

# Finance Employees

## How will AIMS affect me?

There will be significant changes to the way in which Finance employees work. Work will be primarily online to manage tasks such as:

- Processing of Accounts Payables invoices
- Creation of bills and applying payments
- Maintenance of the General Ledger (GL)
- Process month-end and year-end closes
- Project inquiry and reporting in a single solution
- Processing of expense reports
- Through repetition the 'how to' will become engrained
- The bulk of the learning will occur toward the front of the AIMS implementation, but will be ongoing

## What kind of training will I require?

Training will be included for all functions (areas) of finance: Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets (FA), Projects, General Ledger (GL), Cash Management (CM) and Expenses.

### Training for Finance employees will include (among other modules):

- Managing receipts, refunds and overdue charges
- Creating/processing invoices as well as customer bills
- Reports/inquiries in General Ledger as well as Accounts Receivable
- Processing expense and invoice approvals
- Manage bank statements
- Cash forecasting and reporting
- Depreciate, transfer, retire and reinstate assets
- Asset reporting
- Managing collections

## Top 3: What's in it for me?

- Move towards a paperless environment
- Implementation of a standardized Chart of Accounts (CoA)
- Introduction of Fixed Assets/Project Module to manage capital assets and ongoing projects

## Level III: Complex

### How do I take my training?

- Level III training will be instructor-led in a classroom environment, in addition to reference guides and self-study videos
- You will have hands-on access to the AIMS application and will be learning with assistance from both an instructor as well as a subject matter expert from the project team
- Within the system there will also be icons to click on to provide instructions on how to complete the next steps in a task

### How do I register for my training?

- There are multiple locations across the province being considered for instructor-led training destinations
- Training will be available approximately 5 weeks prior to the implementation of changes
- Employees will be directed to a website that will house the training content to see their required courses
- Some training modules will be prerequisites to others to provide a logical flow of information
- For those taking Instructor-led training, there will be options for dates/times/locations, but the employee will need to coordinate training with their manager