AIMS Action Items for Leaders

Session 8:

Finance

October 19 , 2022

Please note: Some of the paths and screen shots shown in MyConnection in this presentation may not be available until after the implementation of AIMS and the release of the Finance functionality on November 1, 2022.

SHA Treaty Land Acknowledgement

We would like to acknowledge that we are gathering on **Treaty 2, 4, 5, 6, 8, and 10 territory** and **the Homeland of the Métis.**

Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

www.saskhealthauthority.ca/trc

Saskatchewan Health Authority

Treaty Territories and Saskatchewan Health Authority Areas

Depictions of Treaty boundaries are subject to variation. These boundaries are usually not surveyed and are estimated based on written descriptions.

This map displays the Pre-1975 Treaties (Historic Treaties) in colour, as provided by Crown-Indigenous Relations and Northern Affairs Canada. The grey lines indicate alternate boundaries compiled from various sources.
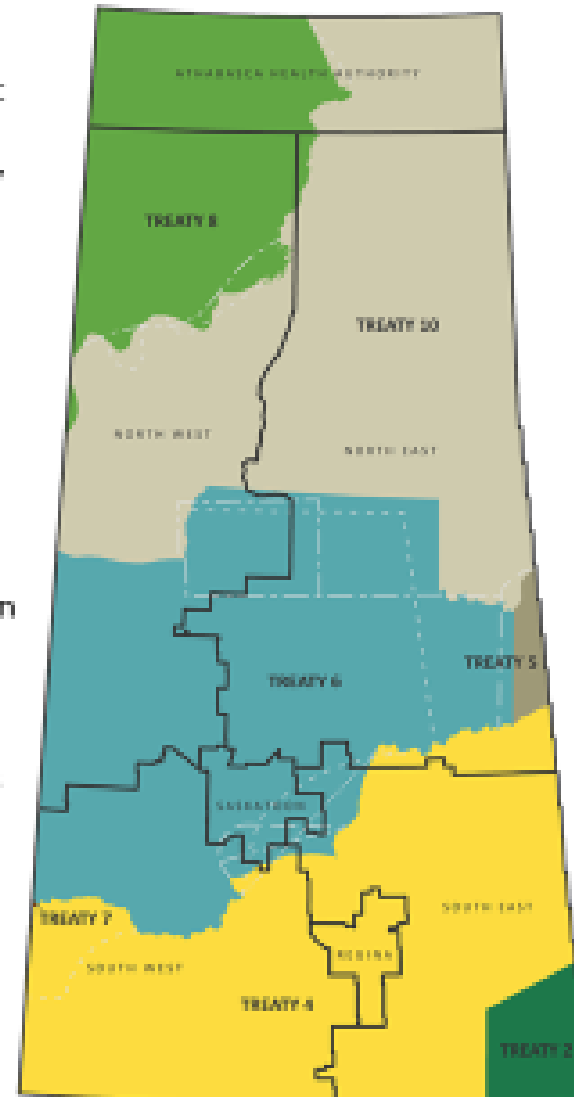
Welcome

Session Topics

October 13 to November 13, 2022	**Scheduling Demo and Q and A Sessions**
October 26, 2022	**Topical Areas of Concern**

Important Tools found in the [AIMS Manager's Toolkit](#)

Security Access

Access to learning modules was provided to numerous employees recently.

Please Note: Access to the learning modules does not provide automatic access to the functionality that will be available when AIMS is implemented.

Managers must complete the following process:
Scheduling – Complete an [AIMS Scheduling Security Access Form](#) and submit it through MyConnection > MyServices > Support for MyConnection (tile) > Questions about AIMS

Human Resources (HCM) and Finance (FIN) – Submit a request through MyConnection > MyServices > Support for MyConnection (tile) > Questions about AIMS

Job Posting Exception Form

AIMS Scheduling Security Access Form

AIMS Scheduling Delegate Request Form

Manager and Employee Checklists

Manager Checklist	Employee Checklist
• Pre-Implementation, Implementation and Post-Implementation Responsibilities	• Before Implementation, During Implementation
• Located in the AIMS Manager's Toolkit. Form here.	• Located in the AIMS Manager's Toolkit. Form here.

New versions of these forms are now available, so please review the current versions in the Manager's Toolkit.

Available Learning (All Employees and Managers)

1) **All Employee Learning** should be consumed by all employees, including Managers, as it reviews the every day tasks that all employees will need to know. (Checking pay slips, T4s, applying for leaves, etc.)

All Employee Learning	Demonstration Videos on Individual Tasks
https://vimeo.com/741232134	https://vimeo.com/showcase/9673425

2) **All Manager Learning** should be taken by all Managers, as it contains information on tasks that all Managers will perform on a day-to-day basis.

