAN SOCIETY	PAYEE NAME	REFERENCE #	PAYMENT AMOUNT	MOP	STATUS
PR7KRZDK	03/01/2017		Coffee, Gunther	Friends Physician Society	Gunther Coffee		\$155.32	Cheque	Processing
 PRXWEGVX	03/22/2017		Buffay, Phoebe	Friends Physician Society	Phoebe Buffay		\$2,410.92	Cheque	Processing
 PRK2RW3K	03/22/2017		Coffee, Gunther	Friends Physician Society	Gunther Coffee		\$300.04	Cheque	Processing
PREKE2NX	03/22/2017		Burke, Richard	Friends Physician Society	Richard Burke		\$703.84	Cheque	Processing
						\$3,570.12			

## Mark Manual Payments Paid

Mark Cheque Request as Paid

Payee: Catering Unlimited  
Payment Request: PRJX7J3K  
Payment Amount: \$1,000.00

\* Cheque Number: 27

\* Payment Date: 05-04-2017

Claim Comments (Internal): Optional comments as appropriate.

Mark Paid Cancel

- Specify the cheque number used to settle this cheque payment request (marked 1 in the diagram).
- Specify the Payment Date (marked 2). This defaults to today's date but can be back-dated. Forward-dating is not supported.
- Add any additional comments (marked 3)
- Click the button **Mark Paid** (marked 4)

Once this step has completed, the cheque requisition status is updated to Paid



## Mark Manual Payments Paid

The detail of the cheque payment can be seen by **removing the default filter restriction** and then clicking on the line item of interest for the member cheque payment **just marked as completed**

**Manage Payments**

Generate Cheque Payments

Click to see payment details.

Methof of Payment filter = Cheque

Payment Request # ▾ Date Initiated ▾ Date Paid ▾ Claimants ▾ Physician Societies ▾ Payee Name ▾ Amount ▾ Reference # ▾ Status ▾ MoP ▾

Download

PAYMENT REQUEST	DATE INITIATED	DATE PAID	CLAIMANT	PHYSICIAN SOCIETY	PAYEE NAME	REFERENCE #	PAYMENT AMOUNT	MOP	STATUS
PREKE2NX	03/22/2017	04/05/2017	Burke, Richard	Friends Physician Society	Richard Burke	27	\$703.84	Cheque	Complete
 PRX5NRVK	03/31/2017	03/31/2017	Bourdain, Anthony	Hospitale Royale Physician Society	No Reservations Catering Inc	112	\$350.00	Cheque	Complete
PRX8QWYK	03/31/2017	03/31/2017	Fall, Sky	Hospitale Royale Physician Society	Sky Fall	111	\$555.92	Cheque	Complete

# Mark Manual Payments Paid

## Payment Request #PREKE2NX

### PAYMENT REQUEST DETAILS

Payment Request Number	PREKE2NX
Payment Request Date	03/10/2017
Amount	\$703.84
Claimant	Burke, Richard
Physician Society	Friends Physician Society
Claims	5D4KV5, 5RMGLX, XNPZWX
Status	Processed

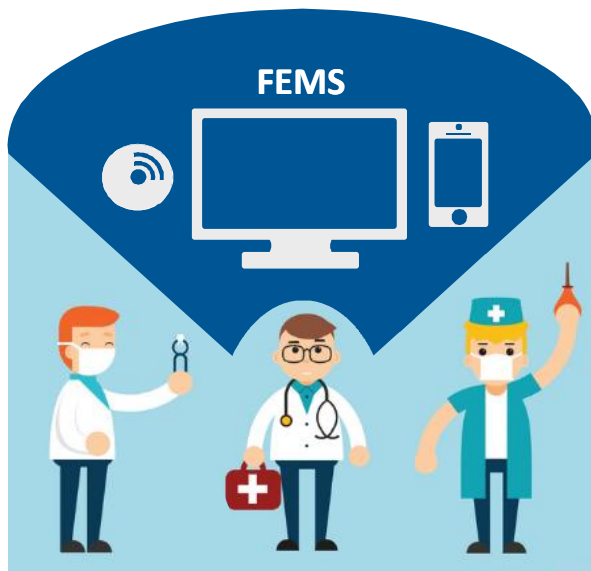
Cheque payment details

### PAYMENT DETAILS

Payee Name	Richard Burke
Contact	Burke, Richard
Address	123 ABC Street, Here BC, X1Y 2Z3, Canada
Date Payment Initiated	03/22/2017
Amount	\$703.84
Payment Method	Cheque
Reference Number	27
Status	Complete

