FACILITY ENGAGEMENT
An SSC Initiative

Financial Interface with **QuickBooks**

For **incorporated** Physician Societies

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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

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1 Generate Extract in **FEMS**

Extract
- Physician Claim
- Expense
- Supplier Claim
- Governance Claim

2 Import Extract into **QuickBooks**

3 FEMS
Manage Manual Payments

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

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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	

QuickBooks (QB)

5 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	

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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

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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

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Financial Interface Part I

FEMS	QuickBooks (QB)
1 Generate Extract	
	2 Import Extract into **QB**
3 Manage Manual Payments	
4 Manual Payments Requisition Report	
	5 Run Payroll in QB
6 Mark Manual Payments Paid	
7 Run Income Statement	
	8 Process Internal Operating Expenses in QB
	9 Run Financial Statement in QB
10 Create IOE Transaction	

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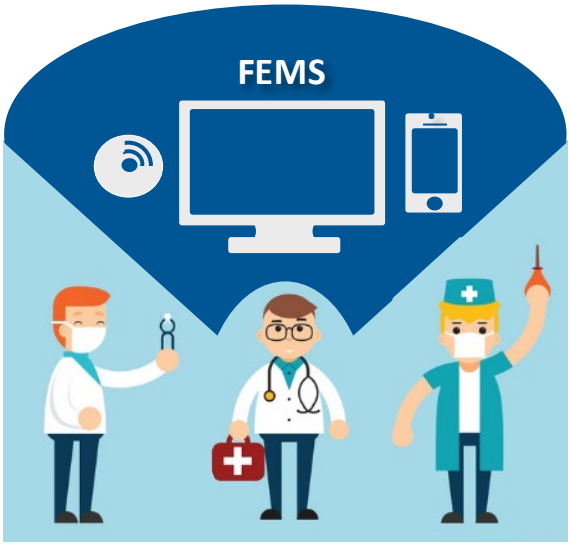
Generate Extract



Extract

- Physician Claim
- Expense
- Supplier Claim
- Governance Claim

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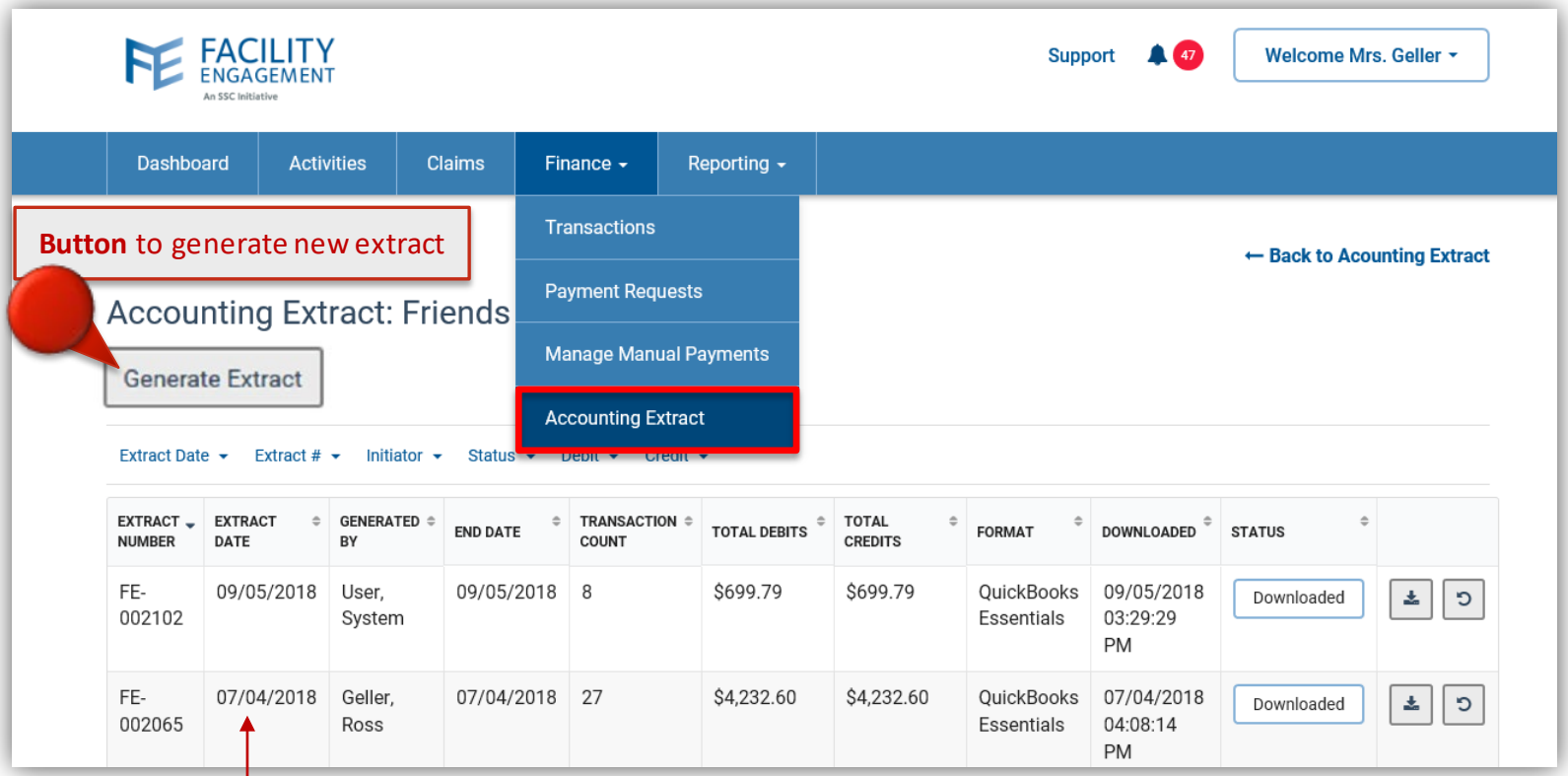
Generate Extract

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



History of previous extracts generated with pertinent details

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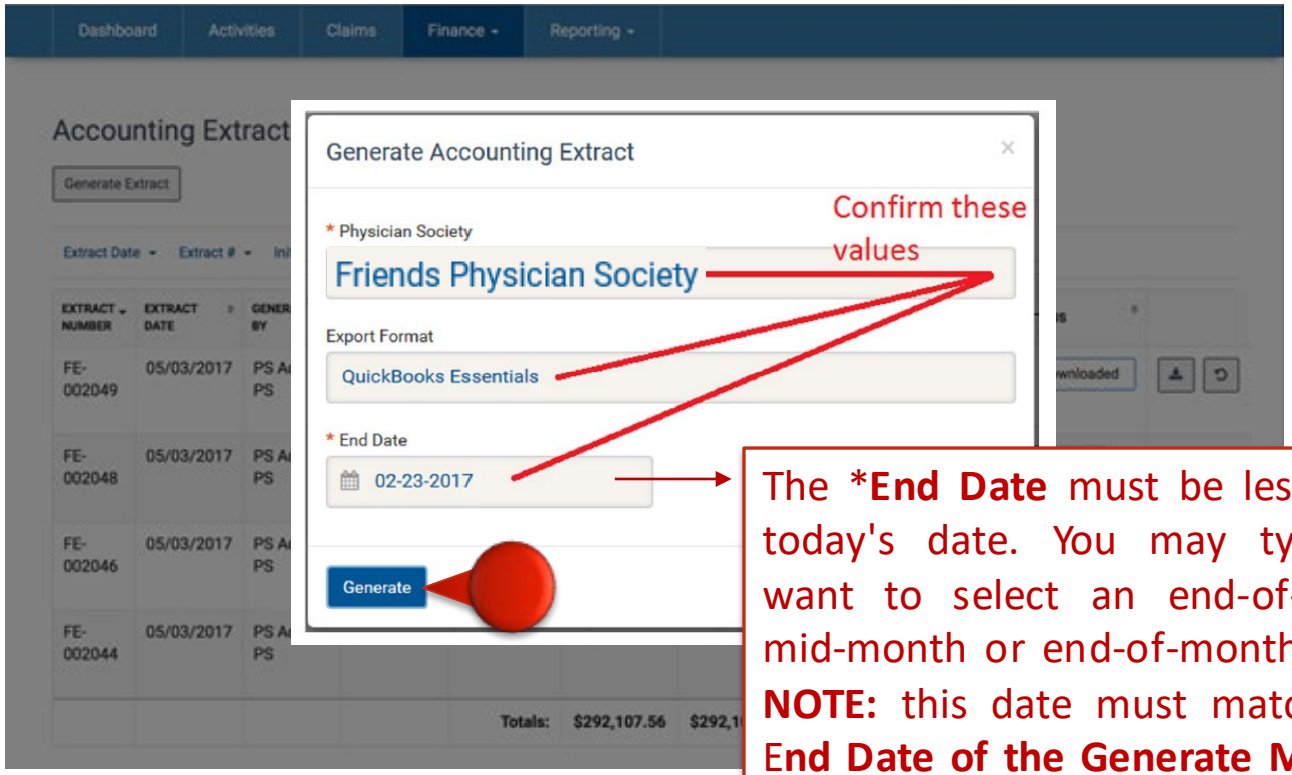
Generate Extract



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.**

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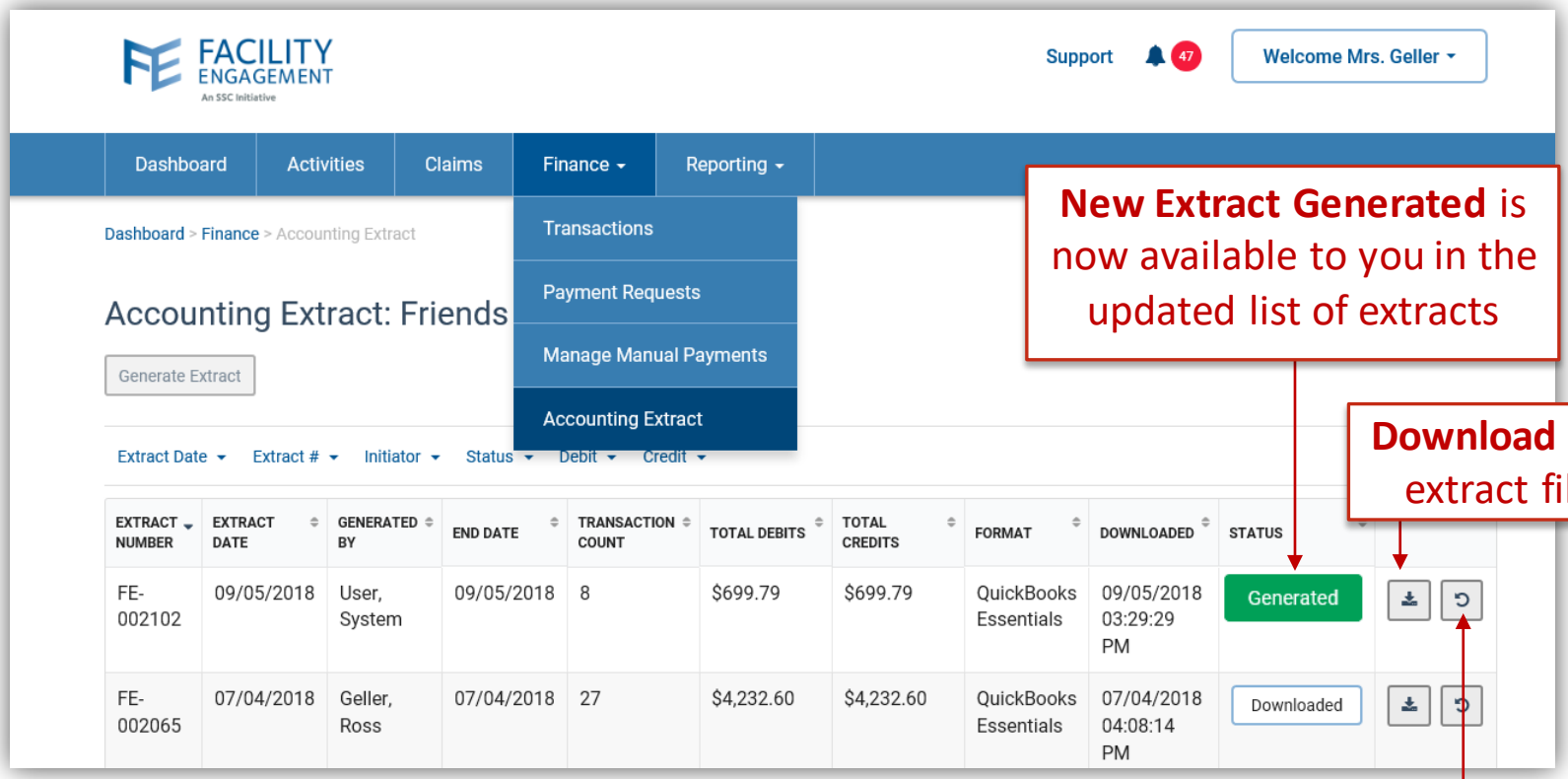
Generate Extract