- MGR-00 Welcome to AIMS for Leaders (focused on orientation to AIMS type information)
- MGR-01 AIMS Overview for Leaders (focused on how to use AIMS functionality for leaders)

Instructions for accessing the All Leaders learning modules:

- Go to MyConnection > MyLearning > Access MyLearning (from the dropdown)
- You will now be in the Student Dashboard of MyLearning > View More Courses
- Search for Welcome to AIMS for Leaders > Select your course > Enroll for Free
- Repeat last step and search for "AIMS Overview for Leaders"

3) **Learning for those whose roles require them to work in the system daily.**

Tap-In/Tap-Out Card Distribution

- Managers have begun receiving the Tap-In/Tap-Out cards which employees will be using to Tap-in/Tap-out.

- **The Tap-in/Tap-out Electronic Time Entry process will not take effect until December 2022.** More information will be communicated about this process.

- Managers should begin distributing the cards to their employees **October 21, 2022.**

- For more information on tap card distribution, please reference this [FAQ](FAQ).

Q and A Chat

Please submit all questions in the Q and A Chat, which can be found by clicking on the three dots in the lower right hand corner of your screen.

Questions put in the regular chat will not be tracked.

Overview of Today's Session

Leader Responsibilities

New Processes

Cost Centres/Chart of Accounts

Accounts Payable

Expense Claims Restriction Period

Restricted Donations

Signing Authority

Accrual Banks

Customer Billing Requests

Supplier Master Lists

P Cards

Treasury

Capital

Supply Chain Management

Reporting and Analytics

Pre-Implementation Duties

Support for Leaders

- There are many helpful tiles in the Finance area of MyConnection including:

  - Accounts Payable and Payment Inquiries
  - Accounts Receivable and Billing Inquiries
  - Customer/Billing Request Form

  - Signing Authority Inquiries

  - Purchasing Card Application Form

  - Purchasing Card Inquiry Form

  - Etc.

- These tiles are designed to provide leaders with links to self-directed support for activities related to standard Finance functions and to provide relevant answers to questions that may arise within those functions.

To access - log in to MyConnection:

    MyConnection > MyService > Finance

Support for Leaders

- Finance has developed knowledge documents to help our leaders and staff use and understand the system.

- The finance business model for supporting our leaders and providing customer service will not change at AIMS implementation. We encourage our leaders to:
  - Complete all applicable AIMS training
  - Use the Finance tiles to submit applications and inquiries
  - Search and review knowledge documents to guide you through your training

- However, if you are unsure about processes or next steps, please reach out to your Finance Business Partner (FBP) directly for assistance with navigation and to learn about AIMS.

To find out who your FBP is log into MyConnection:

> MyConnection > MyKnowledge > Finance > Business Partnerships > KB0013366 Who is my Finance Business Partner? (Knowledge Base Article)

Cost Centres/Chart of Accounts

- Coding financial transactions will change, as there will be new cost centre codes as part of what's known as the Chart of Accounts (CoA).

- The new cost centre codes will provide consistency and a single source of truth for provincially integrated financial information.

- There will be a tool to help you source a new code by providing previous code information.

- Log in to MyConnection:

    MyConnection > MyService > Finance > Legacy to AIMS COA Mapping (tile)

Please Note: As part of this standardization, there will be changes to department names.

Chart of Accounts

The new CoA code consists of seven segments:

- Legal Entity Code (LEC)
- Logical Entity Identifier (LEI)
- Functional Centre
- Natural Account
- Fund
- Grant
- Reserved for Future Use

AIMS Practice
The new CoA consists of 7 segments

Segment	Purpose	
Legal Entity Code (LEC)	Represents the organization (i.e. SHA, SCA, 3SHealth & Affiliates)	The combination of LEC, LEI and Functional Centre is referred to as the Cost Centre.
Logical Entity Identifier (LEI)	Signifies the location where a program takes place. It is a physical location or program area with a unique address.	
Functional Centre	Represents a subdivision of a health service organization. It is used to record activity carried out by each cost center.	
Natural Account	Categorises transactions and balances and enables financial reporting and analysis.	
Fund	Classifies funds received i.e. operating funds or capital funds.	
Grant	Tracks the money received for a specific purpose. This segment will default to 6 zeros if not used.	
Reserved for future Use	Set aside for changing business needs. This segment is currently *not* utilized and will default as a single zero.	

