

Finance Benefits

Online Expense Claims

- Electronic submission and tracking of expense reports

Accounts Payable

- Invoices are processed and managed in a single system
- Provides a reliable method to track payment status

Accounts Receivable

- Clients will have the option of receiving invoices and statements by email

Projects / Fixed Assets

- Standardized processes to initiate, update and maintain a project and/or asset

General Ledger / Cash Management

- A standardized Chart of Accounts (CoA) will be implemented provincially

Upcoming Change Leaders/Network Meetings

Check AIMSproject.ca for upcoming dates.

Reminder:

Update your contact information, including an email address, mobile and/or landline phone number in Gateway Online by August 30, 2019!

Staff who have entered an email address: 39,978 (Thank you!)

Staff who need to enter an email address: 7,034 (We can do it!)

Finance Q and As

Q: How do I fill out my expense claim online?

A: The new system will allow employees to login and fill-out their expense claim using an online form.

Q: How will I check the progress of my payment online?

A: You will login to your account and there will be a progress status report.

Q: How will an integrated system make payment more reliable?

A: Having all information in one system makes it possible to access the status of the document at any point in time.

Q: How will eliminating paper improve the payment process?

A: Physically moving paper through the process creates a risk of having the paper misdirected, payment delays and is not effective for tracking payment.

Q: What other advantages are there to eliminating paper?

A: In addition to being eco-friendly, there is significant cost to retaining a paper process, both from the paper to the storage of paper files.

Q: Will clients still be able to receive paper notifications through regular mail?

A: Yes. Paper will remain the primary method of distribution, with email being an option.