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

Download the extract file

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

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Extract

- Physician Claim
- Expense
- Supplier Claim
- Governance Claim

Import into QuickBooks

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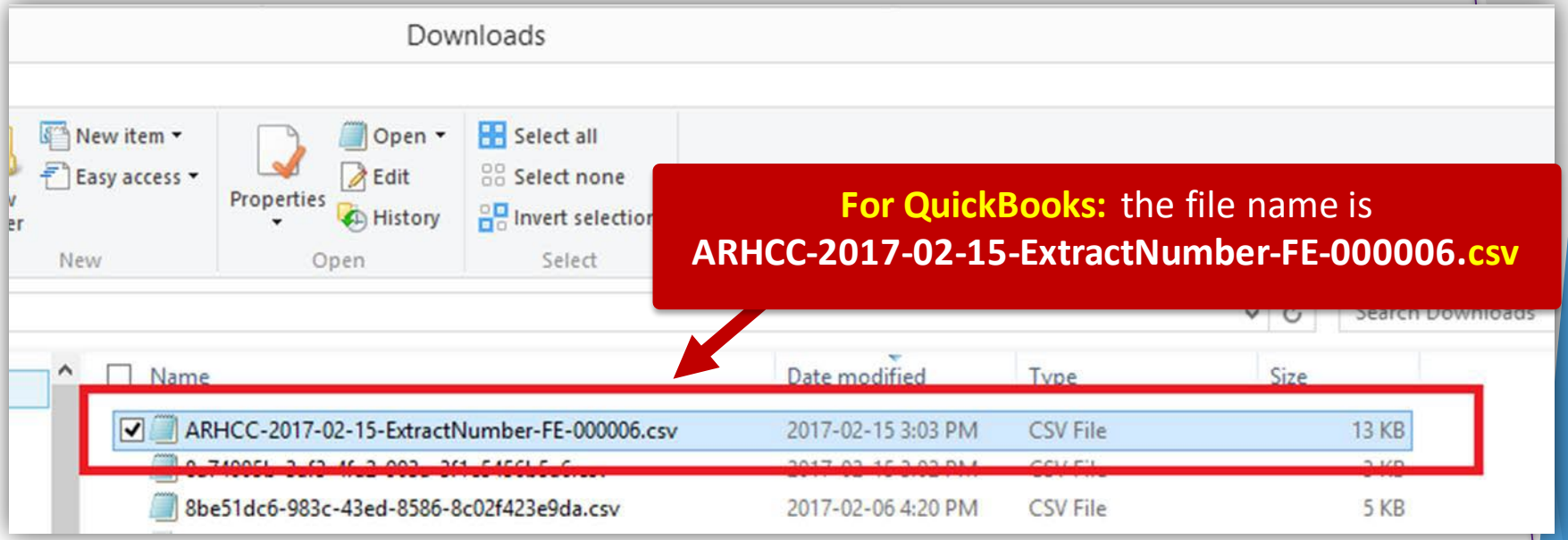
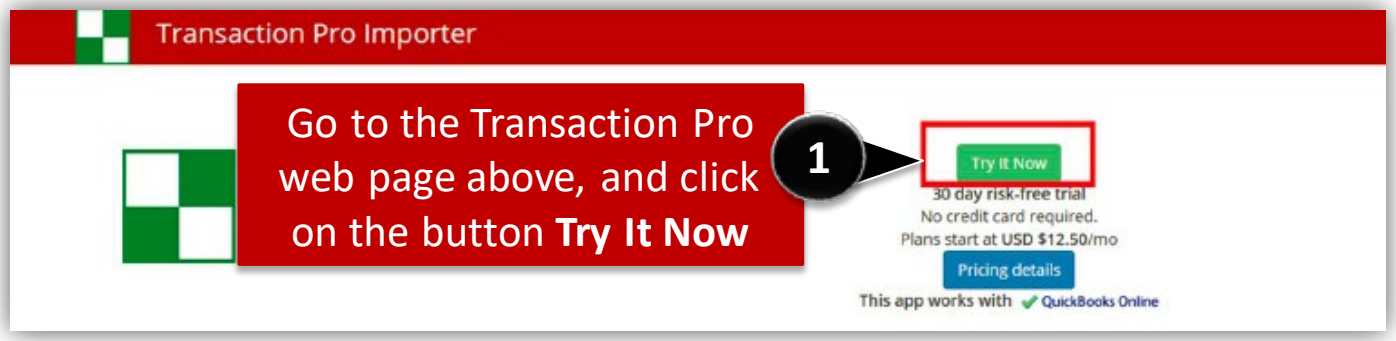


For QuickBooks: the file name is
ARHCC-2017-02-15-ExtractNumber-FE-000006.csv

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



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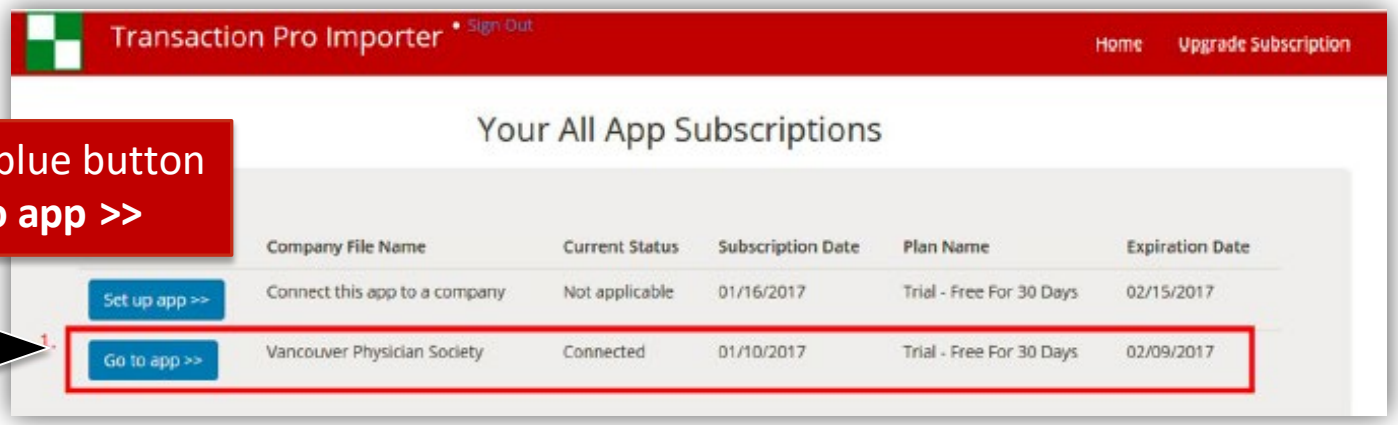
On the Transaction Pro Importer page **Sign Up Using Your Intuit Account,** click the button **Sign in with Intuit**

2



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

3

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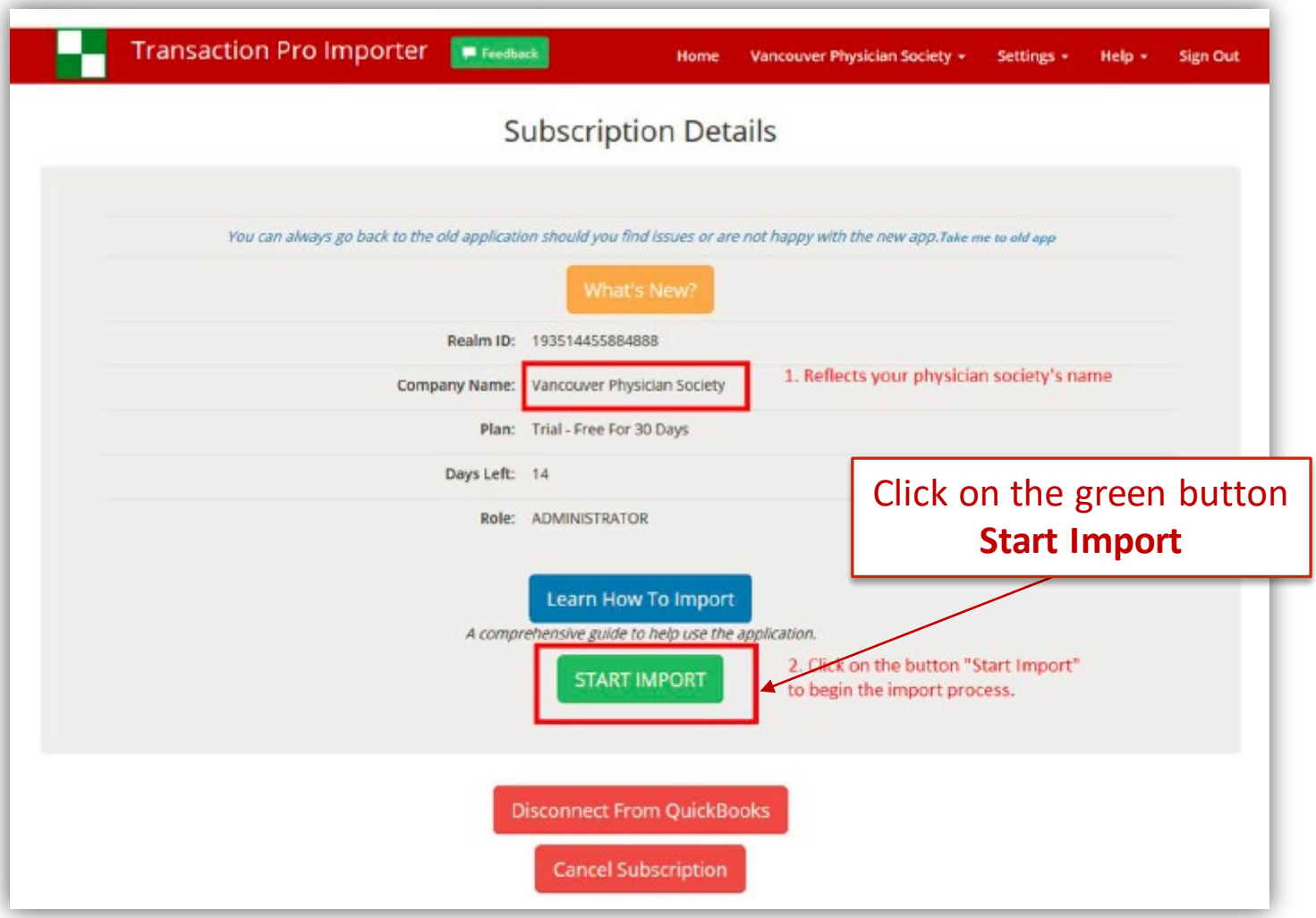

