



# Financial Interface with **Sage 50**

For incorporated  
Physician Societies

## Financial Interface

**FEMS**

**Sage 50**

**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**

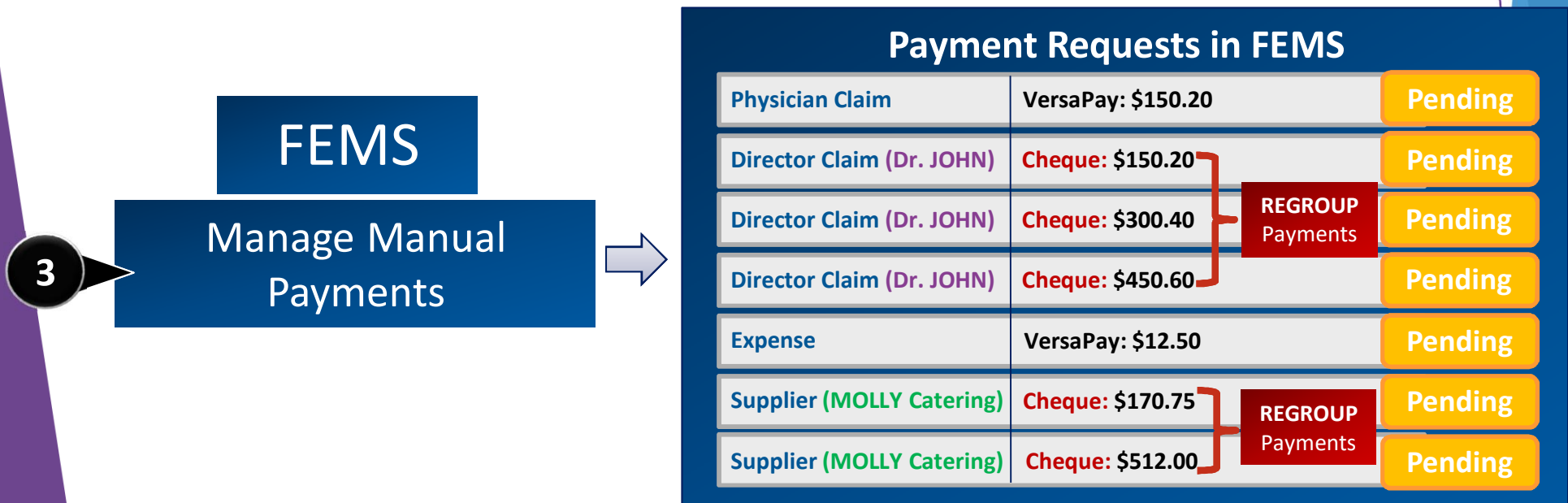
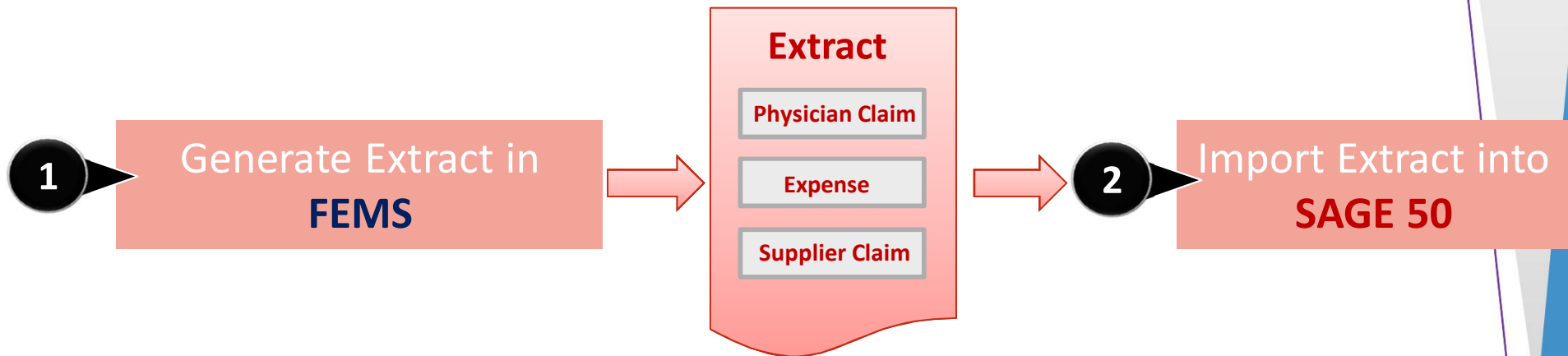
**4**