Payment History

# Run Income Statement



## Income Statement

<b>Member Time</b>	<b>\$ 1400</b>
<b>Salaries &amp; wages</b>	<b>\$ 750</b>
<b>Meeting Expenses</b>	<b>\$ 260</b>
<b>Meals</b>	<b>\$ 920</b>

Dashboard

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Reporting > Income Statement

## Income Statement

◀ ◀ 0 pages ▶ ▶



AUTO

Manual Payments Requisition Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Membership List

MoU Category Summary

### PREVIEW PARAMETERS

Start Date 8/1/2018 

End Date 8/31/2018 

Phys Soc/MSA Friends Physician Society ▾

MSAs Select... ▾

Engagement Activ... Select... ▾

MOU Categories Select... ▾

Report Type Individual ▾

RESET

SUBMIT

**NEW:** Select the start date of the report (previously only end date)

**NEW:** Select the specific Engagement Activity/ies you wish to generate the report for

**NEW:** Select the specific MoU Category/ies you wish to generate the report for

# Run Income Statement

## Income Statement

Reporting Period Apr-01, 2018 to Jun-30, 2018

As At: Sep-13, 2018

## FEMS

### INCOME

		Actuals 2018-2018	Prior Years Actuals Cumulative	Cumulative Allocation	Cumulative Remaining
		\$	\$	\$	\$
				80,000.00	
30500	Governance (600)	4,022.16	9,779.51	50,000.00	390.95
30500	Medical Staff (1100)	11,611.65	712.66	22,690.00	2,400.00
30500	Physician Services (1300)	3,307.06	3,870.20	18,000.00	265.14
30500	Working Environment (1400)	7,044.99	6,544.19	3,021.73	508.25
30500	Communication (1700)	4,373.08	232.93	5,000.00	9.59
30500	Quality and Cost Improvement (1800)	3,222.98	2,313.79	11,446.00	133.10
30500	Quality Improvement Projects (2000)	1,920.51	2,392.50	665.50	665.50
30500	Culture (2100)	4,149.76	6,714.36	19,000.00	397.71
Total Ministry Funding		41,209.30	32,560.14	305,796.98	245,540.14

### Total Income

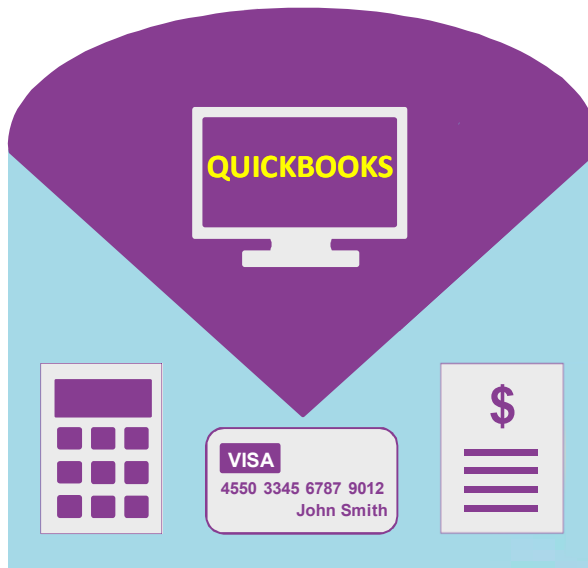
**41,209.30** 32,560.14 305,796.98 245,540.14

### EXPENDITURES

41202	Member time (physician and allied healthcare)	14,032.36	15,659.76		
41301	Travel	358.25	1,581.09		
41311	Conference fees		930.00		
41404	Meals	9,065.60	1,179.73		
41506	Meeting expenses	30.82	26.44		
Total Meetings and Conferences		23,487.03	19,377.02		
41401	Miscellaneous	3,809.93	3,297.46		
41633	Communications	83.17	106.15		
Total Office and Communications		3,893.10	3,403.61		
40102	Salaries & wages (Governance comp. - T4 needed)	4,022.16			
Total Salaries and Related		4,022.16			
41205	Consultants	8,249.90			
Total Professional Fees		8,249.90			



