



## ***Map Old Cost Centre Codes to AIMS Chart of Accounts***

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

This process shows how to access and use the mapping tool, which has been developed to help you map the old Cost Centre codes to the AIMS Chart of Accounts.

- Log in to MyConnection at [www.MyConnection.skhealth.ca](http://www.MyConnection.skhealth.ca).
- Click on “MyServices” on the top left menu.
- Under the “Categories” menu on the left of the page, click on “Finance”.
- Click on the “Legacy to AIMS COA Mapping” tile. The “Finance Code Lookup” will open, displaying a list of all account codes.
- To sort the list, enter a search parameter in the box beside the search icon. The search parameter entered, should match to the column headings, such as the Facility, an old Account number, the new Logical Entity Identifier (LEI) or the Legal Entity Code (LEC).
- After entering the search parameter, click on the magnifying glass to refine your search. Select the “All Text Columns” or search within a particular column.
- Select “Go” to perform the search. All results matching your parameter will appear.
- Further sorting can be done by selecting any column header to open up further filtering options.