

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)
Differe	and Sage 50:	05.00



Generate Extract in FEMS





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



FEMS

Manual Payments

Requisition Report

4

Payment Requi	SILIUII KEPUK	
Physician Claim	VersaPay: \$150.20	
Director Claim (Dr. JOHN)	Cheque: \$150.20	Payment
	Cheque: \$300.40	Request
	Cheque: \$450.60	KIXC30
Expense	VersaPay: \$12.50	
Supplier (MOLLY Catering)	Cheque: \$170.75	Payment Request
	Cheque: \$512.00	LWPO57

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SAGE 50	
Run Payroll in SAGE 50	\Box

Payro	oll in SAGE 50)
Director Claim (Dr. JOHN)	Cheque: \$150.20	REQUIRED
Director Claim (Dr. JOHN)	Cheque: \$300.40	DEDUCTIONS:
Director Claim (Dr. JOHN)	Cheque: \$450.60	
Director Claim (Dr. PAUL)	Cheque: \$300.40	REQUIRED
Director Claim (Dr. PAUL)	Cheque: \$150.20	Income tax & CPP







Financial Interface Part I

FEMS

Generate Extract



6

Manage Manual Payments

Manual Payments Requisition Report



Run Payroll in **SAGE**

SAGE 50 (SAGE)

Import Extract into **SAGE**

Mark Manual Payments Paid

Run Income Statement



Process Internal Operating Expenses

Run Financial Statement in SAGE











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	r T					Supp	port 🗍 47	Welcome Mi	rs. Geller 🔻
Dashboa	ard Activ	vities C	laims Fir	nance - R	eporting -					
on to ge	nerate ne	w extract	Tra	ansactions					← Back to Aco	ounting Extract
Accour	nting Ext	ract: Fri	ends	nyment Requests	3					-
Generat	e Extract		Ma	anage Manual P	ayments					
Extract Date	e ▼ Extract #	 Initiator - 	Ac Status	counting Extrac	t					
EXTRACT -	EXTRACT DATE	GENERATED © BY	END DATE	TRANSACTION ©	TOTAL DEBITS	TOTAL CREDITS	≑ FORMAT		\$\$\$	
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	C 2
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	Downloaded	<u>ح</u>

generated with pertinent details











Extract

Physician Claim

Expense

Supplier Claim

Governance Claim

Import into SAGE 50





F	For Sage 50 VGHPS_2017021	: the extract file 6_ExtractNumb	e is a <mark>zip</mark> file er_FE-000036	5.zip		×
New Easy New	2. Each text file needs to be VGHPS_2017020 VGHPS_2017020	n within the zip e imported (one 8_ExtractNumb 7_ExtractNumb	file for each trar er_FE-000036 er_FE-000036	saction date) .txt .txt		
mber_	F				0170216_Extr	., <i>р</i>
^	Name	Date modified	Туре	Size		^
	VGH PS-2017-02-08-ExtractNumber_FE-000036.txt	2017-02-16 10:4 M	Text Document	1 KB		
	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 **a Business Assistant** View Setup Services Maintenance Reports History Help New Company... Ctrl+N unting Open Company... Ctrl+O Sage One ۲ Society (Demo) Sage Drive ۲ upporters & Revenues Sage View ۲ Save As. Ctrl+S sks Save a Copy... Backup... Restore Supporters -Funds Switch to Multi-user Mode Properties Select "Import Transactions" Import/Export Import Transactions. Consolidate Company... import online Statements... Import Records... Accountant's Copy ٠ Import EFT Direct Information ... Exit Alt+F4 Export Records... Learning Centre **Electronic Filing** ۲ * Shortcuts Upload Direct Payments ٠ 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 guotes, statements, supporter orders or time slips Click Next to continue Complete the steps in the Import **Transactions** Wizard as follows < Back Next > Cancel Help



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

Step #	Action
1. Import Records Wizard	Select the option "Import general journal entries into Sage 50".
2. Import Records Wizard - Back Up	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.
	CLICK NEXT.
3. Import Records Wizard - Select File	For the option "Enter the name of the import file":
	CLICK on the adjacent Browse button, and navigate to the location where the extract file was placed (per section 6.3).
	Select the appropriate file: (Note that there will <u>almost always be multiple files</u> that