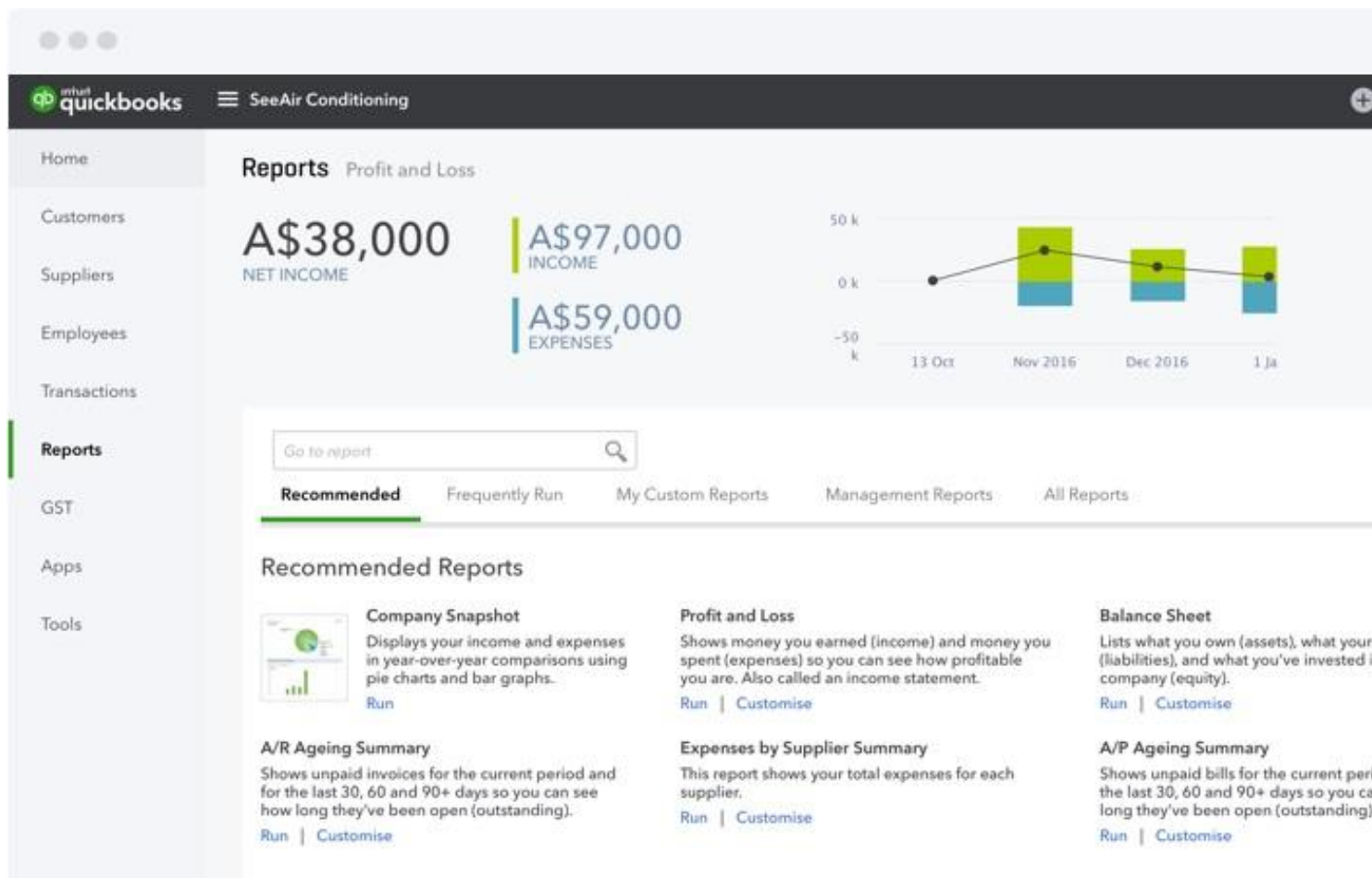
## Run Financial Statement in **QB**



### Income Statement

<b>Member Time</b>	<b>\$ 1400</b>
<b>Salaries &amp; wages</b>	<b>\$ 750</b>
<b>Meeting Expenses</b>	<b>\$ 260</b>
<b>Meals</b>	<b>\$ 920</b>
<b>Office Rent</b>	<b>\$ 2120</b>

# Run Financial Statement in QB



# Run Financial Statement in QB

**The Plumbing Doctor**  
BALANCE SHEET  
As of January 12, 2017

	JUL - SEP 2016	OCT - DEC 2016	1-12 JAN 2017
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents (deleted)	0.00	0.00	0.00
Cash on hand		999.00	999.00
INV Direct	2.58	11.26	11.26
PayPal Bank	-73.54	-1,069.60	-1,069.90
Inventory Asset	3,009.85	3,009.85	3,009.85
Undeposited Funds	2,733.18	2,733.18	2,783.18
<b>Total Current Assets</b>	<b>55,672.07</b>	<b>55,683.69</b>	<b>55,733.39</b>
<b>Long-term assets</b>			
Property, plant & equipment	-100.00	-100.00	-100.00

