

Sage 50
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	Update to Support Contact.

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1. Document Purpose

This document provides a guide to setting up the additional accounts required in the Standard Chart of Accounts for use with FEMS.

This update is only required for physician societies who set up their accounting software prior to April 20, 2017.

If you have not yet set up your accounting software, please refer to the Sage 50 Setup Guide available online at: <http://www.facilityengagement.ca/fems-facility-engagement-management-system>

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

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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)
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

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

Download the Chart of Accounts Update. This file is available online at:

<http://www.facilityengagement.ca/fems-facility-engagement-management-system> This needs to be located in a place where it can be imported into the accounting package.

- a. Place the file "Sage 50 Standardized Chart of Accounts Update.txt" into the folder:
.....\SimplyAccounting\DATA.
- b. This could be for example as follows:
C:\Users\kturner\Documents\Simply Accounting\DATA

2.2 Import the Updates to the Chart of Accounts

1. In the Menu bar along the top of the page, **CLICK FILE**, then select Import/Export from the drop down list. Another drop down will open, select Import Records.
2. Complete the Import Records Wizard as follows:

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Step #	Action
1. Import Records Wizard	<p>Select the option “Sage 50 import format”.</p> <p>CLICK NEXT.</p>
2. Import Records Wizard - Back Up	<p>Back up your company according to your procedure.</p> <p>CLICK NEXT.</p>
3. Import Records Wizard - Select Files	<p>For the option Accounts:</p> <p>CLICK on the adjacent Browse button, and navigating to the location where the standard chart of accounts file was placed (per section 2.1).</p> <p>Select the file “Sage 50 Standardized Chart of Accounts Update.txt”</p> <p>CLICK NEXT.</p> <p>The dialogue box “Sage 50 Import Records Summary” will show the import process and complete with the message: “Importing Summary. Import account(s) completed.”</p> <p>CLICK NEXT.</p>
4. Import Records Wizard - Finish	<p>CLICK FINISH.</p>

2.2.1 Review the Chart of Accounts

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

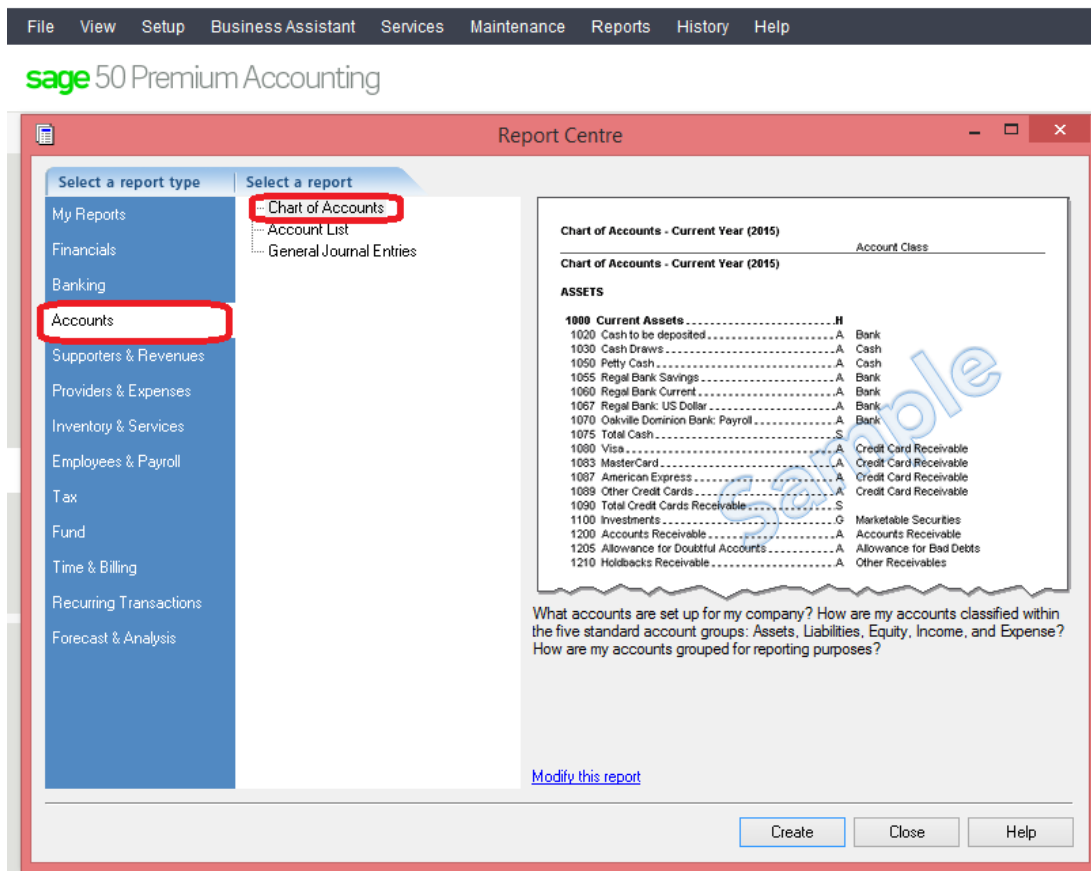
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In the Accounts Dialogue Box

3. In the left hand navigation menu, select Company, and **CLICK** on the icon Chart of Accounts.
4. Verify that the list of accounts created within Sage 50 matches the standard Chart of Accounts listed in the appendix (section 9.1) of the Sage 50 Setup Guide, available online at <http://www.facilityengagement.ca/fems-facility-engagement-management-system>.

Using Report Centre

5. In the left hand navigation menu, select Company, and **CLICK** on the icon Report Centre.
6. In the Report Centre pop-up, in the left hand navigation menu, select Accounts, and then Chart of Accounts.



7. **CLICK** the button Create.
8. Review the report on screen, or open the report in Excel, or export the report and save it as an Excel file.
9. Close the Report Centre dialogue box.