Click on the green button **Start Import**

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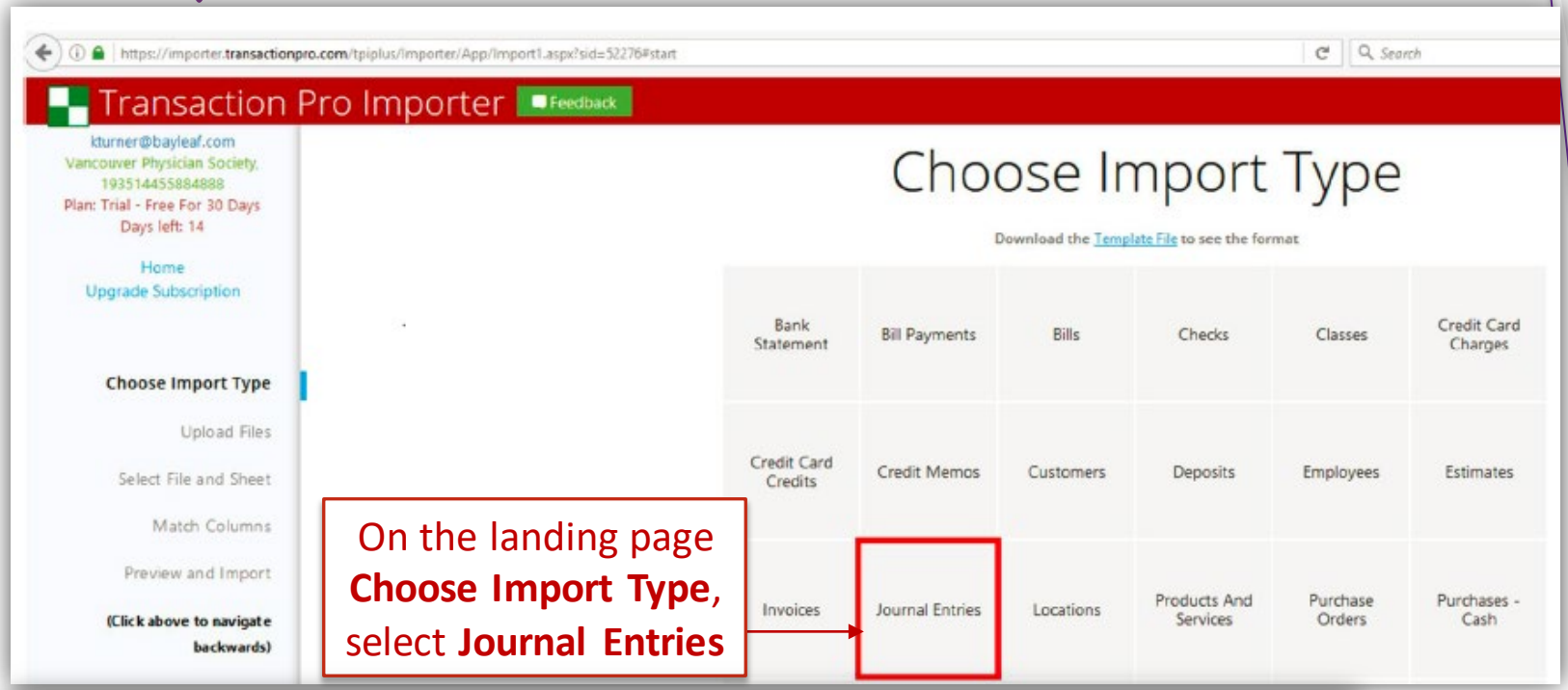
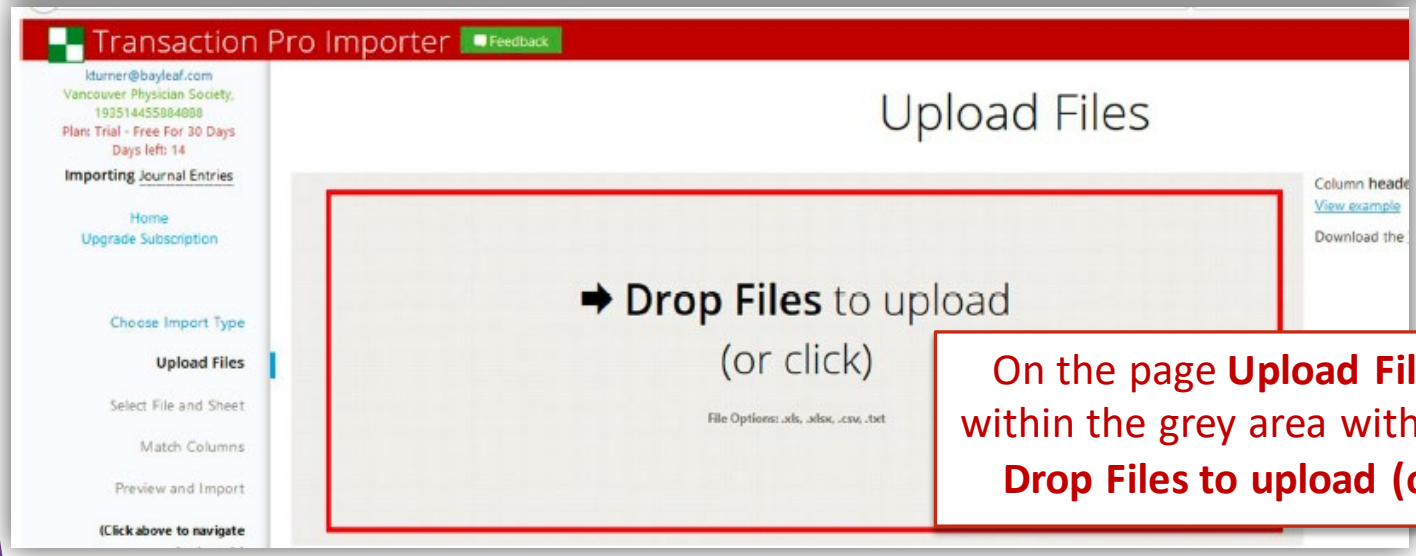


On the landing page **Choose Import Type**, select **Journal Entries**



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

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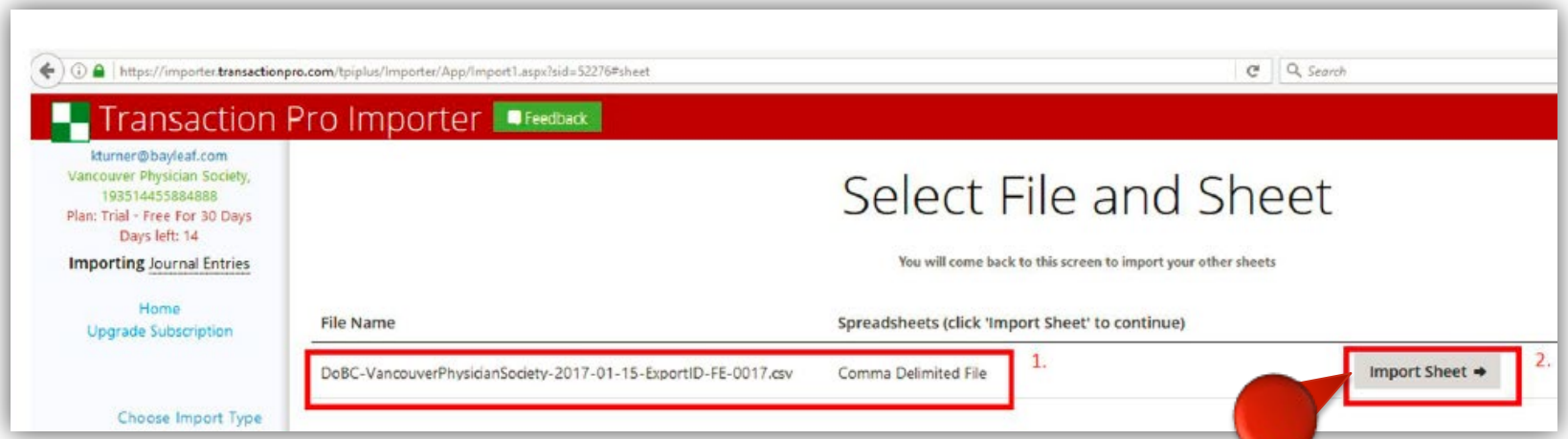
Click on the green button **Select File and Sheet** in the bottom right-hand corner



Click on the grey button **Import Sheet**

FACILITY ENGAGEMENT
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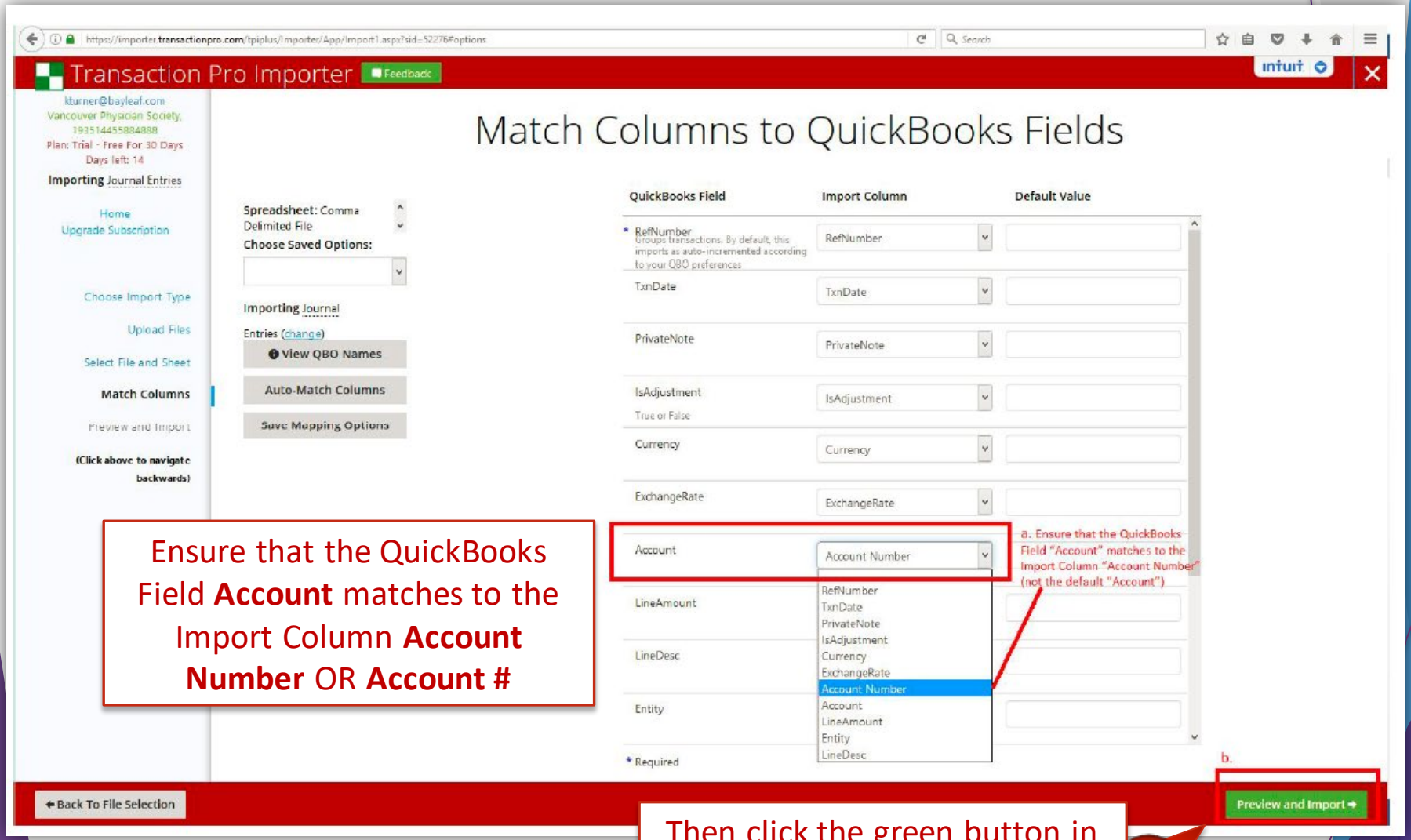

Ensure that the QuickBooks Field **Account** matches to the Import Column **Account Number** OR **Account #**

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

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

https://importer.transactionpro.com/tpiplus/Importer/App/Import1.aspx?sid=52276#import

Transaction Pro Importer Feedback

intuit

ktorner@bayleaf.com
Vancouver Physician Society,
193514455884888
Plan: 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 | Imported Transactions