# Run Financial Statement

CPP Expense	\$ 337.33
Office Expenses	\$ 17,600.54
Banking Fees	\$ 29.97
Profess. Fees	\$ 2,636.81

**Total of IOE \$ 20,604.65**

## Income Statement 01/04/2018 to 30/06/2018

### QuickBooks

#### REVENUE

<b>Revenue</b>	
Contributions	0.00
Other Income	0.00
Gain/loss on Disposal of Assets	0.00
Ministry Funding	60,256.84
<b>Total Revenue</b>	<b>60,256.84</b>

#### TOTAL REVENUE

60,256.84

#### EXPENSE

<b>Expenses</b>	
Salaries & wages - Non-Governance	0.00
Salaries & wages - Governance ...	4,022.16
Benefits	0.00
CPP Expense	337.33
EI Expense	0.00
Insurance (Board insurance)	0.00
Amortization	0.00
PS Internal Operating Expenses	0.00
Office Rent (includes property tax)	0.00
Office Expenses	17,600.54
Society Fees	0.00
Member Time (Physician and AH...)	14,032.36
Professional Fees	2,636.81
Consultants	8,249.90
Travel	358.25
Conference Fees	0.00
Miscellaneous	3,809.93
Meals	9,065.60
Banking and Transaction Fees	29.97
Meeting Expenses	30.82
Communications	83.17
<b>Total Expenses</b>	<b>60,256.84</b>

#### TOTAL EXPENSE

60,256.84

#### NET INCOME

0.00

# Create an IOE Transaction in FEMS

Income Statement		Reporting Period Apr-01, 2018 to Jun-30
FEMS		Actuals 2018-2018
		\$
<b>INCOME</b>		
30500	Governance (600)	4,022.16
30500	Medical Staff (1100)	11,611.65
30500	Physician Services (1300)	3,307.06
30500	Working Environment (1400)	7,044.99
30500	Communication (1700)	4,373.08
30500	Quality and Cost Improvement (1800)	3,222.98
30500	Quality Improvement Projects (2000)	1,920.51
30500	Culture (2100)	4,149.76
Total Ministry Funding		41,209.30
<b>Total Income</b>		<b>41,209.30</b>
<b>EXPENDITURES</b>		
41202	Member time (physician and allied healthcare)	14,032.36
41301	Travel	358.25
41311	Conference fees	
41404	Meals	9,065.60
41506	Meeting expenses	30.82
Total Meetings and Conferences		23,487.03
41401	Miscellaneous	3,809.93
41633	Communications	83.17
Total Office and Communications		3,893.10
40102	Salaries & wages (Governance comp. - T4 needed)	4,022.16
Total Salaries and Related		4,022.16
41205	Consultants	8,249.90
Total Professional Fees		8,249.90

**FEMS \$41,209.30**  
**QB \$60,256.84**

**Total of IOE in QB**  
**\$ 20,604.65**

Income Statement 01/04/2018 to 30/06/2018	
QuickBooks	
<b>REVENUE</b>	
<b>Revenue</b>	
Contributions	0.00
Other Income	0.00
Gain/loss on Disposal of Assets	0.00
Ministry Funding	60,256.84
<b>Total Revenue</b>	<b>60,256.84</b>
<b>TOTAL REVENUE</b>	
	<b>60,256.84</b>
<b>EXPENSE</b>	
<b>Expenses</b>	
Salaries & wages - Non-Governance	0.00
Salaries & wages - Governance	4,022.16
Benefits	0.00
CPP Expense	337.33
EI Expense	0.00
Insurance (Board insurance)	0.00
Amortization	0.00
PS Internal Operating Expenses	0.00
Office Rent (includes property tax)	0.00
Office Expenses	17,600.54
Society Fees	0.00
Member Time (Physician and AH...)	14,032.36
Professional Fees	2,636.81
Consultants	8,249.90
Travel	358.25
Conference Fees	0.00
Miscellaneous	3,809.93
Meals	9,065.60
Banking and Transaction Fees	29.97
Meeting Expenses	30.82
Communications	83.17
<b>Total Expenses</b>	<b>60,256.84</b>
<b>TOTAL EXPENSE</b>	
	<b>60,256.84</b>



## Accounting Extract

EVENT DATE	BUSINESS EVENT	BE NUMBER	REFERENCE NUMBER	CLAIM NUMBER	PHYSICIAN SOCIETY/MSA	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT AMOUNT	CREDIT AMOUNT
BE-006571: Claim Approved										

# Create an IOE Transaction

Dashboard	Activities	Claims	Finance ▾	Reporting ▾	
-----------	------------	--------	-----------	-------------	--

