




Medical Centre Details

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ABN No	ACN No	Business Name		Business ID	Business Short Name		
12 345 678 912	123 456 789	ABC Medical Centre Pty Ltd		ABC	ABC Medical Centre		
Address line 1		Address line 2		Suburb	State	Post Code	
Unit 4		1 Test Lane		Testville	NSW	2222	
Main Tel No	Main Fax	Mobile Tel No		System Start Date	Location of LOGO		
02 123 456 789	02 123 456 790			01/07/2021	C:\Logos\ABCLogo.bmp		
Email Address		Web Address		Only Use LOGO in Reports	Logo Size (max 2.5cm H x 3.5cm W)		
info@abcmmedical.com.au		www.abcmmedical.com.au		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
GST Tax %				GST Multiplier	Practice Fee Description		
10				1.1	Service Fees		
Practitioner Invoice Practice Fee Description - Use ctrl + enter keys to add lines				Practitioner Invoice Notes - brief notes at the bottom of the invoice adjacent to the Invoice total - Use ctrl + enter keys to add lines			
Practice Service Fees				Please refer to the Practitioner Summary for a detailed breakdown of the Patient fees			
Email Sender Address		Email SMTP Address		SMTP Port	SSL/TLS	Email SMTP User Name	Email SMTP Password
manager@abcmmedical.com.au		abcmmedical.com.au		587	<input checked="" type="checkbox"/>	abcmmedical	Abc123
EFT (aba file)	Bank BSB No	Bank Account No	Bank Code (eg ANZ)	Bank Customer Name	Bank FI ID	Payment Description	
Creation Details	123-456	123456789	ANZ	ABC Medical Centre Pty Ltd	000000	Net Fees	
Calculate Practice Fees Using:				Calculate Practice Fees By:			
<input type="checkbox"/> Single Fee % <input checked="" type="checkbox"/> Multiple Fee %				<input checked="" type="checkbox"/> Cash Received <input type="checkbox"/> Best Practice Billings			

After installation of Practice Accounts, this form will only have defaults set as:

- Single Fee % (ticked)
- Cash Received (ticked)
- System Start Date – 01/01/9999
- Make Practitioner Summary the Tax Invoice (ticked)
- No message Beep (ticked)
- Do Not Auto-Pay Practice (ticked)

Click the Edit button to configure this form.

Follow this sequence:

- Enter the ABN, Business name, Business ID Name and Business Short Name
- The Address and other contact details can be added as time permits
- Change the System Start date to your desired commencement date
- If your Practice only has different fee percentages for your Practitioner for ALL patient items, then tick the 'Single Fee %' box

- However, if your Practice has a different fee percentage for certain Item numbers, then tick the ‘Multiple Fee %’ box. PA will then first calculate those certain Items at the special fee percentage and then calculate the fees for all other remaining Items at the ‘General’ fee percentage rate
- If your Practice pays Practitioners based on banked Patient receipts, then tick the ‘Cash Received’ box.
- However, if your Practice pays Practitioners based on when the Patient fee invoice is created in Best Practice, regardless of when the invoice is paid, then tick the ‘Best Practice Billings’ box
- If you have a logo, within the size dimensions noted on the above form, then enter, the location
- If you intend to pay your Practitioners ‘Progress Payments’ during a pay period, then tick the ‘Enable On-Account Payments for Practitioners’ box. By ticking this box, you will be able to enter default amounts and/or ad-hoc amounts – further details in the ‘Payments’ user help guide.
- If each time that you complete a Payment run for your Practitioners, you may or may not wish to also pay any amount owing to the Practice. If you do wish to also pay the Practice, untick the box. Ticking or un-ticking this box will only automatically tick or un-tick the ‘PAY’ box when making payments - further details in the ‘Payments’ user help guide.
- Provided the Practice ABN has been entered in the ‘ABN No’ box on the above form, the most informative Tax Invoice for Practitioners is the Practitioner Summary report. A generic Tax invoice can also be generated in PA if that is a Practice requirement. Leave the box ticked for the Tax invoice, BAS and details report to be issued to your Practitioners - – further details in the ‘Practitioner Statements’ user help guide.
- Ticking or un-ticking the ‘No Message Beep’ box will either make a sound when messages appear in BP or remain muted.
- The ‘GST Tax %’ box and the ‘GST Multiplier box’ should only be changed if and when the government make a change to the current GST Regime.
- If different to the default, change the wording in the ‘Practice Fee Description’ box – as an example it could be licence fees, administration fees etc.
- If you do decide to issue generic Tax invoices, then you would need to add wording along the lines of what has been written in the above form. Otherwise, leave the boxes blank.
- Provided email addresses have been entered in each Practitioner’s name record, it is possible to email the Practitioner Summary and other reports directly to your Practitioners. Although, it is only a matter of entering the relevant details in the Email boxes on the above form, it usually requires your IT support people to provide the details to avoid your normal email server rejecting emails sent through their SMTP gateway.
- If you wish to create EFT files (known in the banking world as aba files) for payments to be made to your Practitioners (PA only creates the file – you would need to then use your bank’s internet upload procedure to load the file ready for payment authorisation) The Bank FI ID code is only needed for certain banks – unless you know a specific code, enter six zeros – any error will be advised by the Bank’s software when you attempt to upload the aba file.

NOTE – Changes to this form will, in most instances, require you to close and re-open Practice Accounts so that the changes that you made will be updated in certain tables in the PA database.

Fee Method Change

Although a change from Single Fee % to Multiple Fee % and vice versa can be made at any time, it is imperative that you consider the cut-off date before implementing the proposed change.

For example, you may have imported and calculated BP receipts for a period that is say 3 days after the last Practitioner Payments run. Changing the Fee % will not re-calculate amounts for those 3 days. In such instances, if required, a manual adjustment would need to be created in PA.