

**Quickbooks**  
**Chart of Accounts Update**  
**Facility Engagement Management System (FEMS)**  
for  
*Doctors of BC*  
*Specialist Services Committee*  
*Facility Engagement Initiative*

**Version 1.1**  
**July 25, 2017**



SSC Facility Engagement  
**FEMS – Chart of Accounts Update**

*Document Version Summary*

Version #	Release Date	Author	Change Summary
1.0	Apr 20, 2017	Michelle Arduini	Final version for release to physician societies.
1.1	Jul 25, 2017	Michelle Arduini	Updates to Support Contact.

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### **1. Document Purpose**

This document provides a guide to setting up the accounting system component that is needed in conjunction with the Facility Engagement Management System (FEMS) for the Facility Engagement Initiative.

This document is only relevant to **incorporated physician societies**. Non-incorporated physician societies do not need an accounting system.

The audience for this document includes the following individuals:

1. The physician society’s accountant or bookkeeper
2. The physician society’s Treasurer (or person responsible for the accounting/reporting of the society’s funds)
3. The roll-out and deployment team (Apollo)

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4. Doctors of BC Accounting staff
5. Doctors of BC Engagement Partners (awareness of the accounting requirements and setup needs).

## **1.1 Support Contact**

The Facility Engagement initiative is run by the Specialist Services Committee of Doctors of BC. If you need assistance, please contact us in one of the following ways:

### *Call us*

Phone number: 604-638-4869 Toll-free number: 1-800-665-2262. You can call us from 9:00 am to 4:00 pm - Monday to Friday (excluding stat holidays).

### *Email us*

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

For accounting related questions, please first contact your physician society's Finance Administrator.

## **2. Update the Standard Chart of Accounts**

### **2.1 Copy the Standard Chart of Accounts File to a Convenient Location**

Along with these setup instructions, you will also have received a file containing the standard Doctors of BC Chart of Accounts to be used by all physician societies. This needs to be located in a place where it can be imported into the online QuickBooks company that you create.

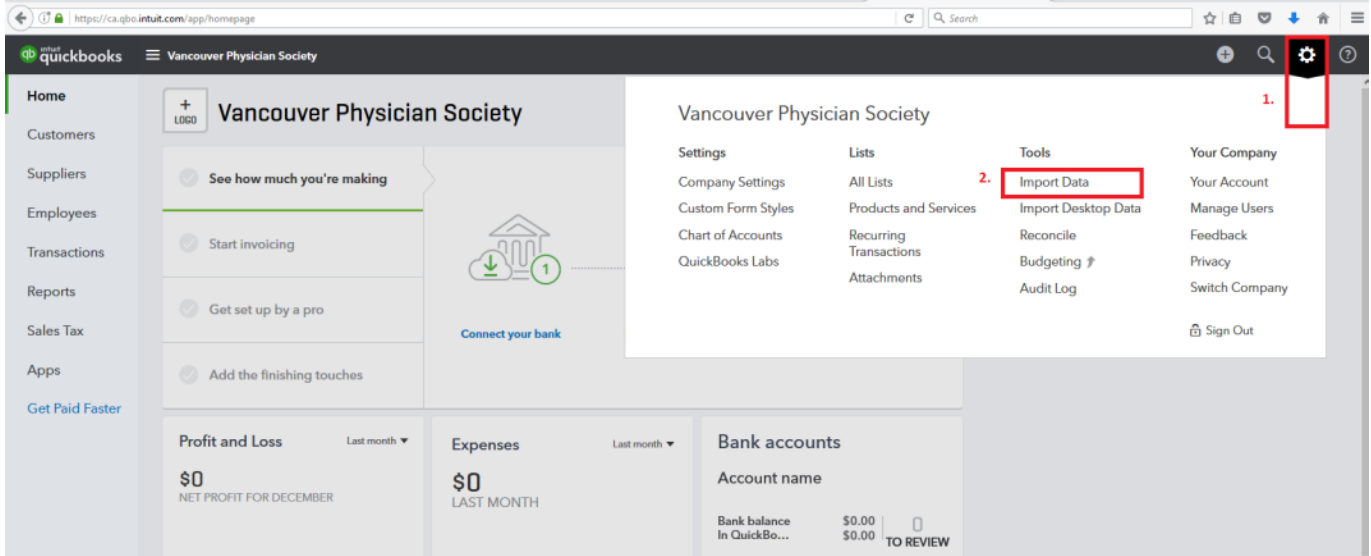
1. Place the file "QuickBooks - Standard Chart of Accounts.xlsx" into a folder of your choice.
2. This could be for example as follows: C:\Users\kturner\Documents\