**Internal Operating  
Expenses**

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

**Difference between FEMS  
and Sage 50:**

**\$ 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	

## SAGE 50

5

Run Payroll in SAGE 50



### Payroll in SAGE 50

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



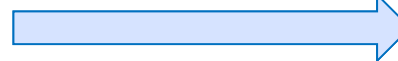
### Mark Manual Payments PAID in FEMS

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



## SAGE 50

8

Process Internal  
Operating Expenses

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

### SAGE 50

#### 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

### SAGE 50 (**SAGE**)

2

Import Extract into **SAGE**

5

Run Payroll in **SAGE**

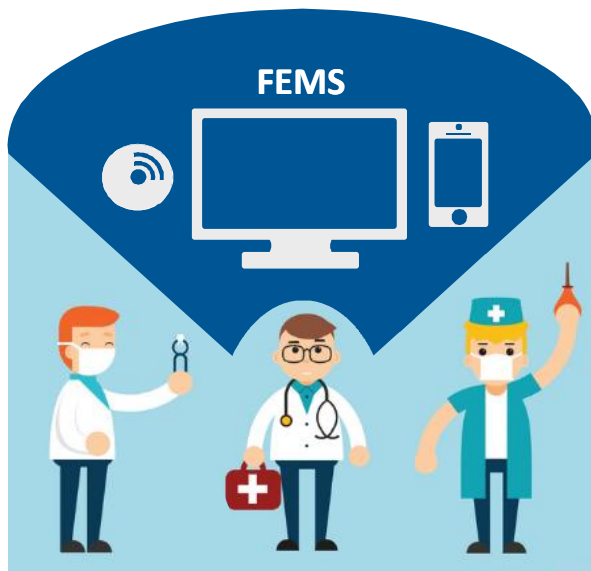
8

Process Internal  
Operating Expenses

9

Run Financial Statement  
in **SAGE**

## 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

**Button to generate new 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

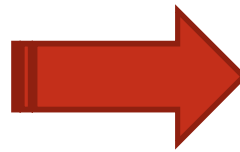
**Undo button** unmarks previously extracted finance entries for this specific extract

## Extract

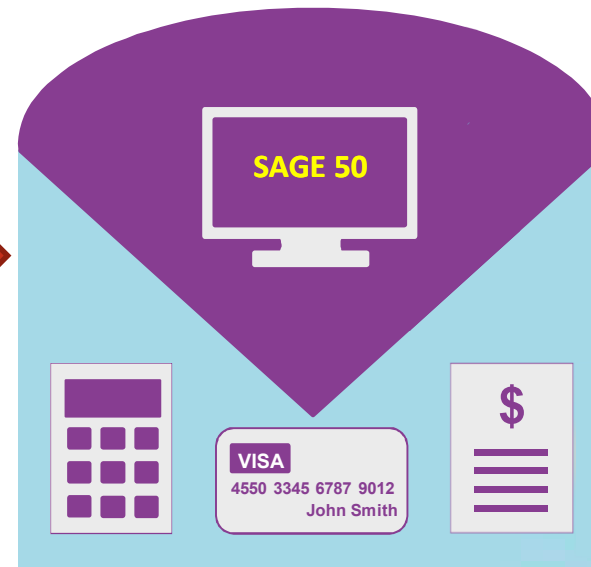
Physician Claim

Expense

Supplier Claim



Import into  
**SAGE 50**



**For Sage 50:** the extract file is a **zip** file  
**VGHPS\_20170216\_ExtractNumber\_FE-000036.zip**

1. Extract the text files from within the zip file
2. Each text file needs to be imported (one for **each transaction date**)

**VGHPS\_20170208\_ExtractNumber\_FE-000036.txt**

**VGHPS\_20170207\_ExtractNumber\_FE-000036.txt**

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	VGH PS-2017-02-08-ExtractNumber_FE-000036.txt	2017-02-16 10:41 AM	Text Document	1 KB
<input checked="" type="checkbox"/>	VGH PS-2017-02-07-ExtractNumber_FE-000036.txt	2017-02-16 10:41 AM	Text Document	1 KB