Options

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

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

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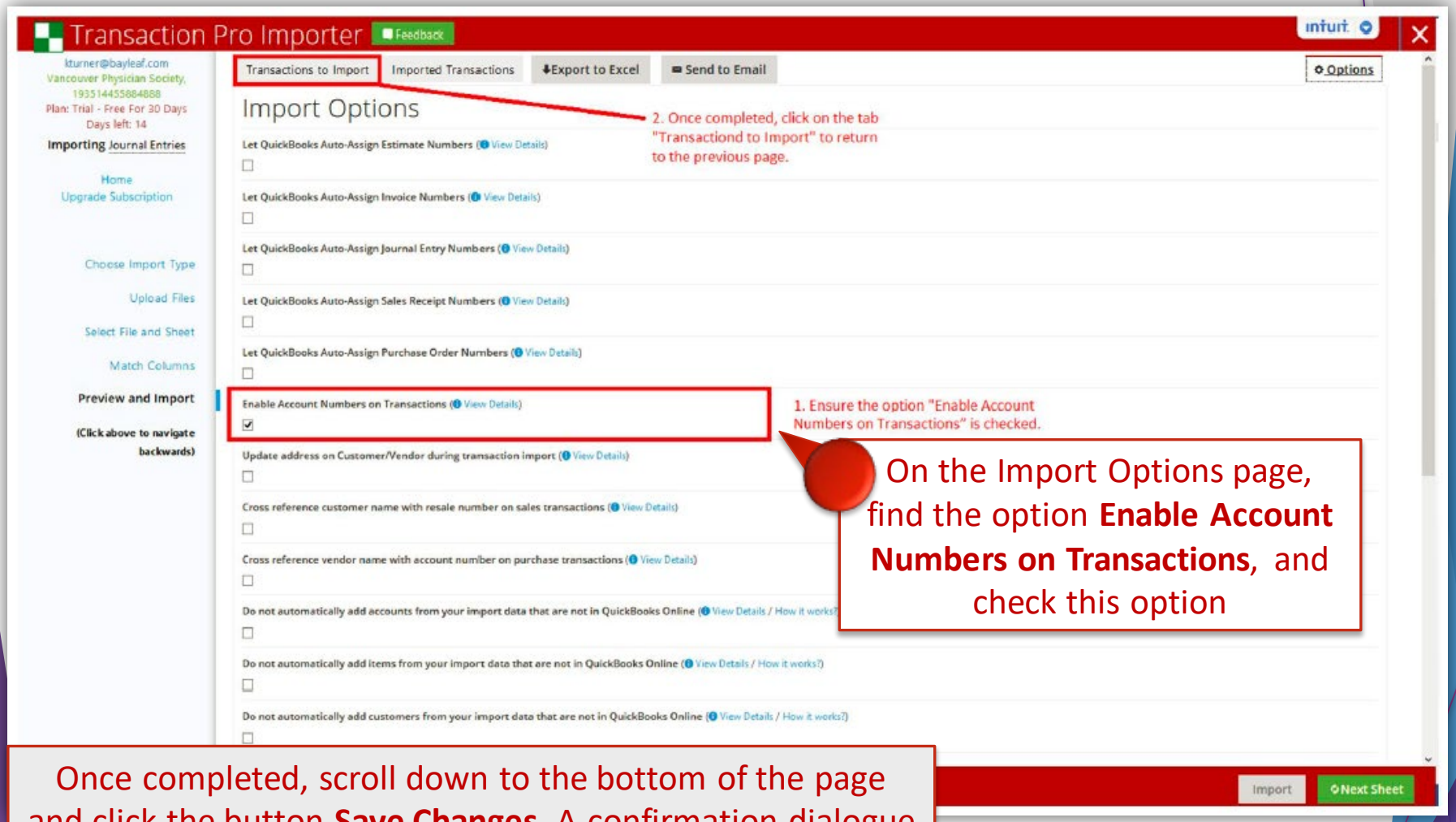

On the Import Options page, find the option **Enable Account Numbers on Transactions**, and check this option

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

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https://importer.transactionpro.com/tpiplus/Importer/App/Import1.aspx?sid=52276#import

Transaction Pro Importer | Feedback | intuit

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Vancouver Physician Society,
193514455884888
Plan: 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 | Imported Transactions | Options

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

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

← Back To Field Matching | Import | Next Sheet

https://importer.transactionpro.com/tpiplus/Importer/App/Import1.aspx?sid=52276#import

Transaction Pro Importer | Feedback | intuit

kturner@bayleaf.com
Vancouver Physician Society,
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 | Imported Transactions | Export to Excel | Send to Email

	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	

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

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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

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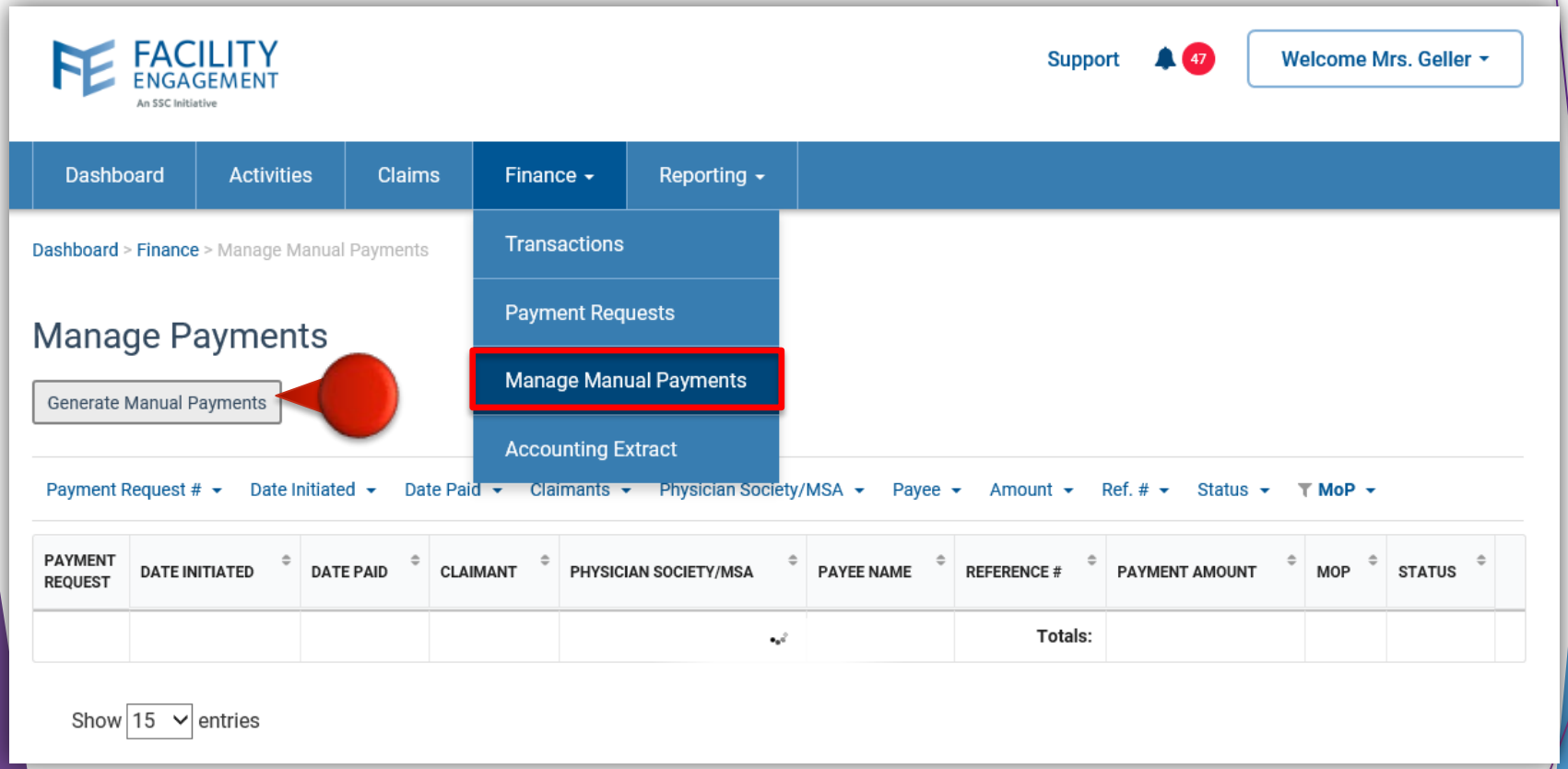
Manage Manual Payments



FACILITY ENGAGEMENT
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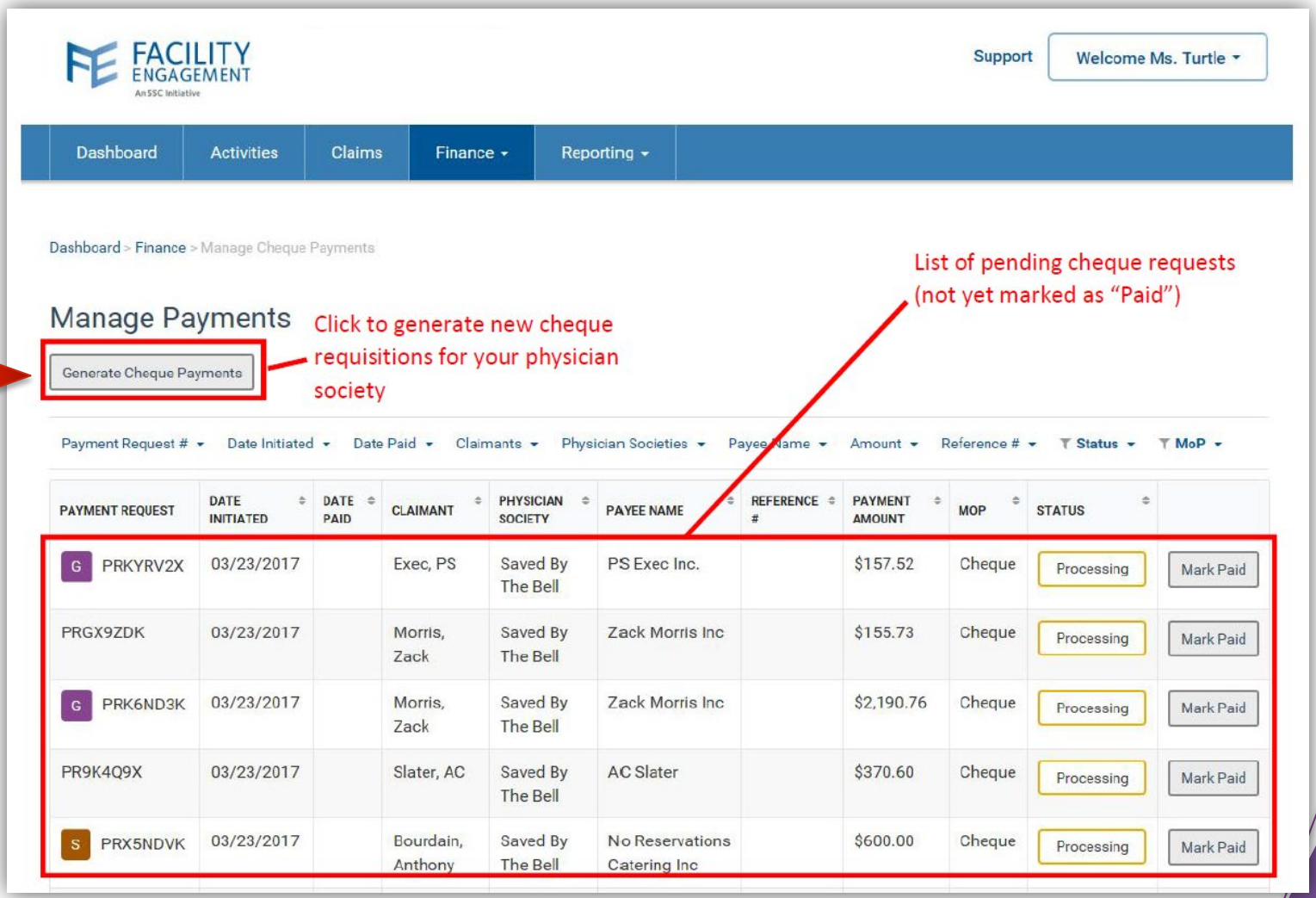
Manage Manual Payments



