



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

1 Generate Extract in
FEMS

Extract

Physician Claim

Expense

Supplier Claim

Governance Claim

2 Import Extract into
QuickBooks

FEMS

3 Manage Manual
Payments

Payment Requests in FEMS

Physician Claim	VersaPay: \$150.20	Pending
Director Claim (Dr. JOHN)	Cheque: \$150.20	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	Pending
Supplier (MOLLY Catering)	Cheque: \$512.00	Pending

REGROUP
Payments

REGROUP
Payments

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	

FEMS

Mark Manual
Payments Paid

6



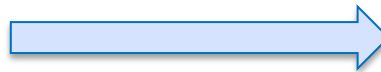
Mark Manual Payments PAID in FEMS

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

Run Income
Statement

7



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

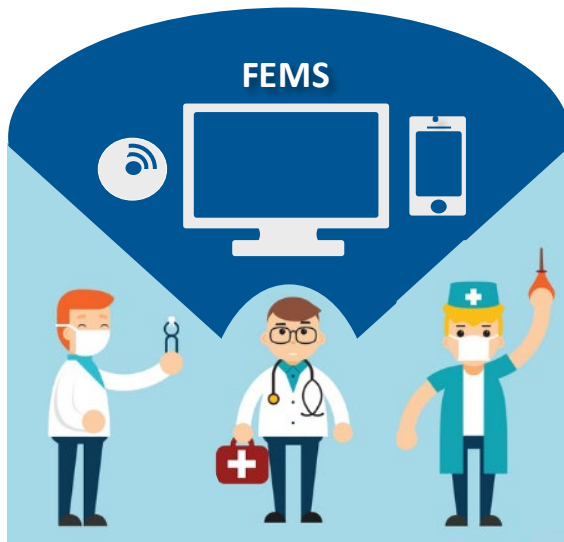
8

Process Internal
Operating Expenses in QB

9

Run Financial Statement
in QB

Generate Extract



Extract

Physician Claim

Expense

Supplier Claim

Governance 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

The screenshot displays the Facility Engagement web application. At the top, the logo and navigation menu are visible. The 'Finance' menu is expanded, showing options like 'Transactions', 'Payment Requests', 'Manage Manual Payments', and 'Accounting Extract'. A red box highlights the 'Accounting Extract' option. A red callout bubble points to the 'Generate Extract' button. Below the menu, a table lists previous extracts with columns for Extract Number, Extract Date, Generated By, End Date, Transaction Count, Total Debits, Total Credits, Format, Downloaded, and Status. A red arrow points to the 'Extract Date' column header.

Button to generate new extract

Accounting Extract: Friends

Generate Extract

← Back to Accounting Extract

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 Date - Extract # - Init

EXTRACT NUMBER	EXTRACT DATE	GENER 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 \$292,1

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

FACILITY ENGAGEMENT An SSC Initiative

Support 47 Welcome Mrs. Geller ▾

Dashboard Activities Claims Finance ▾ Reporting ▾

Dashboard > Finance > Accounting Extract

Accounting Extract: Friends

Generate Extract

Transactions
Payment Requests
Manage Manual Payments
Accounting 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	Generated
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

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

Extract

Physician Claim

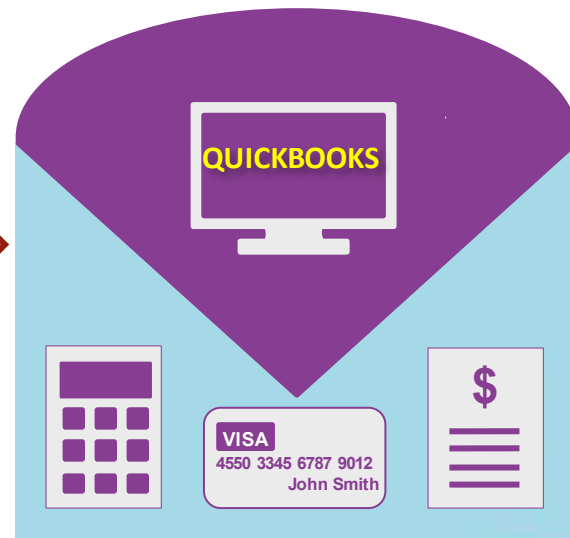
Expense

Supplier Claim

Governance Claim



Import into
QuickBooks



Downloads


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


	Name	Date modified	Type	Size
<input checked="" type="checkbox"/>	ARHCC-2017-02-15-ExtractNumber-FE-000006.csv	2017-02-15 3:03 PM	CSV File	13 KB
<input type="checkbox"/>	0c74005f-2c63-4632-8032-3f15456156.csv	2017-02-15 3:03 PM	CSV File	3 KB
<input type="checkbox"/>	8be51dc6-983c-43ed-8586-8c02f423e9da.csv	2017-02-06 4:20 PM	CSV File	5 KB