### **2.2 Import the Updates to the Chart of Accounts**

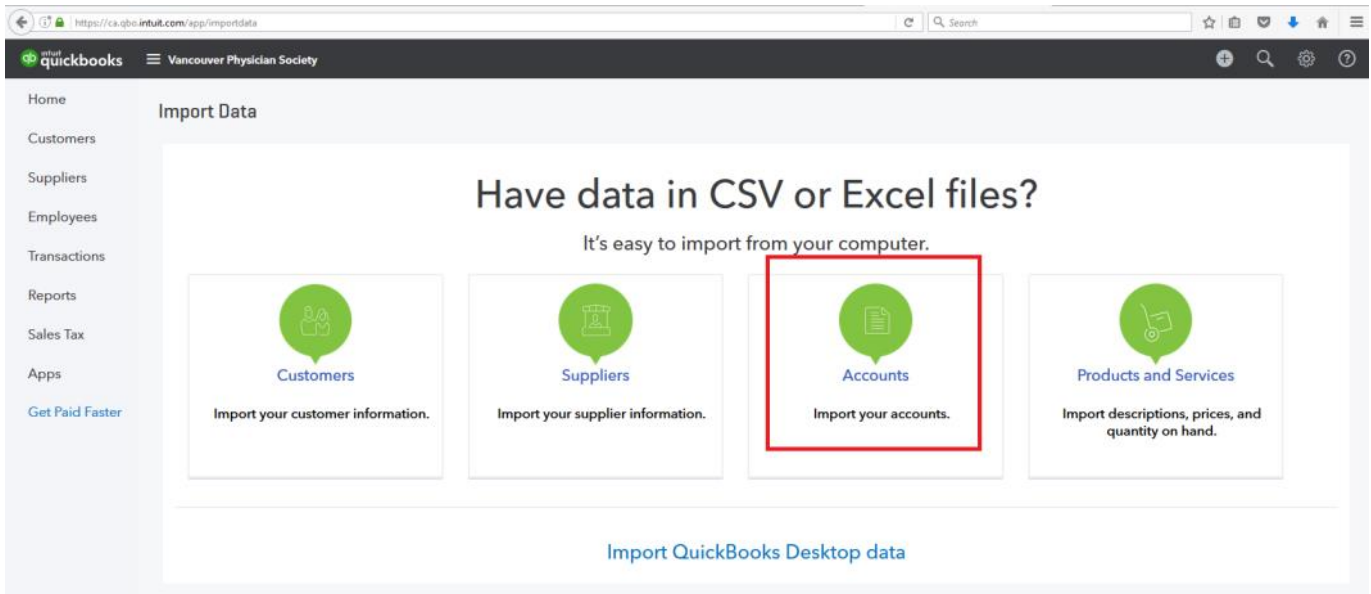
From the Home page:

1. Click on the Gears icon in the upper right hand corner. This displays a pop-up menu as shown below.
1. Under the Tools list, click on the option "Import Data".

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This then shows the “Import Data” screen:



2. Select the option “Accounts”.
3. Complete the steps for the Import Accounts dialogue:

Step #	Action
1. Upload	<p>“Select a CSV or Excel file to upload”:</p> <p>Click on the Browse button, and navigate to the location where the</p>

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Step #	Action										
	<p>standard chart of accounts file was placed (per section 2.1).</p> <p>Select the file “QuickBooks Standardized Chart of Accounts Update.xls”. Click the button “Open”</p> <p>Click the green button “Next” (in the bottom right hand corner).</p>										
<b>2. Map Data</b>	<p>“Map your fields to QuickBooks fields”:</p> <p>Ensure that the mapping between the required QuickBooks Online field (column 1) and the field within the Excel spreadsheet file (column 2) is as follows (this mapping should happen automatically):</p> <p><b>Map your fields to QuickBooks fields</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6f2ff;"> <th style="text-align: left; padding: 5px;">QUICKBOOKS ONLINE FIELD</th> <th style="text-align: left; padding: 5px;">YOUR FIELD</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Detail Type</td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">                     Detail Type (QB)                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span> </td> </tr> <tr> <td style="padding: 5px;">Account Name</td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">                     Account name                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span> </td> </tr> <tr> <td style="padding: 5px;">Account number</td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">                     Account Number                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span> </td> </tr> <tr> <td style="padding: 5px;">Type</td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">                     Type (QB)                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span> </td> </tr> </tbody> </table> <p>Click the green button “Next” (in the bottom right hand corner).</p>	QUICKBOOKS ONLINE FIELD	YOUR FIELD	Detail Type	<div style="border: 1px solid #ccc; padding: 2px;">                     Detail Type (QB)                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span>	Account Name	<div style="border: 1px solid #ccc; padding: 2px;">                     Account name                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span>	Account number	<div style="border: 1px solid #ccc; padding: 2px;">                     Account Number                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span>	Type	<div style="border: 1px solid #ccc; padding: 2px;">                     Type (QB)                     <span style="float: right; border-left: 1px solid #ccc; border-right: 1px solid #ccc; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">⇅</span> </span></div> <span style="float: right; color: green; font-weight: bold; font-size: 1.2em;">✓</span>
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<b>3. Import</b>	<p>The message will read “7 records are ready to be imported”.</p> <p>Click the green button “Import” (in the bottom right hand corner).</p>										
<b>4. Finish</b>	<p>The message “7 of 7 accounts successfully imported” is displayed.</p>										

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**2.2.1 Review the Chart of Accounts**

You can review the chart of accounts just imported as follows:

From the Home page:

1. Click on the Gears icon in the upper right hand corner.
2. Under the Settings list, click on the option “Chart of Accounts”.
3. It lists the chart of accounts now in place.
1. Verify that the list of accounts within QuickBooks now matches the standard Chart of Accounts listed in the appendix (section **Error! Reference source not found.**) of the Quickbooks Setup Guide, available online at <http://www.facilityengagement.ca/fems-facility-engagement-management-system>. This should include the 11 default QuickBooks Accounts, the original 39 accounts created, plus the new 7 accounts imported for a total of 57 accounts.
2. You can also use the option “Run Report”, “Accountant Reports”, “Account List” to generate a report view of the list and subsequently export this list to Excel.

**2.2.2 Special Check for account ‘Opening Balance Equity’**

1. Depending on when your physician society set up your Quickbooks account, you may or may not have an account called ‘Opening Balance Equity’.
  - a. If you **do not** see this account, please contact FEMS Support, it is a necessary account.
  - b. If you **do** see this account in your Chart of Accounts listing, please take the following actions:

Under the Action column, click the dropdown arrow and select “Edit”.

- Change the name “Opening Balance Equity” to “Previous Retained Earnings”
- Specify the account Number as 36001.

Click the button “Save and Close”