FACILITY ENGAGEMENT
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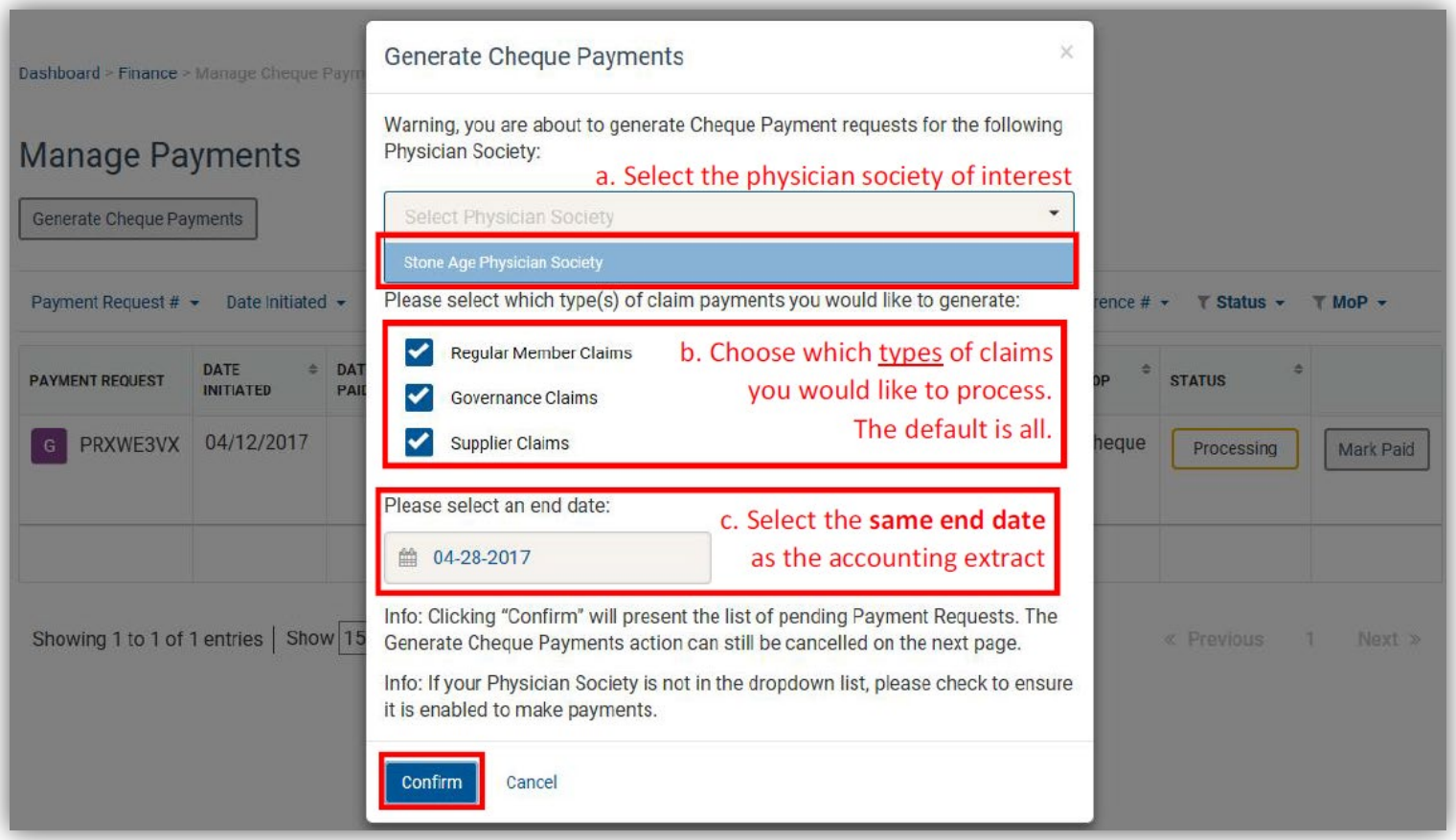
Manage Manual Payments



FACILITY ENGAGEMENT
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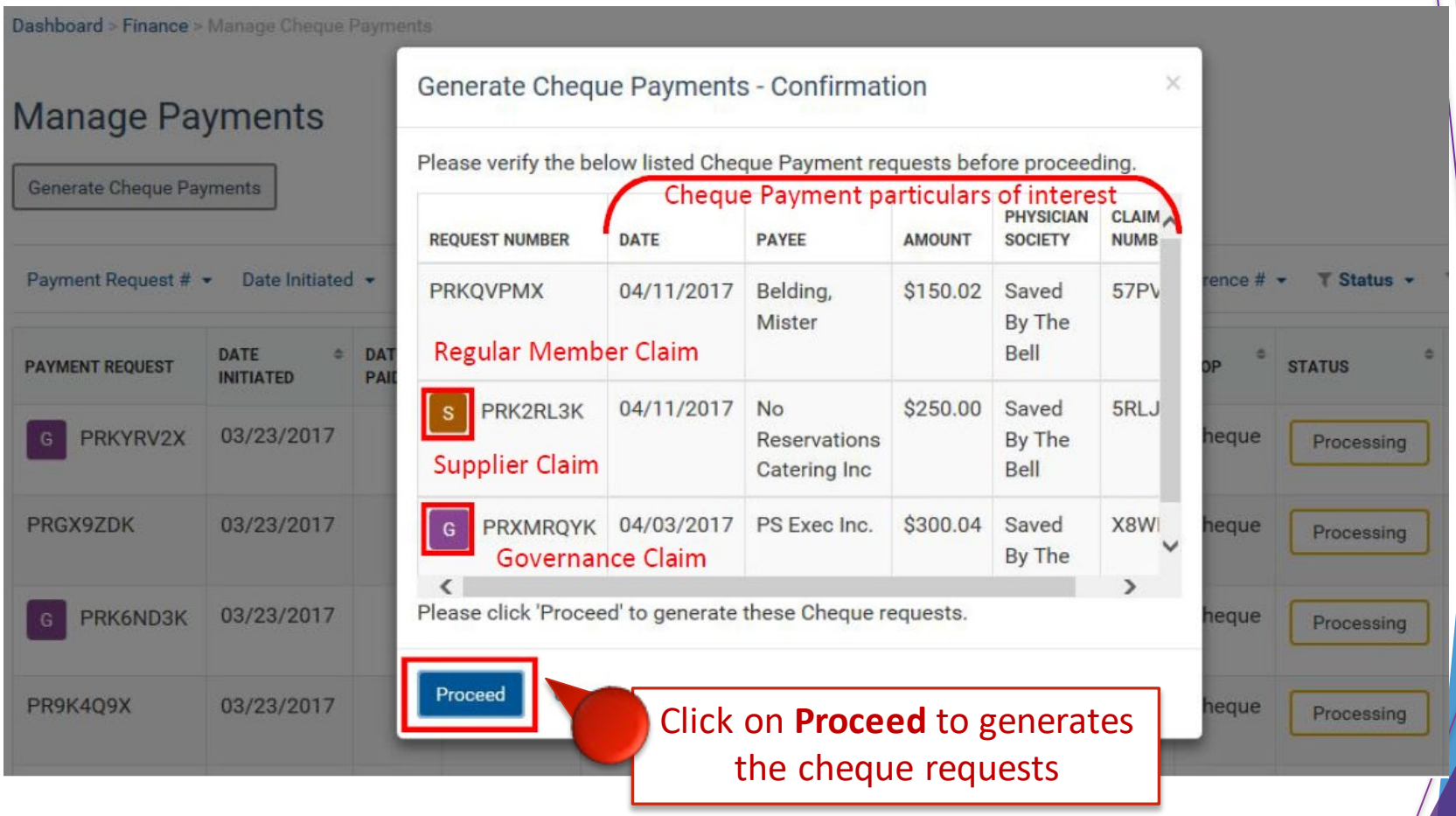
Manage Manual Payments



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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 15 entries

« Previous 1 Next »

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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	

FACILITY ENGAGEMENT
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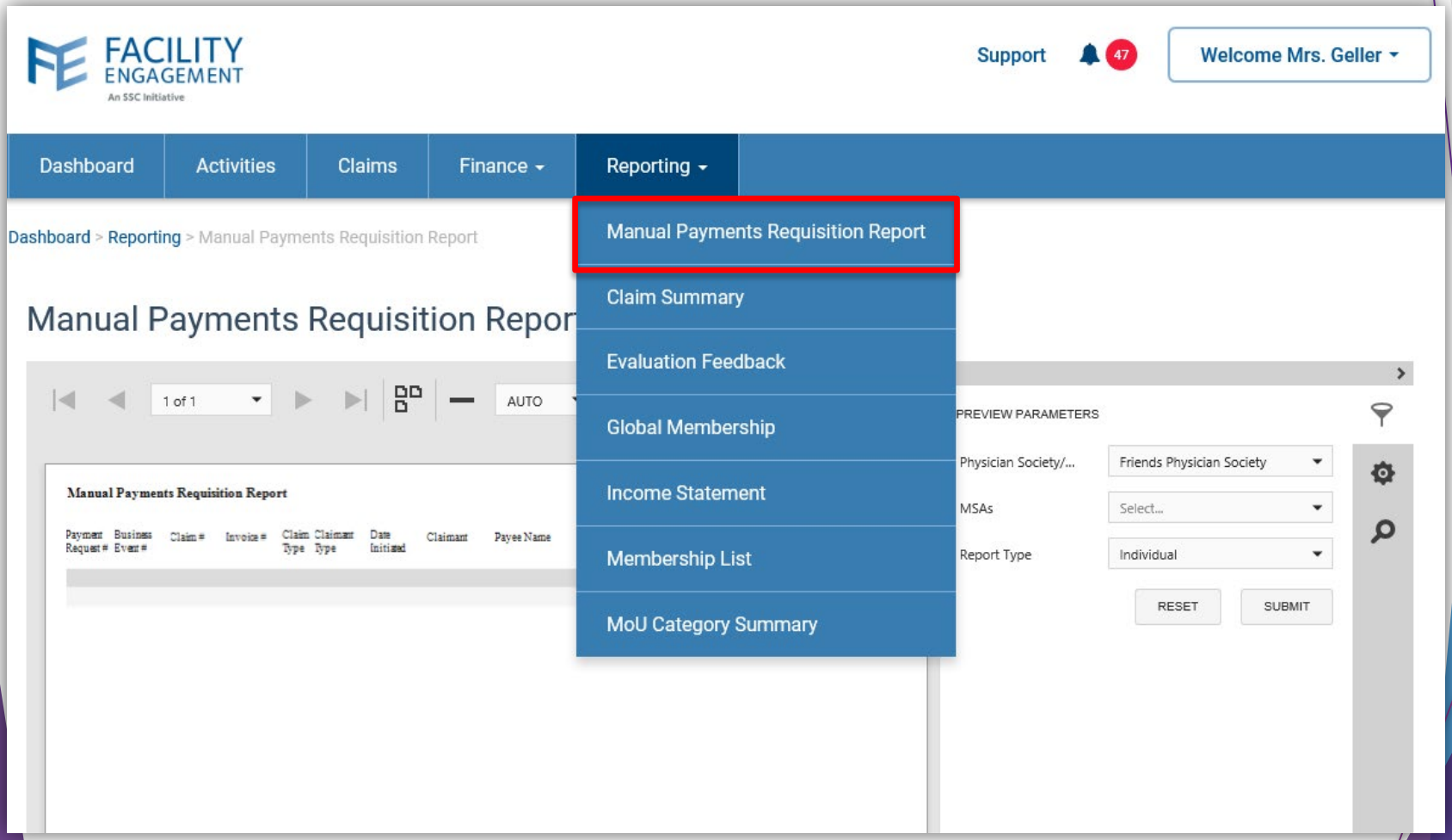
Manual Payments Requisition Report



FACILITY ENGAGEMENT
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Manual Payments Requisition Report