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

**Transaction Pro Importer**




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

1

Try It Now

30 day risk-free trial
No credit card required.
Plans start at USD \$12.50/mo

[Pricing details](#)

This app works with  QuickBooks Online

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

Transaction Pro Importer

Sign Up Using Your Intuit Account

2

Sign in with **Intuit**



Click on blue button
Go to app >>

Transaction Pro Importer • Sign Out Home Upgrade Subscription

Your All App Subscriptions

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

Go to app >>

 Transaction Pro Importer  Feedback

Home Vancouver Physician Society ▾ Settings ▾ Help ▾ Sign Out

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.

[Disconnect From QuickBooks](#)

[Cancel Subscription](#)

Transaction Pro Importer

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Home
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Choose Import Type

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

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	Journal Entries	Locations	Products And Services	Purchase Orders	Purchases - Cash

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

Transaction Pro Importer

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Importing Journal Entries

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Upload Files

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

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)**

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Importing Journal Entries

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

[Choose Import Type](#)

Upload Files

Select File and Sheet

1. Your uploaded file

DoBC-Vancu.
2017-01-15-
ExportID-
FE-0017.csv
1.3 KiB
[Remove 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

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[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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Importing Journal Entries

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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 TxnDate PrivateNote IsAdjustment Currency ExchangeRate Account Number	
LineDesc	Account LineAmount Entity LineDesc	
Entity		
* 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**

Transaction Pro Importer

Transactions to Import Imported Transactions

	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"/>										

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

The screenshot shows the 'Transaction Pro Importer' web application. The top navigation bar is red and contains the 'intuit' logo, a close button (X), and a 'Feedback' button. Below the navigation bar, there are tabs for 'Transactions to Import', 'Imported Transactions', 'Export to Excel', and 'Send to Email'. The 'Transactions to Import' tab is active. The main content area is titled 'Import Options' and contains several settings, each with a 'View Details' link. A red box highlights the 'Enable Account Numbers on Transactions' option, which is checked. A red callout bubble points to this option with the text: '1. Ensure the option "Enable Account Numbers on Transactions" is checked.' Another red callout bubble points to the 'Transactions to Import' tab with the text: '2. Once completed, click on the tab "Transactiond to Import" to return to the previous page.' At the bottom of the page, there are two buttons: 'Import' and 'Next Sheet'.

Transaction Pro Importer Feedback

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Importing Journal Entries

Home
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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

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 "Transactiond to Import" to return to the previous page.

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 [Feedback](#) [intuit](#)

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Days left: 8
[Importing Journal Entries](#)
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[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](#)

	<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	XB248X	
4	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	14.83	XB248X	
5	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41301	250.00	XB248X	
6	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	5.00	XB248X	
7	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			41404	98.08	XB248X	
8	<input checked="" type="checkbox"/>	BE-001263	2017-01-09	Claim Approved	FALSE			20302	1.92	XB248X	
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 [Feedback](#) [intuit](#)

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[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	
7	BE-001262	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

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 # ▾ 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 Date Paid

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

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
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
G PRKYRV2X	03/23/2017	
PRGX9ZDK	03/23/2017	
G 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
S PRK2RL3K	04/11/2017	No Reservations Catering Inc	\$250.00	Saved By The Bell	5RLJ
G PRXMRQYK	04/03/2017	PS Exec Inc.	\$300.04	Saved By The	X8WI

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

**FE FACILITY
ENGAGEMENT**
An SSC Initiative

Support  47 Welcome Mrs. Geller ▾

Dashboard Activities Claims Finance ▾ Reporting ▾

Dashboard > Reporting > Manual Payments Requisition Report

Manual Payments Requisition Report

Manual Payments Requisition Report

1 of 1

Manual Payments Requisition Report

Payment Reques#	Business Event#	Claim#	Invoice#	Claim Type	Claimant Type	Date Initiated	Claimant	Payee Name
--------------------	--------------------	--------	----------	---------------	------------------	-------------------	----------	------------