Step #	Action
	need to be imported – this step needs to be done one file at a time.) e.g. "VGHPS_20170208_ExtractNumber_FE-000036.txt CLICK NEXT.
	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: " CLICK NEXT.
4. Import Records Wizard - Finish	The message "Sage 50 has successfully finished importing transactions" is displayed.
	Complete the above import task
	for each extract .txt file



Manage Manual Payments in FEMS

Paymei	nt Requests in FEMS	
Physician Claim	VersaPay: \$150.20	Pending
Director Claim (Dr. JOHN)	Cheque: \$150.20	Pending
Director Claim (Dr. JOHN)	Cheque: \$300.40 - REGROUP Payments	Pending
Director Claim (Dr. JOHN)	Cheque: \$450.60	Pending
Expense	VersaPay: \$12.50	Pending
Supplier (MOLLY Catering)	Cheque: \$170.75 REGROUP	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		Processing
	Cheque: \$300.40	ONE Payment	Processing
	Cheque: \$450.60		Processing
Expense	VersaPay: \$12.50		Processing
Supplier (MOLLY Catering)	Cheque: \$170.75	ONE	Processing
	Cheque: \$512.00	Payment	Processing





Show 15 ∨ entries



				e • Rep	oorting -				
Payment Request #	 Manage Cheque Myments Date Initiated DATE ÷ 	Payments Click to requisi society	Paid - Clain	new cheq our physic	sician Societies - Pa	L ayeerName - Amount - REFERENCE + PAYMENT	ist of pend not yet ma Reference # +	ing cheque r rked as "Paic • • • • Status •	eques ∫″) ⊤ MoP
PATIVIEN RELITES							MOP	STATUS	
G PRKYRV2X	03/23/2017	PAID	Exec, PS	Saved By	PAYEE NAME PS Exec Inc.	# AMOUNT \$157.52	Cheque	Processing	Mark
G PRKYRV2X PRGX9ZDK	03/23/2017 03/23/2017	PAID	Exec, PS Morris, Zack	SOCIETY Saved By The Bell Saved By The Bell	PS Exec Inc. Zack Morris Inc	# АМОИΝТ \$157.52 \$155.73	Cheque Cheque	Processing Processing	Mark
G PRKYRV2X PRGX9ZDK G PRK6ND3K	03/23/2017 03/23/2017 03/23/2017 03/23/2017	PAID	Exec, PS Morris, Zack Morris, Zack	Saved By The Bell Saved By The Bell Saved By The Bell	PS Exec Inc. Zack Morris Inc Zack Morris Inc	 # АМОИНТ \$157.52 \$155.73 \$2,190.76 	MOP Cheque Cheque Cheque	Processing Processing Processing	Mark Mark Mark
G PRKYRV2X PRGX9ZDK G PRK6ND3K PR9K4Q9X	03/23/2017 03/23/2017 03/23/2017 03/23/2017 03/23/2017	PAID	Exec, PS Morris, Zack Morris, Zack Slater, AC	Saved By The Bell Saved By The Bell Saved By The Bell Saved By The Bell	PATEE NAME PS Exec Inc. Zack Morris Inc Zack Morris Inc AC Slater	# АМОUNT \$157.52 \$157.52 \$155.73 \$155.73 \$2,190.76 \$370.60	MOP Cheque Cheque Cheque Cheque Cheque	Processing Processing Processing Processing	Mark Mark Mark