Cheque Requisition Report

Page 1 of 2 A B PDF

PDF
XLS
XLSX
RTF
MHT
HTML
Text
CSV
Image

Cheque Requisition Report

As

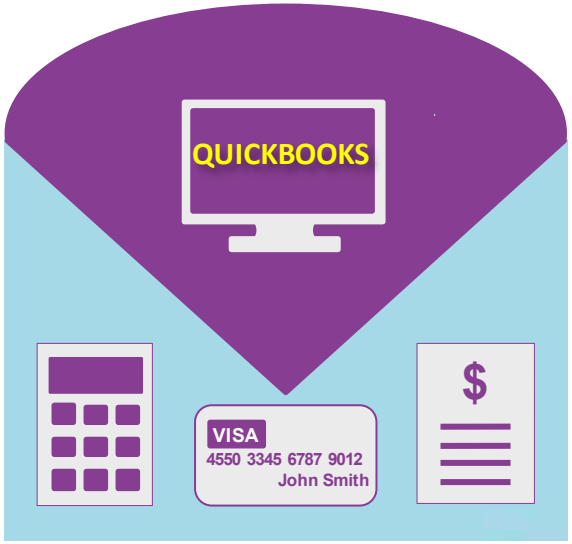
Payment Request #	Business Event #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initiate		Payee Name	Claim Hours	Hours Amount	Hours GST	Expense Amount
Saved By The Bell												
PR9K4Q9X												
	BE-001405	XNQPV5				Mar 10 2017		AC Slater	2.00	130.00	0.00	5.30
	BE-001411	5JGY3X				Mar 10, 2017		AC Slater	2.00	130.00	0.00	5.30
	BE-002423	5ZKJYX				Mar 10, 2017	Slater,AC	AC Slater		0.00	0.00	100.00
PRGX9ZDK												
	BE-001412	54WL6X				Mar 14, 2017	Morris,Zack	Zack Morris Inc	1.00	148.31	7.42	
PRK2RL3K												
	BE-002487	5RLJL5	1256		S	Apr 11, 2017	Bourdain,Anthony	No Reservations Catering Inc		0.00	0.00	250.00
PRK6ND3K												
	BE-002421	5WDJYX		G		Mar 16, 2017	Morris,Zack	Zack Morris	10.00	1483.10	74.16	
	BE-001404	5274WX		G		Mar 16, 2017	Morris,Zack	Zack Morris	2.00	296.62	14.83	5.30
	BE-001410	X6JRGX		G		Mar 16, 2017	Morris,Zack	Zack Morris	2.00	296.62	14.83	5.30
PRKJRQRK												
	BE-002439	5LLJ25		G		Mar 24, 2017	Belding,Mister	Mister Belding	2.00	300.04	0.00	
	BE-002441	5YD66X		G		Mar 24, 2017	Belding,Mister	Mister Belding	10.00	1500.20	0.00	
PRKQVPMX												
	BE-002486	57PVNX				Apr 11, 2017	Belding,Mister	Mister Belding	1.00	150.02	0.00	
PRKYRV2X												
	BE-002427	5GWVP5		G		Mar 20, 2017	Exec,PS	PS Exec	1.00	150.02	7.50	
PRX5NDVK												
	BE-002419	59Z8GX			S	Mar 16, 2017	Bourdain,Anthony	No Reservations Catering Inc		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

FACILITY ENGAGEMENT
An SSC Initiative

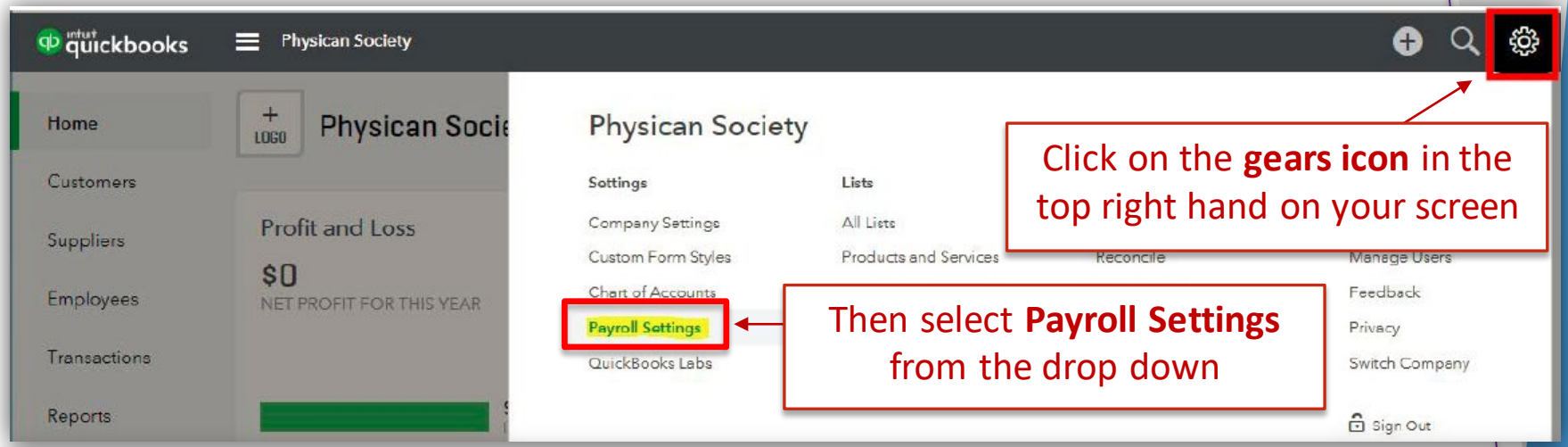
Run Payroll in QuickBooks



Payroll in QuickBooks

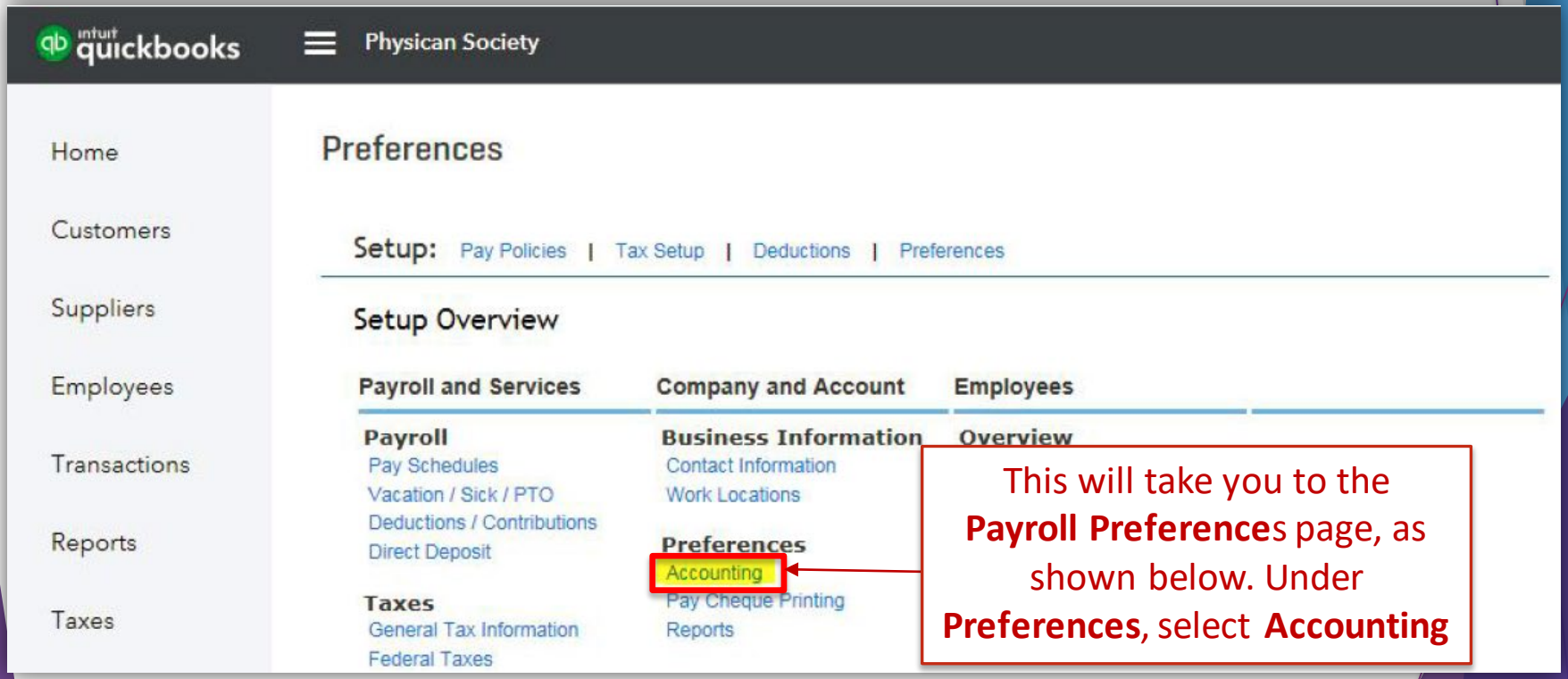
Director Claim (Dr. JOHN)	Cheque: $150.20	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. JOHN)	Cheque: $300.40	
Director Claim (Dr. JOHN)	Cheque: $450.60	
Director Claim (Dr. PAUL)	Cheque: $300.40	REQUIRED DEDUCTIONS: Income tax & CPP
Director Claim (Dr. PAUL)	Cheque: $150.20	

FACILITY ENGAGEMENT
An SSC Initiative



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

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



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

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quickbooks | 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**

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

OK | Cancel | Customize

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

FACILITY ENGAGEMENT
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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	Sub-section	GL Account	Notes
Bank Account		Cash – Checking	- displays as Cash
Wage Expense Accounts	Wage Account	Salaries & wages (all Governance compensation where a T4 is needed) – PayrollExpenses	- select "All emoloyees' wages go in the same accounts"
	Reimbursement Account	Reimbursements	- this is the preconfigured account, leave as is, no reimbursements will be issued via Payroll
Tax Expense Accounts	Tax Account	Cpp Expense - PayrollExpenses	- displays as Cpp Expense
	Tax Liability Account	Income Tax Payable – PayrollClearing	- displays as Income Tax Payable