PREVIEW PARAMETERS

Physician Society/... Friends Physician Society ▾

MSAs Select... ▾

Report Type Individual ▾

RESET SUBMIT

Manual Payments Requisition Report

Claim Summary

Evaluation Feedback

Global Membership

Income Statement

Membership List

MoU Category Summary

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	

qb intuit quickbooks ≡ Physician Society

Home + LOGO Physician Society

Customers

Suppliers

Employees

Transactions

Reports

Profit and Loss

\$0

NET PROFIT FOR THIS YEAR

Settings

Company Settings

Custom Form Styles

Chart of Accounts

Payroll Settings

QuickBooks Labs

Lists

All Lists

Products and Services

Reconcile

Manage Users

Feedback

Privacy

Switch Company

Sign Out

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

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

qb intuit quickbooks ≡ Physician Society

Home

Customers

Suppliers

Employees

Transactions

Reports

Taxes

Preferences

Setup: Pay Policies | Tax Setup | Deductions | Preferences

Setup Overview

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

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 *

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
Bank Account		Cash – Checking	- displays as Cash
Wage Expense Accounts	<u>Wage Account</u>	Salaries & wages (all Governance compensation where a T4 is needed) – PayrollExpenses	- select “All emoloyees’ 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
Tax Expense Accounts	<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

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Manage Payments

Generate Manual Payments

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	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				

Mark Manual Payments Paid

Mark Cheque Request as Paid

Payee Catering Unlimited

Payment Request PRJX7J3K

Payment Amount \$1,000.00

* Cheque Number

27 1.

* Payment Date

05-04-2017 2.

Claim Comments (Internal)

Optional comments as appropriate. 3.

Mark Paid 4. 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.

Method 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

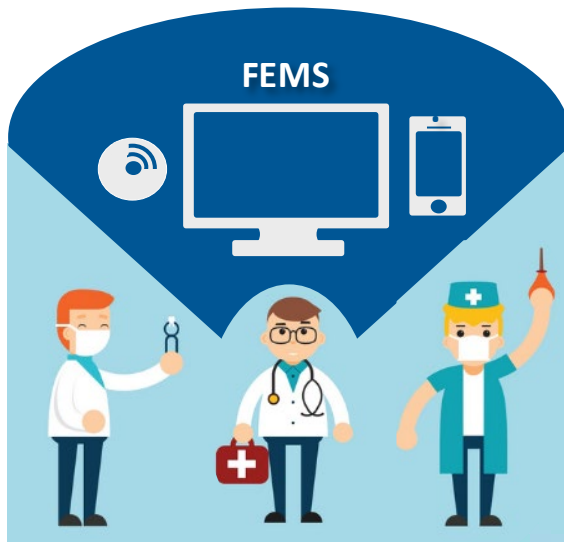
Cheque payment details

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

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

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 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

Run Income Statement

Income Statement

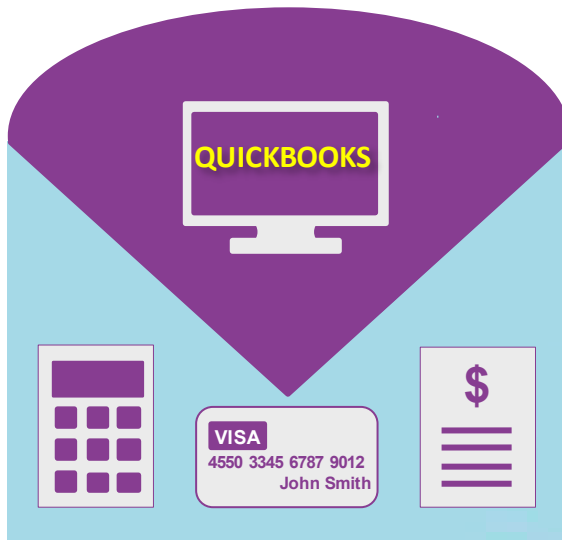
Reporting Period Apr-01, 2018 to Jun-30, 2018