Dashboard > Finance > Manage Cheque Paym	Generate Cheque Payments ×	
Manage Payments	Warning, you are about to generate Cheque Payment requests for the following Physician Society: a. Select the physician society of interest	
Generate Cheque Payments	Select Physician Society	
-	Stone Age Physician Society	
Payment Request # Date Initiated	Please select which type(s) of claim payments you would like to generate:	rence # + T Status + T MoP +
PAYMENT REQUEST DATE + DAT INITIATED + DAT	 Regular Member Claims Governance Claims Governance Claims 	OP ^{\$} STATUS ^{\$}
G PRXWE3VX 04/12/2017	Supplier Claims The default is all.	heque Processing Mark Paid
	Please select an end date: 04-28-2017 c. Select the same end date as the accounting extract	
Showing 1 to 1 of 1 entries Show 15	Info: Clicking "Confirm" will present the list of pending Payment Requests. The Generate Cheque Payments action can still be cancelled on the next page.	« Previous 1 Next »
	Info: If your Physician Society is not in the dropdown list, please check to ensure it is enabled to make payments.	
	Confirm	



Dashboard > Finance > Manage Cheque Payments

Generate Cheque Payments - Confirmation × Manage Payments Please verify the below listed Cheque Payment requests before proceeding. Generate Cheque Payments Cheque Payment particulars of interest CLAIM PHYSICIAN **REQUEST NUMBER** PAYEE AMOUNT SOCIETY NUMB DATE Payment Request # - Date Initiated ence # -T Status -PRKOVPMX 04/11/2017 Belding, \$150.02 Saved 57PV Mister By The **Regular Member Claim** Bell C DAT DATE PAYMENT REQUEST STATUS INITIATED PAI PRK2RL3K \$250.00 Saved **5RLJ** 04/11/2017 No 03/23/2017 PRKYRV2X Reservations By The heque Processing Supplier Claim Catering Inc Bell PRXMROYK 04/03/2017 PS Exec Inc. 03/23/2017 X8W PRGX9ZDK \$300.04 Saved neque Processing **Governance** Claim By The < Please click 'Proceed' to generate these Cheque requests. PRK6ND3K 03/23/2017 neque Processing Proceed PR9K4Q9X 03/23/2017 neque Processing Click on **Proceed** to generates the cheque requests



ew cheque p	ayment reque	sts just gener	ated.		\$6,495.09				
S PRK2RL3K	04/11/2017	Bourdain, Anthony	Saved By The Bell	No Reservations Catering Inc		\$250.00	Cheque	Processing	Mark Paic
PRKQVPMX	04/11/2017	Belding, Mister	Saved By The Bell	Mister Belding		\$150.02	Cheque	Processing	Mark Paid
G PRXMRQYK	04/11/2017	Exec, PS	Saved By The Bell	PS Exec		\$300.04	Cheque	Processing	Mark Paid
RX76RRK	03/27/2017	Morris, Zack	Saved By The Bell	Zack Morris Inc		\$208.73	Cheque	Processing	Mark Paid
g PRXDVMJX	03/27/2017	Morris, Zack	Saved By The Bell	Zack Morris		\$311.45	Cheque	Processing	Mark Paid
g PRKJRQRK	03/24/2017	Belding, Mister	Saved By The Bell	Mister Belding		\$1,800.24	Cheque	Processing	Mark Paid
S PRX5NDVK	03/23/2017	Anthony	Saved By The Bell	No Reservations Catering Inc		\$600.00	Cneque	Processing	Mark Paid



Manual Payments Requisition Report in FEMS





Manual Payments Requisition Report

FE FAC ENGAC	ILITY GEMENT					Support .	🜲 🕣 🛛 Welcome	Mrs. Ge	ller -
Dashboard	Activities	Claims	Finance -	Reporting -					
Dashboard > Reportir	ig > Manual Payme	ents Requisition I	Report	Manual Payme	nts Requisition Report				
Manual P	ayments	Requisit	ion Repor	Claim Summar	1				
				Evaluation Feed	lback				>
	011		A010	Global Member	ship	PREVIEW PARAMETE	RS	-	9
Manual Payment	s Requisition Report			Income Statem	ent	MSAs	Select	•	\$
Payment Business Request # Event #	Claim # Invoita # Claim Type	n Claimant Date (Type Initiated	Ilaimant Payee Name	Membership Li	st	Report Type	Individual	•	Q
				MoU Category	Summary		RESET SU	BMIT	