## Create Transaction

\* Physician Society/MSA  
Friends Physician Society ▾

\* Business Event Type  
Capture Internal Operating Expenses Actual ▾

\* Amount  
\$ 20,604.65 ×

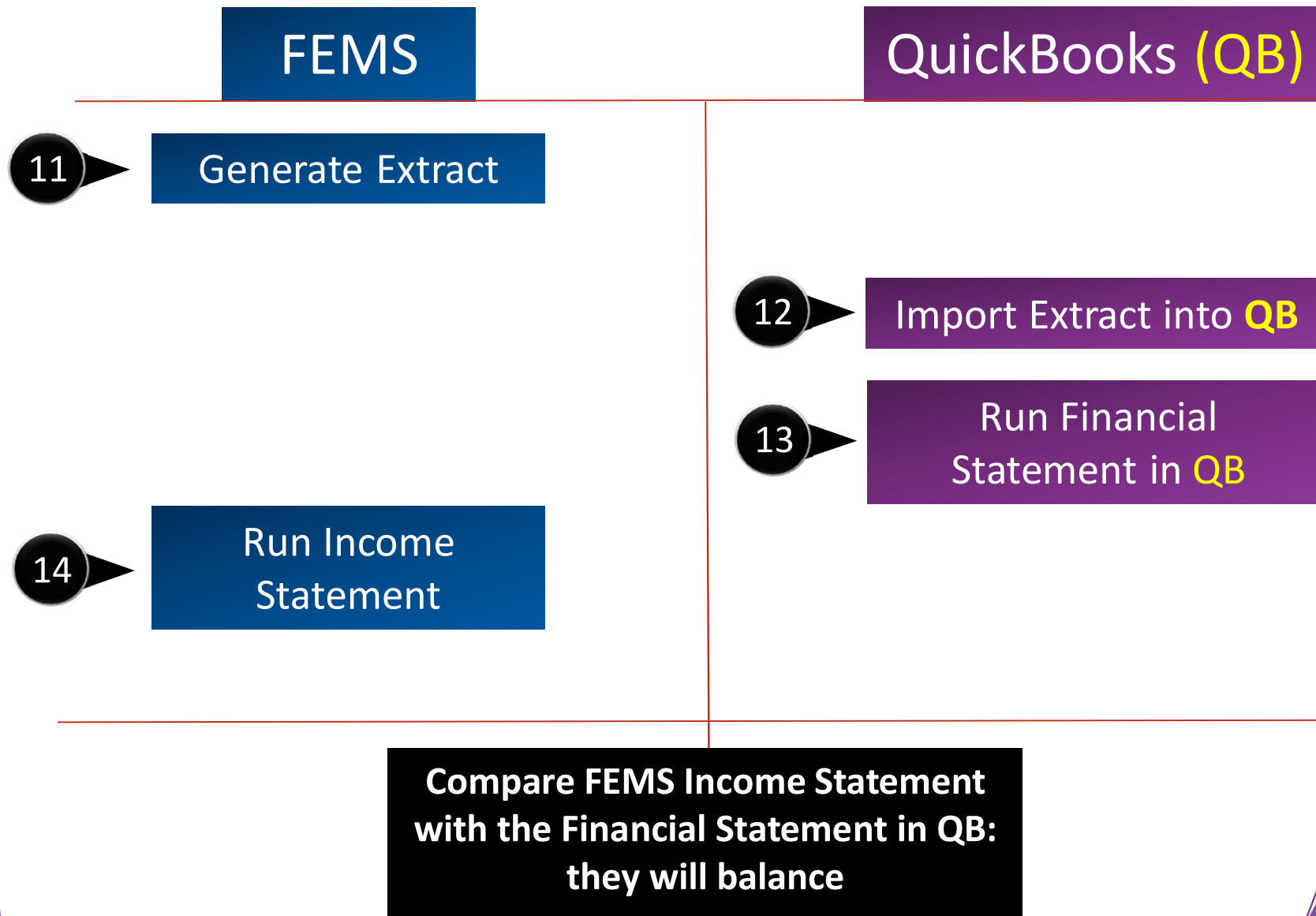
\* Transaction Date  
08-30-2018

Reference Number  
Reference Number

Comments

Submit Cancel

## Financial Interface Part II



## Contact FEMS Support



[femssupport@doctorsofbc.ca](mailto:femssupport@doctorsofbc.ca)



604-638-4869 or 1-800-665-2262



[www.fems.facilityengagement.ca](http://www.fems.facilityengagement.ca)