Click **Switch to Enhanced View**

VANCOUVER FINAL SAI

File View Setup Business Assistant Services Maintenance Reports History Help

sage 50 Premium Accounting

Open Company Backup DBM Close other windows

**Vancouver General Physician Society (Demo)** Your physician society name

Switch to Classic View

Dashboard Supporters & Revenues

Default Page Session Date: 2016-04-01

**Supporters & Revenues**

Providers & Expenses  
Inventory & Services  
Employees & Payroll  
Funds  
Banking  
Company  
Cloud & Mobile  
Add-on Services  
Learning Centre

**Shortcuts** ⚙️  
Getting Started Guide

**Tasks**

Supporters Funds

Time Slips

Statement Receipts

**Related Tasks**

Settings Form Designer Upload Pre-Authorized Debits

**Supporters**

Supporter Name Telephone Balance

Supporters are listed in this pane.  
This pane is blank because no supporters exist for this company.  
To add a supporter to the list, in the Tasks pane, right-click the Supporters icon and select Add Supporter.

**Reports**

Supporter List Create

Report Centre

Recent Reports

Trial Balance Open

Accept Credit Cards

sage sys admin Single-user

Check your **Session Date** is changed so that it reflects the accounting date you desire

VANCOUVER FINAL.SAI

File View Setup Business Assistant Services Maintenance Reports History Help

New Company... Ctrl+N  
Open Company... Ctrl+O  
Sage One ▶  
Sage Drive ▶  
Sage View ▶  
Save As... Ctrl+S  
Save a Copy...  
Backup...  
Restore...  
Switch to Multi-user Mode  
Properties  
**Import/Export ▶**  
Consolidate Company...  
Accountant's Copy ▶  
Exit Alt+F4

Accounting

Society (Demo)

Supporters & Revenues

Tasks

Supporters ▼ Funds ▼

**Import Transactions...**  
Import Online Statements...  
Import Records...  
Import EFT Direct Information...  
Export Records...  
Electronic Filing ▶  
Upload Direct Payments ▶

Select "Import Transactions"

Learning Centre

**Shortcuts** ⚙️  
Getting Started Guide

### Import Transactions Wizard

The Import Transactions wizard will help you import various transactions into Sage 50. Would you like to:

1.

☒ Import general journal entries into Sage 50

☐ Import invoices, provider quotes, statements, supporter orders or time slips

Click Next to continue

< Back   **Next >**   Cancel   Help

Complete the steps in the **Import Transactions Wizard** as follows

Complete the steps in the **Import Transactions Wizard** as follows

Step #	Action
<b>1. Import Records Wizard</b>	<p>Select the option “Import general journal entries into Sage 50”.</p> <p><b>CLICK NEXT.</b></p>
<b>2. Import Records Wizard - Back Up</b>	<p>Skip the Back Up option at this time. Note however that back-ups of your Sage 50 company data should be performed at a regular interval.</p> <p><b>CLICK NEXT.</b></p>
<b>3. Import Records Wizard - Select File</b>	<p>For the option “Enter the name of the import file”:</p> <p><b>CLICK</b> on the adjacent Browse button, and navigate to the location where the extract file was placed (per section 6.3).</p> <p>Select the appropriate file: (Note that there will <u>almost always be multiple files</u> that</p>



Step #	Action
	<p>need to be imported – this step needs to be done one file at a time.) e.g. “VGHPS_20170208_ExtractNumber_FE-000036.txt</p> <p><b>CLICK NEXT.</b></p> <p>The dialogue box “Sage 50 Import Records Summary” will show the import process and complete with the message: “Import file has been successfully processed. Summary Total Transactions in file: Transactions successfully recorded: “</p> <p><b>CLICK NEXT.</b></p>
<p><b>4. Import Records Wizard - Finish</b></p>	<p>The message “Sage 50 has successfully finished importing transactions” is displayed.</p> <p><b>CLICK FINISH.</b></p>

Complete the above import task  
for **each extract .txt file**



## 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    Date Paid

PAYMENT REQUEST	DATE INITIATED	DATE PAID
 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
PRXWE3VX	Processing	

« 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 **SAGE 50**



## Payroll in **SAGE 50**

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	



## 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 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
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

# 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

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 **SAGE 50**



### 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

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

**SAGE 50**

### REVENUE

Revenue	
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

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
Conferenece 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**  
**SAGE \$60,256.84**