Manual Payments Requisition Report

' 3 9 ' 🛛	9	Page 1	∨ of	2	> 🖂		PDF	~]					
Cheque Requ	isitio	on Report					XLS XLS	¢						A
Payment Busine Request # Event	ess #	Claim #	Invoice #	Claim Type	Claimant Type	Date Initiate	RTF MHT	-	x	Payee Name	Claim Hours	Hours Amount	Hours GST	Expens Amoun
Saved By The Be	-11						HTM	L						
PR9K4Q9X							Text							
BE-00	01405	XNQPV5				Mar 10 2017	CSV Ima	je	.C	AC Slater	2.00	130.00	0.00	5.30
BE-00	01411	5JGY3X				Mar 10 2017		······,	-IC	AC Slater	2.00	130.00	0.00	5.30
BE-00	02423	5ZKJYX				Mar 10 2017),	Slater,	AC	AC Slater		0.00	0.00	100.00
PRGX9ZDK BE-00	01412	54WL6X	Claima = Supr	ant T olier	ype S Claim	Mar 14 2017	l,	Morris	,Zack	Zack Morris Inc	1.00	148.31	7.42	
PRK2RL3K					_									
BE-00	02487	5RLJL5	1256		S	Apr 11 2017	,	Bourd	ain, Anthony	No Reservations Catering Inc		0.00	0.00	250.00
PRK6ND3K				_										
BE-00	02421	5WDJYX		G		Mar 16 2017	5,	Morris	s,Zack	Zack Morris	10.00	1483.10	74.16	
BE-00	01404	5274WX		G		Mar 16 2017	5.	Morris	s,Zack	Zack Morris	2.00	296.62	14.83	5.30
BE-00	01410	X6JRGX		G		Mar 16 2017	5,	Morris	,Zack	Zack Morris	2.00	296.62	14.83	5.30
PRKJRQRK														
BE-00	02439	5LLJ25		G		Mar 24 2017	l,	Beldin	ıg,Mister	Mister Belding	2.00	300.04	0.00	
BE-00	02441	5YD66X	Claim	G Type	e G =	Mar 24 2017	l,	Beldin	ig,Mister	Mister Belding	10.00	1500.20	0.00	
PRKQVPMX			6	.,					144 - 44 - 14 - 14 - 14 - 14 - 14 - 14					
BE-00	02486	57PVNX	Claim	nano	ce	Apr 11 2017	,	Beldin	ıg,Mister	Mister Belding	1.00	150.02	0.00	
PRKIKV2X			ciuiiii					-						
BE-00	02427	5GWVP5		G		Mar 20 2017),	Exec,F	2S	PS Exec	1.00	150.02	7.50	
PRX5NDVK														
BE-00	02419	59Z8GX			S	Mar 16 2017	5.	Bourd	ain,Anthony	No Reservations Catering Inc		0.00	0.00	300.00
Totals											38.00	5329.90	140.99	1024.2

>



Run Payroll in SAGE 50







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)	<mark>Cheque:</mark> \$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





Show 15 ∨ entries



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

Downloa										
\$	STATUS \$	MOP ^{\$}	PAYMENT AMOUNT	REFERENCE \$	PAYEE NAME	PHYSICIAN \$	CLAIMANT [©]	DATE ©		PAYMENT REQUEST
Mark P	Processing	Cheque	\$155.32		Gunther Coffee	Friends Physician Society	Coffee, Gunther		03/01/2017	PR7KRZDK
Mark P	Processing	Cheque	\$2,410.92		Phoebe Buffay	Friends Physician Society	Buffay, Phoebe		03/22/2017	G PRXWEGVX
Mark P	Processing	Cheque	\$300.04		Gunther Coffee	Friends Physician Society	Coffee, Gunther		03/22/2017	G PRK2RW3K
Mark P	Processing	Cheque	\$703.84		Richard Burke	Friends Physician Society	Burke, Richard		03/22/2017	PREKE2NX
				\$3.570.12						