Example

	Legal Entity Code	Logical Entity Identifier	Function Centre	Natural Account	Fund	Grant	Reserved for future use
Example	101.	7130.	71532000000.	410900000	01.	000000.	0
Meaning	SHA	Rosetown Home Care	Home Nursing	Medical supplies	Operating	n/a	n/a
# of digits	3	4	11	9	2	6	1

Cost Center

Demo: Chart of Accounts Tool

Accounts Payable

Invoices Dated	Submit to
• Prior to November 1, 2022	• Former Region Finance office with legacy account coding
• After November 1, 2022	• SupplierInvoices@saskhealthauthority.ca with the new AIMS CoA Coding

Post-Implementation

- Majority of invoices, PO and Non-PO, will be processed in PDF format and will be electronically viewable through your financial reports.

- Purchase order invoices will not require coding or manager approval, because it is provided at time of requisitioni.

- Non-PO invoices will require coding and approval:
    - Invoices dated after November 1, 2022 will require the new AIMS Chart of Account Code.
    - Coding can be written on the invoice prior to scanning and sending to Finance. Refer to Knowledge Document KB0013560 for further support.
    - Invoices without coding will be sent to Manager (or designate) for coding.
    - Invoice will then be sent to Manager for approval. Manager may receive the invoice twice for coding and approval.
    - If an order is placed outside of the supply chain system, it is critical that the SHA contacts person information is on the invoice so that if it comes into finance, it can be redirected for coding and authorization.

- Expense reimbursements will be submitted electronically to the Manager for review of permissible expenses and approval

Expense Claims

- Reimbursement of expenses received by accounting after **October 18, 2022** will be required to be submitted electronically through MyConnection starting **November 1, 2022**.

- This two-week period allows Finance to complete the processing of pre-AIMS submissions before focusing efforts on those submitted through MyConnection.

- There may be a slight delay in payment as we move to the new process, but re-submitting claims will not be required.

Demo: Coding and approving an invoice in AIMS

Restricted Donations

- Former regions had various ways to use restricted donation balances.
  - i.e. specific account number, email invoices to staff with notes - *Pay from donations*, etc.

- With the implementation of AIMS, there will be one process for the use of the restricted donation balances.
  - Grant segments will be assigned to donation balances, and the grant segment will be part of all corresponding transactions around restricted donations.

- Communication will come out late November to Managers who have restricted donation balances in their former regions, which will include the necessary information for receipting, tracking, and spending of donations.

Signing Authority

Saskatchewan Health Authority (SHA) and Non-SHA Organizations Signing Authority

- Individuals with signing authority have approval to commit the organization to either financial or non-financial expenditures.
- In general, for an operating spend, the budget owner will have signing authority and for a capital spend, the project manager will have the authority.
- Roles determine how much financial authority is given to an individual, this amount is not standard across organizations. Signing authority policies will vary between organizations.

Changes to the Saskatchewan Health Authority 'Signing Authority Policy' at AIMS implementation:

- Only those who are Managers or above will be able to approve expenditures in AIMS.
- Only one Manager, Director or above can be responsible for approving purchases for a cost centre. There can be a temporary delegation to another person at the same level or above should the delegate be temporarily unavailable (i.e. vacation).
- All approvals of expenditures will occur within AIMS. A notification will be sent, and the individual can then review and approve an invoice within AIMS.

For more information on delegating Signing Authority, please see KB0011821 on "Delegating Approvals and Setting an Absence Rule"

Accrual Banks

- There will be changes to the way accruals banks are accounted for including:

  - Time-in-lieu

  - Vacation

  - Statutory Holidays

- Upon the implementation of AIMS, accrual expenses will be accounted for when earned and not when paid.

- A report will be generated within AIMS to detail these costs and it will be updated on a bi-weekly basis.

Customer Billing Request

- [MyConnection](#) is the front door to all AIMS functionality.

- Billing requests **must** be submitted through MyConnection for Finance to generate an invoice.

- To request an invoice, go to the Customer/Billing tile, complete the request form and a notice is then sent to Accounts Receivable to review the information and prepare an invoice.

    MyConnection > MyServices > Finance > Customer/Billing (tile)

- When the invoice has been generated, the invoice number will be recorded on the customer billing request and the request will be closed, but retained within AIMS.

- The submitter will receive notification of the invoice having been sent.

Demo: Customer/Billing Request Tile

P Cards

- Communication was distributed to all card holders and approvers on October 4, 2022

- All reconciliation and approvals will be completed through Accounts Payable in AIMS.
    - Regina and Saskatoon users will no longer access BMO Spend Dynamics.