FACILITY ENGAGEMENT
An SSC Initiative

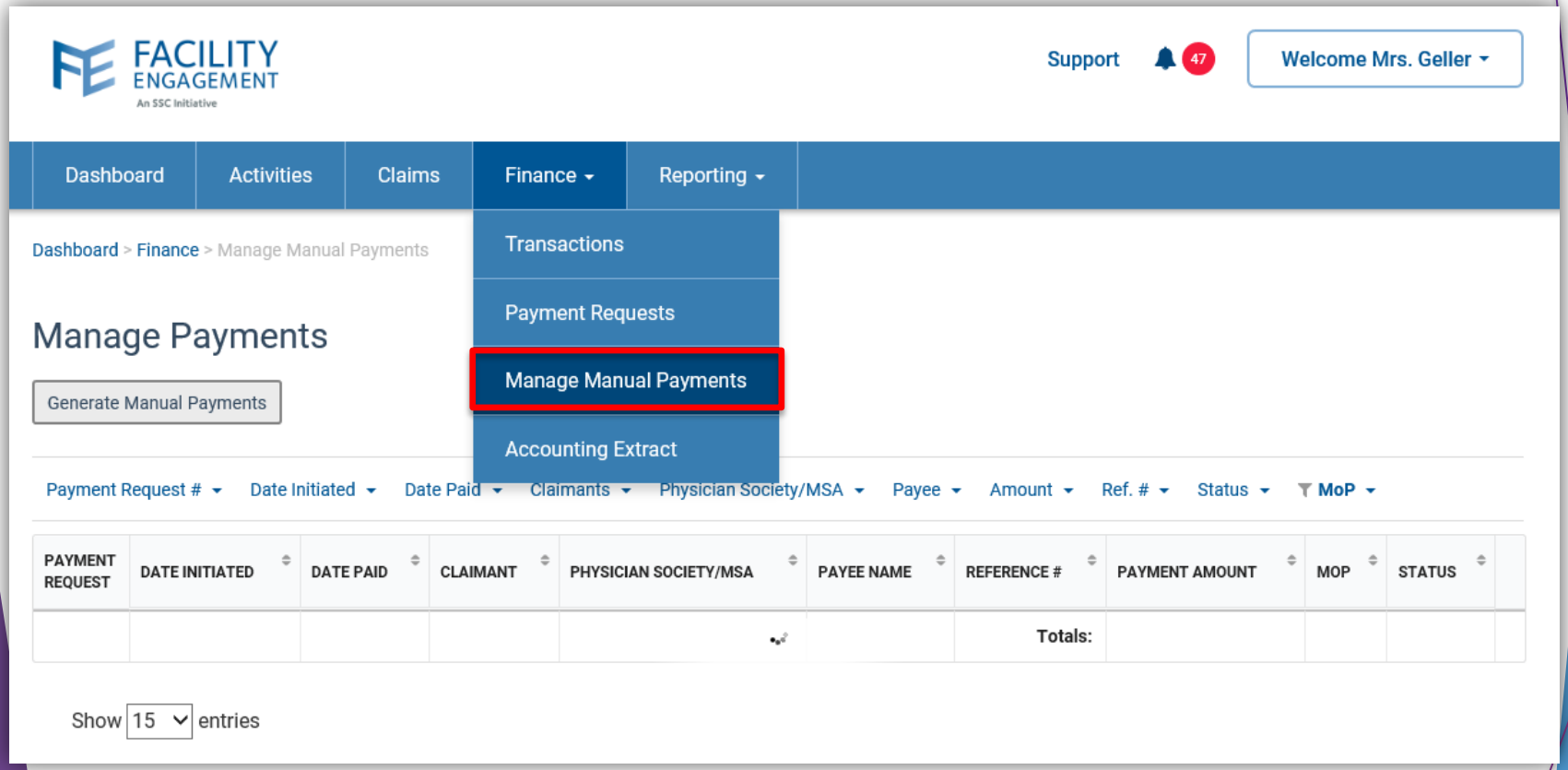
Mark Manual Payments Paid in FEMS

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

FACILITY ENGAGEMENT
An SSC Initiative

Mark Manual Payments Paid



FACILITY ENGAGEMENT
An SSC Initiative

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

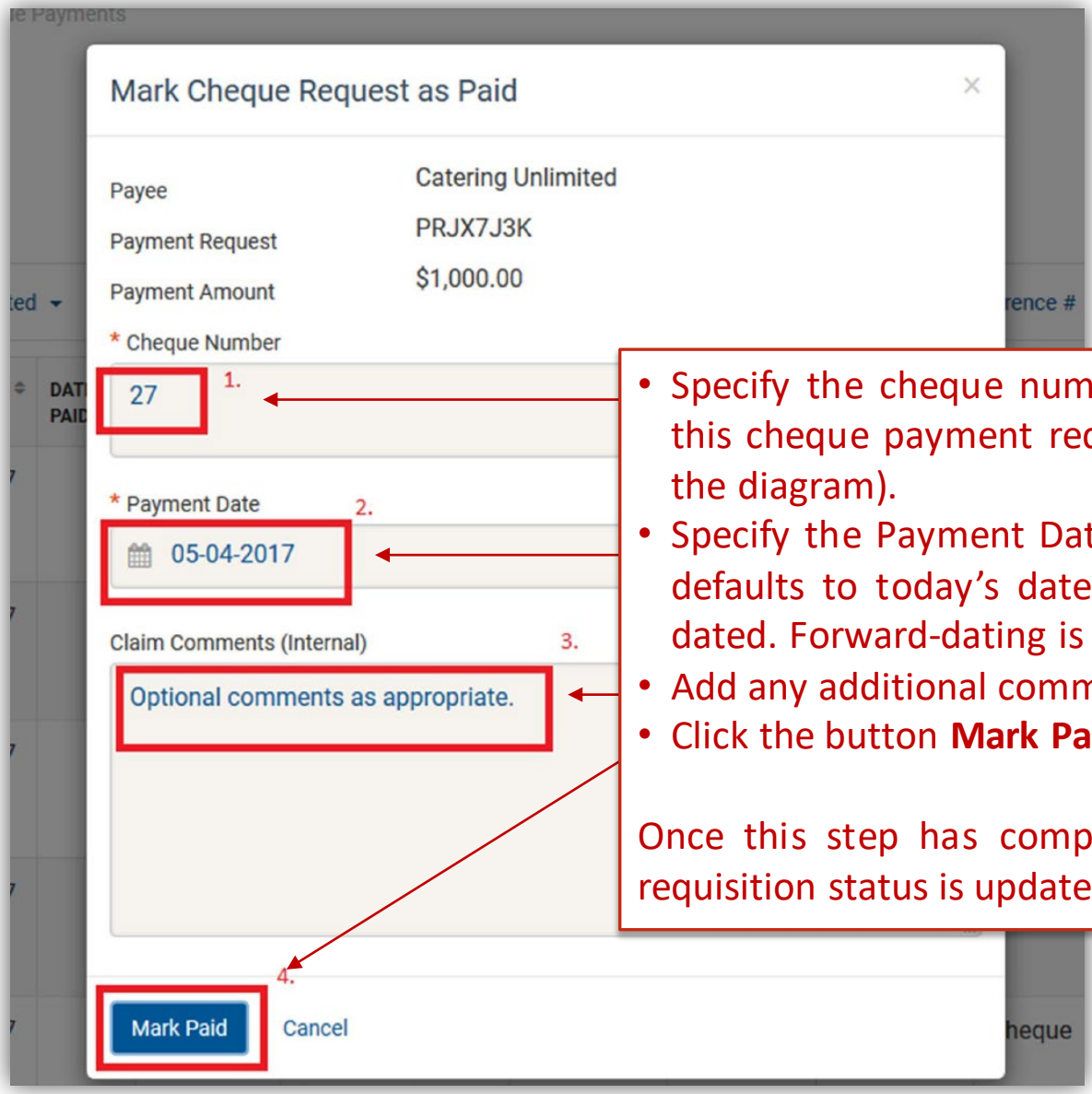
Payment Request # | Date Initiated | Date Paid | Claimants | Physician Societies | Payee Name | Amount | Reference # | Status | MoP

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	Mark Paid
G PRXWEGVX	03/22/2017		Buffay, Phoebe	Friends Physician Society	Phoebe Buffay		$2,410.92	Cheque	Processing	Mark Paid
G PRK2RW3K	03/22/2017		Coffee, Gunther	Friends Physician Society	Gunther Coffee		$300.04	Cheque	Processing	Mark Paid
PREKE2NX	03/22/2017		Burke, Richard	Friends Physician Society	Richard Burke		$703.84	Cheque	Processing	Mark Paid
						$3,570.12				

FACILITY ENGAGEMENT
An SSC Initiative

Mark Manual Payments Paid



- 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

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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

Click to see payment details.

Methof of Payment filter = Cheque

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
PREKE2NX	03/22/2017	04/05/2017	Burke, Richard	Friends Physician Society	Richard Burke	27	$703.84	Cheque	Complete
S 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

FACILITY ENGAGEMENT
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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

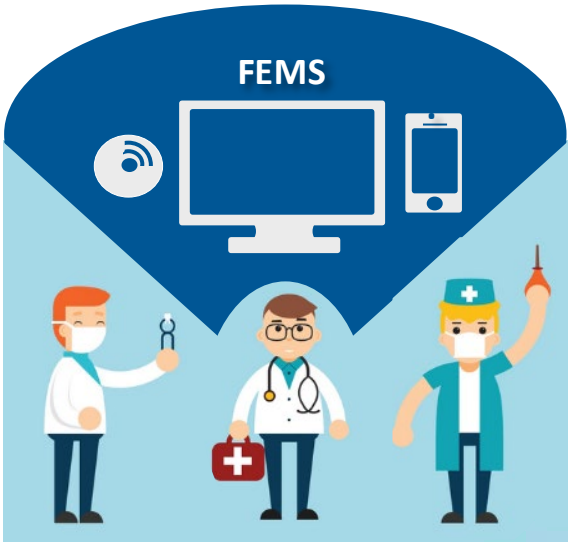
PAYMENT DETAILS

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

FACILITY ENGAGEMENT
An SSC Initiative

Run Income Statement



Income Statement

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

FACILITY ENGAGEMENT
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FACILITY ENGAGEMENT
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Support 31 Welcome Mrs. Geller

Dashboard | Activities | Claims | Finance | Reporting

- Manual Payments Requisition Report
- Claim Summary
- Evaluation Feedback
- Global Membership
- Income Statement
- Membership List
- MoU Category Summary

Dashboard > Reporting > Income Statement

Income Statement

0 pages | AUTO

PREVIEW PARAMETERS

Start Date	8/1/2018
End Date	8/31/2018
Phys Soc/MSA	Friends Physician Society
MSAs	Select...
Engagement Activit...	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

FACILITY ENGAGEMENT
An SSC Initiative

Run Income Statement

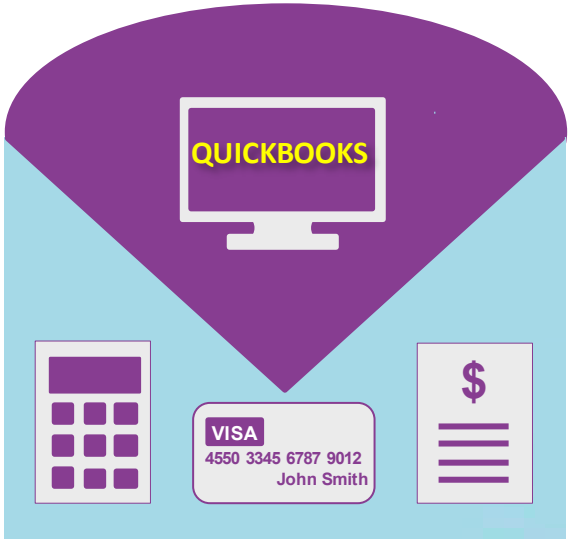
FEMS

Income Statement Reporting Period Apr-01, 2018 to Jun-30, 2018 As At: Sep-13, 2018

		Actuals 2018-2018 $	Prior Years Actuals Cumulative $	Cumulative Allocation $	Cumulative Remaining $
INCOME					
				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			

FACILITY ENGAGEMENT
An SSC Initiative

Run Financial Statement in QB

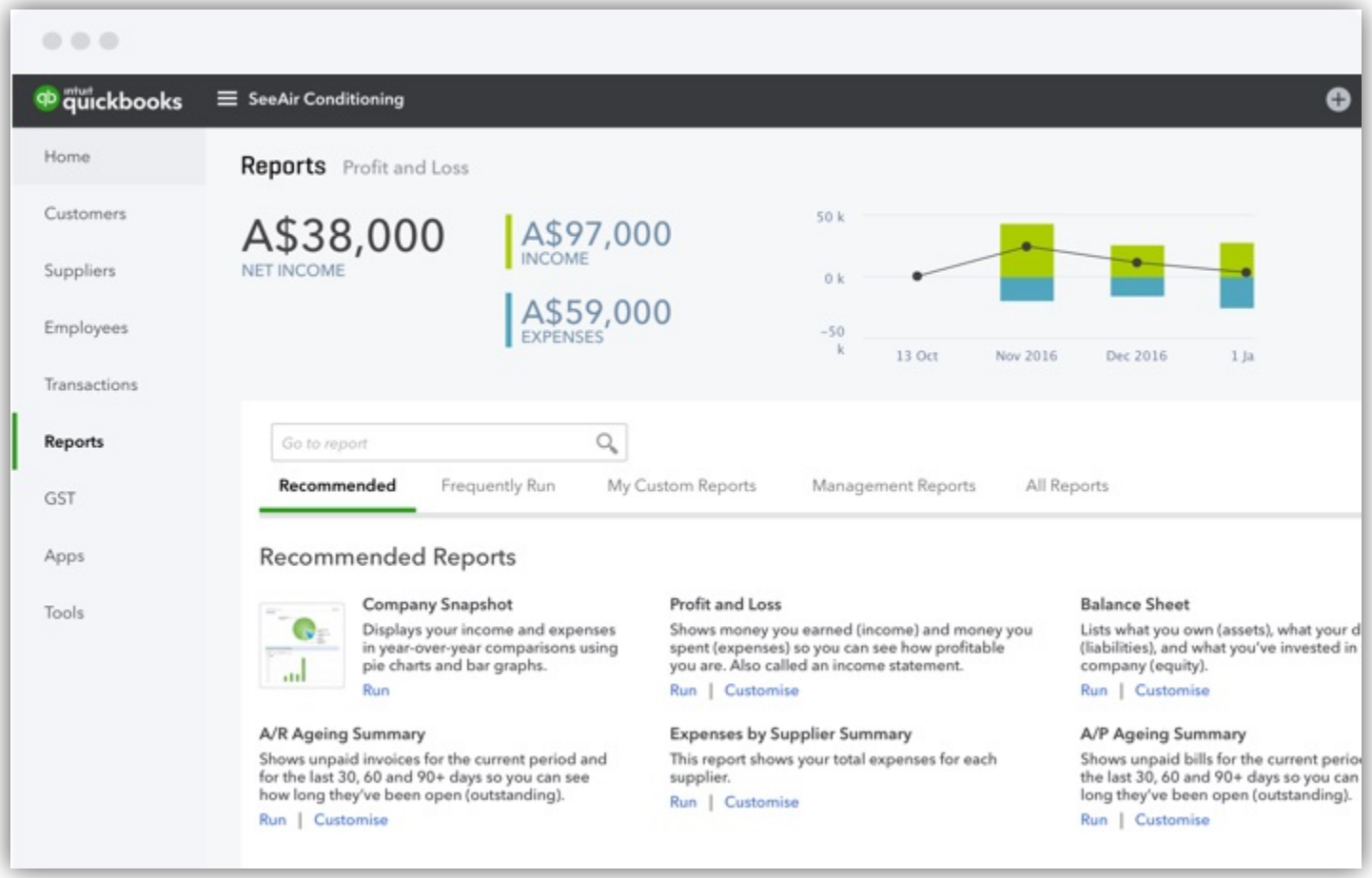


Income Statement

Member Time	$ 1400
Salaries & wages	$ 750
Meeting Expenses	$ 260
Meals	$ 920
Office Rent	$ 2120