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**

Generate Cheque Paym	ments ents	Clic	k to see payr	ment details					Methof of filter = Che	Payment eque
Payment Request # 👻	Date Initiated 👻	Date Paid 👻	Claimants 👻	Physician So	cieties 👻 Payee	e Name 👻 Am	ount 👻 Refe	rence # 🝷	Status 👻	T MoP +
PAYMENT REQUEST	DATE ©	DATE PAID	CLAIMANT [‡]	PHYSICIAN ©	PAYEE NAME	REFERENCE # [©]	PAYMENT \$	мор ≎	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	Hospitalc 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	



Payment Request #PREKE2NX

PAYMENT REQUEST DETAILS

Reference Number	27
Payment Method	Cheque
Amount	\$703.84
Date Payment Initiated	03/22/2017
Address	123 ABC Street, Here BC, X1Y 2Z3, Canada
Contact	Burke, Richard
Payee Name	Richard Burke
AYMENT DETAILS	Cheque payment details
Status	Processed
Claims	5D4KV5, 5RMGLX, XNPZWX
Physician Society	Friends Physician Society
Claimant	Burke, Richard
Amount	\$703.84
Payment Request Date	03/10/2017
	PREKE2NX



Run Income Statement



Income Statement

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





Run Income Statement

	atement Reporting Period A	pr-01, 2018 to Jun-3	30, 2018	As At:	Sep-13, 201
	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	390.9
30500	Medical Staff (1100)	11,611.65	712.66	22,690.00	2,400.0
30500	Physician Services (1300)	3,307.06	3,870.20	18,000.00	265.1
30500	Working Environment (1400)	7,044.99	6,544.19	3,021.73	508.2
30500	Communication (1700)	4,373.08	232.93	5,000.00	9.5
30500	Quality and Cost Improvement (1800)	3,222.98	2,313.79	11,446.00	133.1
30500	Quality Improvement Projects (2000)	1,920.51	2,392.50	665.50	665.5
30500	Culture (2100)	4,149.76	6,714.36	19,000.00	397.7
Total Ministry	y Funding	41,209.30	32,560.14	305,796.98	245,540.1
Total Inco	me	/11 200 20	32 560 14	305 796 98	245,540,1
		41,209.30	52,500.14	303,730.30	
		41,205.30	52,500.14	303,730.30	
EXPENDIT	TURES	41,209.30	52,500.14	505,750.50	,
EXPENDIT 41202	TURES Member time (physician and allied healthcare)	14,032.36	15,659.76	303,730.30	
EXPENDIT 41202 41301	TURES Member time (physician and allied healthcare) Travel	14,032.36	15,659.76 1,581.09	505,750.55	
EXPENDIT 41202 41301 41311	TURES Member time (physician and allied healthcare) Travel Conference fees	14,032.36 358.25	15,659.76 1,581.09 930.00	303,730.30	
EXPENDIT 41202 41301 41311 41404	TURES Member time (physician and allied healthcare) Travel Conference fees Meals	14,032.36 358.25 9,065.60	15,659.76 1,581.09 930.00 1,179.73	303,730.30	
EXPENDIT 41202 41301 41311 41404 41506	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses	14,032.36 358.25 9,065.60 30.82	15,659.76 1,581.09 930.00 1,179.73 26.44	505,750.55	
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences	14,032.36 358.25 9,065.60 30.82 23,487.03	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02	505,750.50	
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46		
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401 41633	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous Communications	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93 83.17	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46 106.15		
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401 41633 Total Office a	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous Communications	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93 83.17 3,893.10	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46 106.15 3,403.61		
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401 41633 Total Office a 40102	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous Communications and Communications Salaries & wages (Governance comp T4 needed)	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93 83.17 3,893.10 4,022.16	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46 106.15 3,403.61		
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401 41633 Total Office a 40102 Total Salari	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous Communications and Communications Salaries & wages (Governance comp T4 needed) es and Related	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93 83.17 3,893.10 4,022.16 4,022.16	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46 106.15 3,403.61		
EXPENDIT 41202 41301 41311 41404 41506 Total Meeting 41401 41633 Total Office a 40102 Total Salari 41205	TURES Member time (physician and allied healthcare) Travel Conference fees Meals Meeting expenses gs and Conferences Miscellaneous Communications and Communications Salaries & wages (Governance comp T4 needed) es and Related Consultants	41,209.30 14,032.36 358.25 9,065.60 30.82 23,487.03 3,809.93 83.17 3,893.10 4,022.16 4,022.16 8,249.90	15,659.76 1,581.09 930.00 1,179.73 26.44 19,377.02 3,297.46 106.15 3,403.61		