- As of November 1, 2022, cardholders will complete their final P Card expense reports as usual, using the following billing cycle schedule:

P Card Programs	Existing Processes Pre-AIMS	New Processes Post-AIMS
Saskatoon and all other areas	October 14 – November 13	November 14 onward
Regina and area	October 26 – November 25	November 26 onward
Weyburn, Estevan and area	October 4 – November 3	November 4 onward

- All transactions after the implementation of AIMS will be processed in AIMS (see cutoffs above).

- All outstanding reconciliations and approvals from Pre-AIMS period must be completed using previous processes (BMO Spend Dynamics, manual) no later than December 31, 2022.

Treasury

Petty Cash

- Treasury is responsible for the administration of all petty cash funds throughout the SHA, including requests to increase or establish petty cash funds.

- Petty cash are funds advanced to an office, department or program for use in defraying miscellaneous, small, approved expenditures.

- Reimbursement of petty cash disbursement is processed through Accounts Payable.

Point of Sale Requests (Interac Devices)

- Treasury facilitates the set-up of Point of Sale devices across the SHA.

Should you have any banking needs including requests for petty cash or Point of Sale devices, please contact Treasury at *SHA.Treasury@saskhealthauthority.ca.*

Capital

- All Capital transactions will be recorded through AIMS by the Capital Team.

- The implementation date will be **November 1, 2022.**

- All outstanding approved projects and equipment will be converted into AIMS.

- The In-Year Capital Requests will remain unchanged.

- All Capital questions should be directed through MyConnection:

    MyConnection > MyServices > Finance > Capital Inquiries (Tile)

Supply Chain Management

- Supply Chain Management implementation date is **November 7, 2022.**

- All requisitions must be entered into the system electronically at implementation.

- Only designated staff will have access to enter requisitions. Managers and above will have submitted names of staff that will be accessing requisition screens and have the ability to do this work.

- "Manual" purchase orders have existed in different ways across the province (i.e. PO books, a list of PO reserved numbers, ordering from a vendor by phone or email and then having Purchasing provide a PO number after product arrives, etc.) **This will not be possible after implementation. ALL requests for purchase orders must be entered into the system**.

- Restrictions are in place now until implementation. No new items are to be added to inventory or carts.

Reporting and Analytics Capabilities

- Reporting and Analytics implementation date is **November 16, 2022**

Improvements and Efficiencies

- Integration and consolidation of data provincially in one system

- Standard reporting

- Dashboards, direct access

- Ability for users to drill down to detail levels – employee information, invoices, purchase orders

Current State

- 12 different reporting systems and processes – no standardization, complex manipulation/mapping

- No reliable provincial reporting (financial or compensation) with ability to drill and provide insights by organizational structure

- No reliable way to report on provincial Paid FTE to Budget Paid FTE at various levels of the organization

- Finance and HR potentially reporting different compensation results to different user groups due to separate systems

Reporting Limitations (Technical, Data & Capacity Challenges)

- Although many high volume reports have been built and the tools in AIMS will give us excellent long-term reporting capabilities, it will take time to ensure that data is accurate and complete.

- Not all data elements that were included in our existing systems are available, while some of this data will need additional mapping before we can utilize the information correctly and confidently.

- High volume and custom reports may provide different results when compared to similar existing reports. This results in a need for our teams to ensure the data is accurate/complete.

- Given that our first priority will be supporting the change for our internal HR and Finance Teams while troubleshooting system issues and supporting our customers and change management support, there will be limited capacity to validate the AIMS data elements for accuracy, completeness, and definition.

Reporting Limitations (Technical, Data & Capacity Challenges)

It will take some time for the system to generate data to begin utilizing the high volume, canned reports:

- As part of the technical cutover process and first few weeks on the system, various data components will load accordingly. As such, non-Project Team users will not be able access the reporting tool until November 16, 2022 at the earliest.

- AIMS functionality will result in different reporting and analytics outputs:

- For example, positions are not treated the same as in existing systems. As such, position management will need to be managed differently. Given positions/position management forms the basis of vacancy reporting and many health human resource reports, we will need to understand the implications of AIMS functionality on positions before we can truly build the complex reports that we have developed over the past few years in our existing systems.

- There are current system limitations that will impact our reporting capabilities: For example:

- The system has an inability to report the hours and dollars worked accurately in the correct department for multi-site/cost positions.

- There are limitations between the Kronos and Oracle (ex: shifts, schedules, etc.).

- In Kronos, we could access hours worked but not dollars.

- To report dollars we need payroll data reporting through OAC.

- There is a plan to pull additional data from Krono into Oracle systems – this is a post-implementation activity.