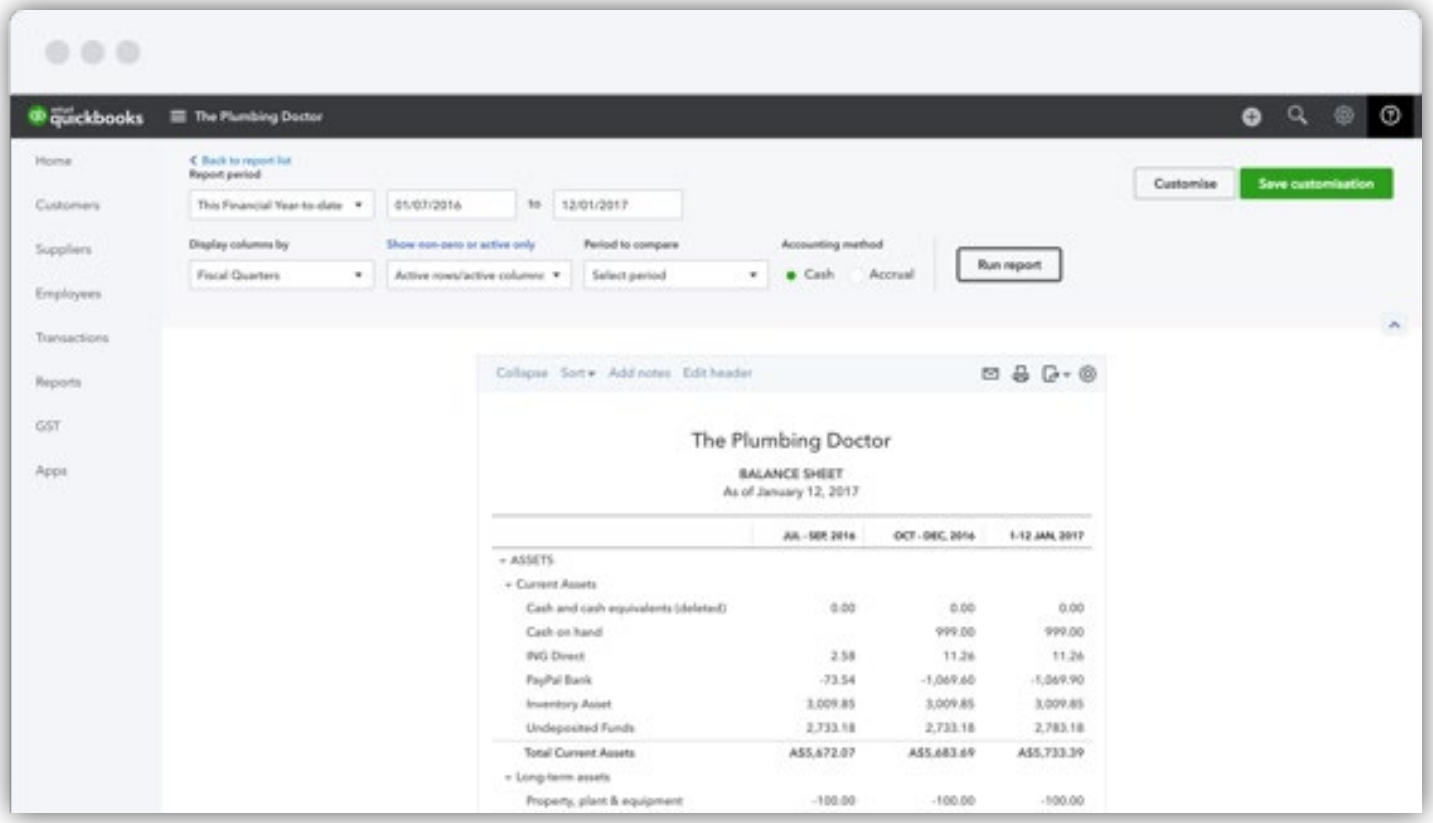
FACILITY ENGAGEMENT
An SSC Initiative

Run Financial Statement in QB



FACILITY ENGAGEMENT
An SSC Initiative

Run Financial Statement in QB



FACILITY ENGAGEMENT
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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	
Revenue	
Contributions	0.00
Other Income	0.00
Gain/loss on Disposal of Assets	0.00
Ministry Funding	60,256.84
Total Revenue	60,256.84
TOTAL REVENUE	60,256.84
EXPENSE	
Expenses	
Salaries & wages - Non-Governa...	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
Confernece Fees	0.00
Miscellaneous	3,809.93
Meals	9,065.60
Banking and Transaction Fees	29.97
Meeting Expenses	30.82
Communications	83.17
Total Expenses	60,256.84
TOTAL EXPENSE	60,256.84
NET INCOME	0.00

FACILITY ENGAGEMENT
An SSC Initiative

Create an IOE Transaction in FEMS

FEMS

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

		Actuals 2018-2018 $
INCOME		
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
Total Income		41,209.30
EXPENDITURES		
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

QuickBooks

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

REVENUE	
Revenue	
Contributions	0.00
Other Income	0.00
Gain/loss on Disposal of Assets	0.00
Ministry Funding	60,256.84
Total Revenue	60,256.84
TOTAL REVENUE	60,256.84
EXPENSE	
Expenses	
Salaries & wages - Non-Governa...	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
Confernece Fees	0.00
Miscellaneous	3,809.93
Meals	9,065.60
Banking and Transaction Fees	29.97
Meeting Expenses	30.82
Communications	83.17
Total Expenses	60,256.84
TOTAL EXPENSE	60,256.84

FACILITY ENGAGEMENT
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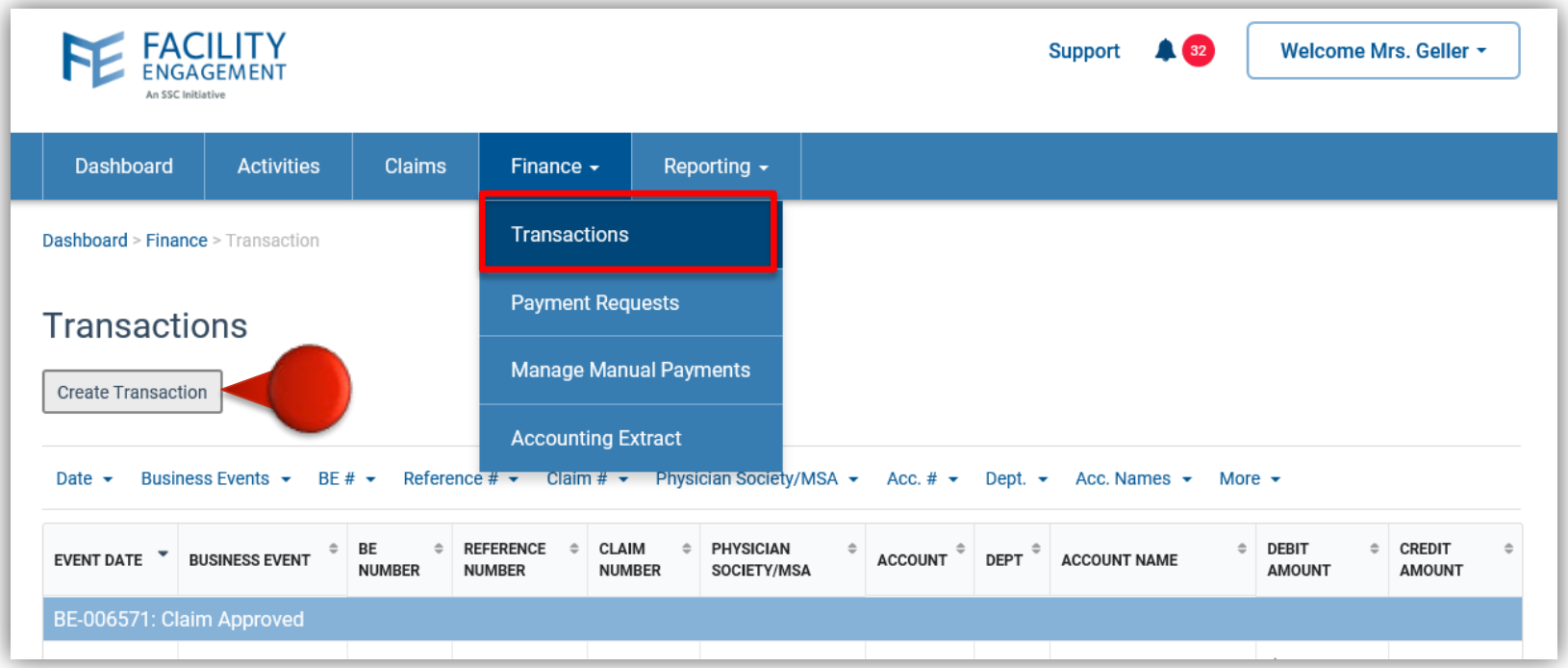
Create an IOE Transaction



FACILITY ENGAGEMENT
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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

FACILITY ENGAGEMENT
An SSC Initiative

Financial Interface Part II

FEMS	QuickBooks (QB)
11 Generate Extract	
	12 Import Extract into **QB**
	13 Run Financial Statement in QB
14 Run Income Statement	

Compare FEMS Income Statement with the Financial Statement in QB: they will balance

FACILITY ENGAGEMENT
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How to balance FEMS Payroll Claims

When Governance claims are generated and approved in FEMS, the following transactions are created and imported into the accounting software

DATE	BUSINESS EVENT	ACCOUNT	DEPT	ACCOUNT NAME	DEBIT	CREDIT
Claim Approved						
02/05/2021	Claim Approved	40102	0600	Salaries & wages (Governance comp. - T4 needed)	$238.46	
02/05/2021	Claim Approved	10125	0000	Cheque Clearing		$238.46
02/05/2021	Claim Approved	20500	0000	Deferred DoBC funding	$238.46	
02/05/2021	Claim Approved	30500	0600	Ministry funding		$238.46

These hours are used to populate the payroll module in the accounting software:

✓	EMPLOYEE	PAY METHOD	REGULAR PAY HRS	VACATION PAY HRS	MEMO	TOTAL HRS	TOTAL PAY
✓	Employee Name $158.97 / hour	Paper cheque	1.50		March Governance Payment	1.50	$238.46

FACILITY ENGAGEMENT
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How to balance FEMS Payroll Claims

Once the payroll process is complete, and the payment has been made, the accounting software generates:

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
26-03-2021	Paycheque	123456	Employee Name	Pay Period:	10101	10101 Cash		$238.46
				Gross Pay - This is not a legal pa...	40102	40102 Salaries & wages (all Gov...	$238.46	
				Employer Taxes	40202	40202 CPP Expense	$0.00	
				Federal Taxes	20105	20105 Payroll deductions payable	$0.00	
							$238.46	$238.46

The FEMS claim must be marked as 'Paid', which generates the following transactions:

Claim Paid						
02/05/2021	Claim Paid	10125	0000	Cheque Clearing	$238.46	
02/05/2021	Claim Paid	10101	0000	Cash		$238.46

FACILITY ENGAGEMENT
An SSC Initiative

How to balance FEMS Payroll Claims

This results in a double credit to 10101 Cash. To adjust for this, either:

1. Point the debit side of the transaction back to 10101 Cash OR
2. Post a monthly adjustment to reverse the sum of the payroll transactions out of cash: DR 10101 Cash (Monthly Gross payroll) and CR 10125 Cheque Clearing (Monthly Gross payroll)

Each Claim Paid transaction and the correcting entry must be marked as 'Cleared' even though they don't appear on the bank statement:

DATE	REF NO. / TYPE	PAYEE / ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	TAX
05-04-2021	BE-789012 / Journal	-Split-	Employee Name - A1B2C3	$238.46		C	

DATE	REF NO. / TYPE	PAYEE / ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	TAX
05-04-2021	BE- 789013 / Journal	-Split-	March Gross Payroll		$ 10,234.00	C	

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Contact FEMS Support

femssupport@doctorsofbc.ca

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

www.fems.facilityengagement.ca