
INTEGRATED MANAGEMENT SYSTEM

IMS - ENTERPRISE 4.7 GETTING STARTED TUTORIAL

2 hours

IM0749

Getting Started in IMS tutorial shows you how to log on, introduces you to the new IMS Enterprise user interface; shows you how to work with the user menu, favourites and transactions, and shows you how to customize your IMS Enterprise account. This tutorial includes auto play, guided play and practice.

Population: New IMS Enterprise 4.7 users.

Mode of Delivery: Distance Learning – Self directed

IMS - FUNDS MANAGEMENT

4 hours

IM1701

This course provides information on what are Funds Commitments, Pre-commitments and Fund Reservations as well as how they can be created, displayed, modified and used.

Prerequisites: Accrual Accounting and Getting Started in IMS Enterprise on-line tutorial

Population: Administrative staff and accounting staff at missions

Mode of Delivery: Classroom

IMS - GENERAL LEDGER

1day

IM2301

This course provides information on the purpose of General Ledger Accounts, the processing of documents, transactions in foreign currency, and various transactions affecting the G/L accounts such as cash receipts, payroll, funds purchases and fund transfers.

Prerequisites: Accrual Accounting and Getting Started in IMS Enterprise on-line tutorial

Population: Administrative staff and accounting staff at missions

Mode of Delivery: Classroom

IMS - MATERIAL MANAGEMENT - INVOICE VERIFICATION (LIV)

0.5 day

IMS707

Review of creating a LIV followed by questions and discussions on entering and the use of LIV. If participants would like they can bring examples of their work to the class.

Prerequisites: Profile on IMS Production; experience in creating LIV in production and / or MM on-line tutorial

Population: Administrative staff and accounting staff at missions

Mode of Delivery: Classroom

IMS - MATERIAL MANAGEMENT - PURCHASE ORDERS (PO)

0.5 day

IMS704

This course provides a review of creating a PO for goods and services followed by questions and discussions on entering and the use of POs. If participants would like they can bring examples of their work to the class.

Prerequisites: Profile on IMS production; experience creating POs in productions and /or MM on-line tutorial

Population: IMS users

Mode of Delivery: Classroom