Reporting Limitations (Technical, Data & Capacity Challenges)

- 22/23 Budget - No detailed compensation (Dept/Job/Pay Type) budget information, budget data will only be available at rolled up summary level

- 22/23 Financial year to date (YTD) actual Information will be delayed. At implementation, year-to-date information will not be complete. AIMS 22-23 YTD financial data will be brought up-to-date over the coming months post implementation.

- Transition Month – October will have partial payroll costs in the existing system and partial payroll costs in AIMS – limits reporting options for October

- If you have a Multi-Site employee in your department, the costs will be reported correctly within the Financial Statement reports, however, in the Paid Hours detailed reporting, it will appear as if the costs appear in their "home" department. This will eventually be resolved with an AIMS enhancement in the coming months

- You may see cost centres incorrectly rolling up to your position for budget responsibility or signing authority (or do not see the correct cost centres) within the reports. Please note this can be easily resolved, and will need work with your Finance Business Partner to completely align.

- Your patience is appreciated as we work to stabilize the reporting system. There may be delays in responses during the period.

- Your Finance Business Partner is available to assist you with answering questions on the new reporting processes and data within the reports.

Reporting and Finance

Ministry/Board/Board Committee Reporting Impacts:

- COVID reporting – no ability to report detailed COVID costs until six weeks post-implementation. Resulting in providing estimates for this six week period, as this detailed data will not be available in AIMS. Detailed payroll data used for COVID reporting will not be available until scheduling time is processed in AIMS.

- Detailed initiative Reporting (i.e. Mental Health and Addictions, Surgical Initiative, HHR 250 Position) – these financial reports will be delayed. As they will require manual workaround reporting until an understanding of data and ability to report in AIMS

- Monthly financial statements – no October report, delayed monthly reporting

- Budget detail – EPM (budget module) is not implemented until January 2023, detailed 23/24 budget reports will be delayed, still working through options.

SHA Leadership:

- Paid Hours/Paid FTE reporting (Detailed compensation reports), there will be only actuals reported for the 22-23 fiscal year due to no detailed 22/23 budget detail in AIMS.

- Incomplete monthly financial operations dashboard until YTD information upload is completed post-implementation.

- For the regions who received paid hours reporting each week (every Tuesday), due to the payroll timing, payroll reporting will still be available weekly, but dates will be a week behind, still working through the details with exact dates that reports will be available to be determined.

- Supply Chain - no historical data for supply usage, contract compliance and backorders at implementation. We will be relying on data from our existing systems to provide that information.

Reporting Limitations

- There will be a period of time where we will be unable to provide reporting during pre-implementation and implementation. This will include some critical financial information.

- Manual tracking will be done for key initiatives where possible. (i.e. New and Enhanced positions will be manually tracked.)

- Teams working on a summary to share with the Ministry regarding existing reporting and availability with AIMS implementation.

- We anticipate that basic reporting will come "on stream" 4 to 6 weeks post-implementation (as we will have at least 2 pay periods of information and some opportunity for "new" data to generate in the system.

- For workforce data, during this period we will be relying on existing reports. Examples of this include numbers of staff, vacancy data, workforce distribution, sick time and overtime.

- There will be limited capacity to develop complex, custom reports until post system stabilization. The timing for these reports is dependent upon how quickly we can stabilize AIMS.

- We will have so many reporting opportunities and benefits in AIMS, we will just need time to get there.

- Appreciate your patience as we work through improving our reporting .

Managing Employee Expectations

- Managing expectations surrounding such a large scale change is important.

- We are going to get most things right; get some things wrong; and we will rely upon our quality improvement mindset to continually improve the processes and services once stabilized.

- We need to rely on each other to work through items that go wrong and be patient as we overcome those challenges. Issues upon AIMS implementation may result in:
  - Some employees being paid incorrectly,
  - Some employees being scheduled incorrectly,
  - Potential for supply orders being missed,
  - Incorrect financial information (like payments to vendors),
  - Reporting limitations as data stabilization needs to occur and staff need time to stabilize the system before they can perform more routine functions.

- It is a certainty that there will be errors and issues at a level greater than we experience today until the implementation is stabilized.

Pre-Implementation Duties

- Understand the changes that will be coming with the new processes presented in today's session:
    Cost Centres/Chart of Accounts
    Accounts Payable
    Expense Claims Restriction Period
    Restricted Donations
    Signing Authority
    Accrual Banks
    Customer Billing Requests
    Supplier Master Lists
    P Cards
    Treasury
    Capital
    Supply Chain Management
    Reporting and Analytics
- Complete your All Employee Learning, All Manager Learning and any focused learning your employees may be taking.
- Share information with your employees about what you have learned.
- Manage employee expectations.

Questions