

## *AIMS What's Changing - Important Finance Information*

**NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.**

With the implementation of AIMS, there will be several new developments of note, which will include:

### **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. Further training will be provided.

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

- Log in to [MyConnection](#)
- Click on MyServices
- Click on the Finance category
- Click on Legacy to AIMS COA Mapping

Please note that as part of this standardization, there will be changes to department names.

### **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 commitments.
- 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, with this value being standard across organizations. However, signing authority policies may vary between organizations.

### **Saskatchewan Health Authority (SHA) Signing Authority**

Changes to the Signing Authority policy will include the following, in future:

- 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.

### **Financial Reporting for Payroll Accrual Banks**

There will be changes to the way accrual banks are accounted for, including:

- Time-in-lieu
- Vacation
- Statutory Holidays

Historically, the payroll expense report only included what an employee was paid, and did not include the accrued wages noted above. 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.

This will eliminate the additional step that was previously necessary to account for the accrued wages when preparing financial statements.

## **Supplier Master List**

Finance Business System Support & Analytics (BSSA) will assume the maintenance of the Supplier Master List. There will be a new online process available through MyConnection for adding or removing suppliers and for requesting changes to information:

- Log in to [MyConnection](#)
- Click on MyServices
- Click on the Finance category
- Click on Supplier Record Request
- Complete the request form

Active suppliers from the past year who are on the list at the time of transition will continue to be on the list.

## **MyConnection: Customer/Billing Requests**

[MyConnection](#) is the front door to all AIMS functionality. Billing requests must be submitted through MyConnection for Finance to generate an invoice.

You will click on Customer/Billing and complete the request form and a notice is then sent to Accounts Receivable to review the information and prepare an invoice. When complete, 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.

Please watch for further communications related to what's changing with AIMS.