

## 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

# 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.