



Chart of Accounts

NOTE – if your Practice has elected to pay its Practitioners based upon actual Billings in BP instead of Banked Receipts, then the 9999 Clearing Account is the substitute Bank Account.

After Installation of Practice Accounts, this is the default Chart of Accounts.

Close		Add	Edit	Save	Add/Edit Export Chart of Accounts		No of Retrieved Records 3	
Account Number	Account Description	Account Type	Export Account Code	Status				
X 1001	Bank Account 1	Bank Account		A				
X 9990	Practitioner Creditors Ledger	Creditor		A				
X 9999	Clearing Account	Bank Account		A				

After the first Import of patient fee receipts from BP, this will be the resulting Chart of Accounts (the Practitioner names will of course be those for your Practice).

Close		Add	Edit	Save	Add/Edit Export Chart of Accounts		No of Retrieved Records 21	
Account Number	Account Description	Account Type	Export Account Code	Status				
X 1001	Bank Account 1	Bank Account		A				
X 4001	ABC Medical Centre	Income		A				
X 4002	Dr Harry Jones	Income		A				
X 4003	Dr Isabelle Vasili	Income		A				
X 4004	Dr Jane Smith	Income		A				
X 4005	Dr Mohammed Arun	Income		A				
X 4006	Dr Sarah Lee	Income		A				
X 6001	ABC Medical Centre	Expense		A				
X 6002	Dr Harry Jones	Expense		A				
X 6003	Dr Isabelle Vasili	Expense		A				
X 6004	Dr Jane Smith	Expense		A				

You may simply leave the Chart of Accounts unchanged and from time to time print a Ledger Trial Balance (**examples of the Ledger Trial Balance - in the Reports listing of the User help guides.**)

However, you may wish to have the Chart of Accounts numbers converted to the Account numbers in your Accounting Software to facilitate interfacing PA with your accounting system.

In our experience, Medical Centres pay their Practitioners on a fortnightly basis or monthly with on-account payments made during the month.

So therefore, there are very few transactions to enter into any external accounting system – say two to three pay period runs per month for fortnightly pays and one for monthly payment to the Practice and the Practitioners.

As full transactional audit history will always be available in PA, there should be no need to ‘clog’ your accounting system with duplicating PA transactions.

This conversion of Account Numbers and the enabling of PA Export Posting Summaries can be accomplished by clicking the ‘Add/Edit Export Chart of Accounts’ button:

External Chart No	External Chart of Accounts Description
X 10001	ANZ Bank Account 123456
X 20001	Practitioner Creditors Ledger
X 40001	Practice Patient & Other Fees
X 40011	Practitioner Patient Fees
X 60001	Practice Payments
X 60011	Practitioner Payments
X 80001	Practitioner Service Fees

This above form has been updated with sample account numbers and descriptions – click the Add button to enter account numbers and descriptions that match your accounting system.

Account Number	Account Description	Account Type	Export Account Code	Status
X 1001	ANZ Bank 123456	Bank Account	10001	A
X 4001	ABC Medical Centre	Income	40001	A
X 4002	Dr Harry Jones	Income	40011	A
X 4003	Dr Isabelle Vasili	Income	40011	A
X 4004	Dr Jane Smith	Income	40011	A
X 4005	Dr Mohammed Arun	Income	40011	A
X 4006	Dr Sarah Lee	Income	40011	A
X 6001	ABC Medical Centre	Expense	60001	A
X 6002	Dr Harry Jones	Expense	60011	A
X 6003	Dr Isabelle Vasili	Expense	60011	A
X 6004	Dr Jane Smith	Expense	60011	A
X 6005	Dr Mohammed Arun	Expense	60011	A
X 6006	Dr Sarah Lee	Expense	60011	A
X 8001	ABC Medical Centre - Fees	Expense	80001	A
X 8002	Dr Harry Jones - Fees	Expense	80001	A
X 8003	Dr Isabelle Vasili - Fees	Expense	80001	A
X 8004	Dr Jane Smith - Fees	Expense	80001	A
X 8005	Dr Mohammed Arun - Fees	Expense	80001	A
X 8006	Dr Sarah Lee - Fees	Expense	80001	A
X 9990	Practitioner Creditors Ledger	Creditor	20001	A

This above form has then been updated with the sample Export Account Codes.

For ease of providing this example, we are assuming that all Practitioners are summarised to the one account in your accounting system – however, you could code each Practitioner separately. **Examples of the Export Posting Summaries are in the Reports listing of the User help guides.)**