**Total of IOE in SAGE 50: \$ 20,604.65**

Income Statement 01/04/2018 to 30/06/2018	
SAGE 50	
<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>

[Dashboard](#) > [Finance](#) > Transaction

## 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 ▾	
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## Create Transaction

\* Physician Society/MSA  
Friends Physician Society ▾

\* Business Event Type  
Capture Internal Operating Expenses Actual ▾

\* Amount  
\$ 20,604.65 ×

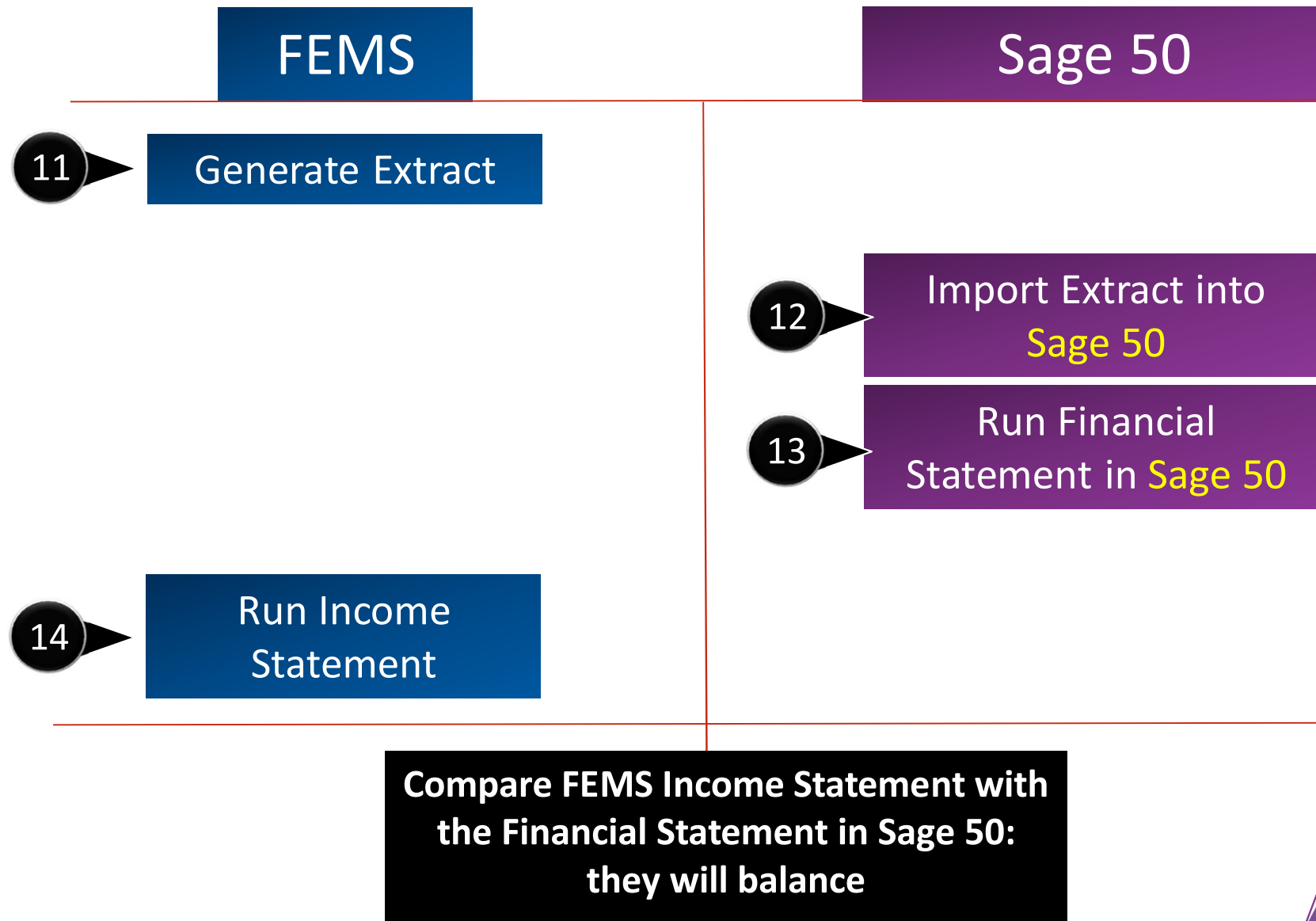
\* Transaction Date  
08-30-2018

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)