Run Financial Statement in SAGE 50



Income Statement

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



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

REVENUE

SAGE 50

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
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
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 Expenses	
TOTAL EXPENSE	60,256.84
NET INCOME	0.00



Income Statement Reporting Period Apr-01, 2018 to Jun-3 Actuals 2018-2018 **FEMS** s 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 14,032.36 healthcare) 41301 Travel 358.25 Conference fees 41311 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. -4.022.16 T4 needed) 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

Create an IOE Transaction in FEMS

Income Statement 01/04/2018 to 30/06/	2018
REVENUE SAGE 50	
Revenue Contributions Other Income Gain/loss on Disposal of Assets Ministry Funding Total Revenue	0.00 0.00 60,256.84 60,256.84
TOTAL REVENUE	60,256.84
EXPENSE	
Expenses Salaries & wages - Non-Governa Salaries & wages - Governance Benefits CPP Expense El Expense Insurance (Board insurance) Amortization PS Internal Operating Expenses Office Rent (includes property tax) Office Expenses Society Fees Member Time (Physician and AH Professional Fees Consultants Travel Confernece Fees Miscellaneous Meals Banking and Transaction Fees Meeting Expenses Communications	0.00 4,022.16 0.00 337.33 0.00 0.00 0.00 0.00 17,600.54 0.00 14,032.36 2,636.81 8,249.90 358.25 0.00 3,809.93 9,065.60 29.97 30.82 83.17
Total Expenses	60,256.84
TOTAL EXPENSE	60,256.84



Create an IOE Transaction

FAC ENGA An SSC Initi	GEMENT ative						:	Support 🌲 ₃		Welcome M	rs. Geller v	•
Dashboard	Activities	Claims	Finance -	Rep	orting –							
Dashboard > Finance	e > Transaction		Transactio	ns								
Transactio	ons		Payment R	equests								
Create Transaction			Manage M	anual Payr	ments							
Date - Busines	ss Events 👻 BE	# 👻 Refere	Accounting) Extract	cian Society/MSA	 Acc. # • 	Dept. 👻	Acc. Names 👻	More	• •		
					*		•					
EVENT DATE B	© USINESS EVENT	BE ¢ NUMBER	REFERENCE C NUMBER	LAIM ÷ IUMBER	PHYSICIAN SOCIETY/MSA	[◆] ACCOUNT [◆]	DEPT [‡]	ACCOUNT NAME	\$	DEBIT AMOUNT	CREDIT	\$
BE-006571: Clair	m Approved											
									-			_



Create an IOE Transaction

reate Tra	insaction				
* Physician Societ Friends Physi	y/MSA cian Society				
* Business Event	Type nal Operating Exp	oenses Actual			
* Amount \$ 20,604.	65	×	* Transaction Dat	e 8	
Reference Numbe	r mber				
Comments					



Financial Interface Part II





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:

1	EMPLOYEE	PAY METHOD	REGULAR PAY HRS	VACATION PAY HRS	МЕМО	TOTAL HRS	TOTAL PAY
~	Employee Name \$158.97 / hour	Paper cheque	1.50		March Governance Payment	1.50	\$238.46 Ø



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	MEMO	PAYMENT	DEPOSIT	~ *	TAX
05-04-2021	BE-789012 Journal	-Split-	Employee Name - A1B2C3	\$238.46		C	-
DATE	REF NO. TYPE	PAYEE	MEMO	PAYMENT	DEPOSIT	 ▲ 	TAX
05-04-2021	BE- 789013 Journal	-Split-	March Gross Payroll		\$ [.] 10,234.00	Q	-



Contact FEMS Support



femssupport@doctorsofbc.ca



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



www.fems.facilityengagement.ca