As At: Sep-13, 2018

FEMS

		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			

Run Financial Statement in QB



Income Statement

Member Time	\$ 1400
--------------------	----------------

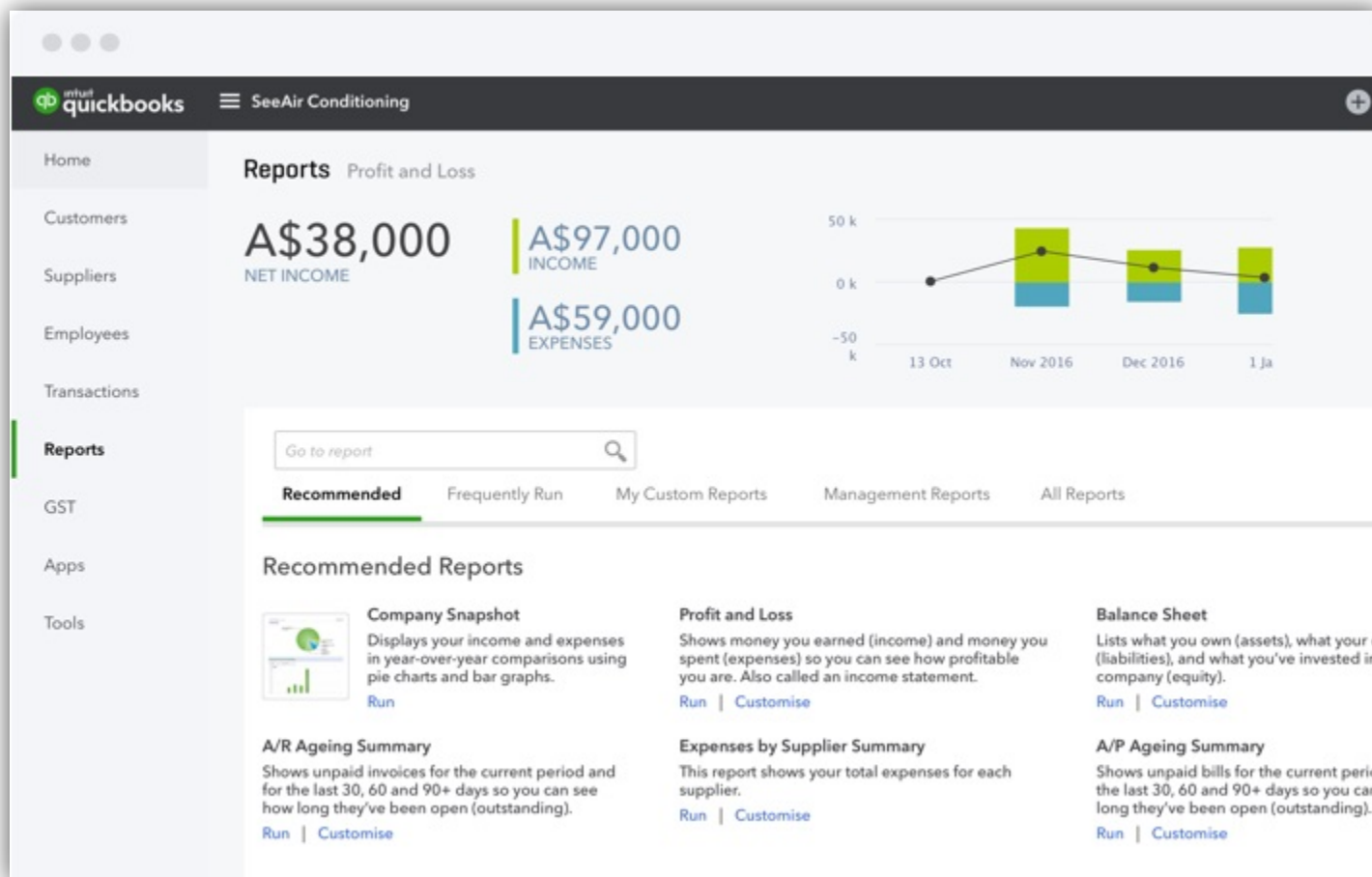
Salaries & wages	\$ 750
-----------------------------	---------------

Meeting Expenses	\$ 260
-------------------------	---------------

Meals	\$ 920
--------------	---------------

Office Rent	\$ 2120
--------------------	----------------

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
- ASSETS			
+ Current Assets			
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
Total Current Assets	A\$5,672.07	A\$5,683.69	A\$5,733.39
+ Long-term assets			
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

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-Govern...	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

Create an IOE Transaction in FEMS

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

FEMS

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

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-Governance	0.00
Salaries & wages - Governance	4,022.16
Benefits	0.00
CPP Expense	337.33
El 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


Total Expenses 60,256.84

TOTAL EXPENSE

60,256.84

Create an IOE Transaction



Support  32

Welcome Mrs. Geller ▾

Dashboard ▾

Activities

Claims

Finance ▾

Reporting ▾

Dashboard > Finance > Transaction

Transactions

Payment Requests

Manage Manual Payments

Accounting Extract

Transactions

Create Transaction

Date ▾ Business Events ▾ BE # ▾ Reference # ▾ Claim # ▾ Physician Society/MSA ▾ Acc. # ▾ Dept. ▾ Acc. Names ▾ More ▾

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

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**

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:

<input checked="" type="checkbox"/>	EMPLOYEE	PAY METHOD	REGULAR PAY HRS	VACATION PAY HRS	MEMO	TOTAL HRS	TOTAL PAY
<input checked="" type="checkbox"/>	Employee Name \$158.97 / hour	Paper cheque	1.50		March Governance Payment	1.50	\$238.46

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

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	✓ ▲ C	TAX
05-04-2021	BE-789012 Journal	-Split-	Employee Name - A1B2C3	\$238.46		C	

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

Contact FEMS Support



femssupport@doctorsofbc.ca



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



www.fems.facilityengagement.ca