

Finance Employees

Note: These features will be in place once AIMS has been implemented.

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 invoices and applying payments
- Maintenance of the General Ledger (GL)
- Processing month-end and year-end closes
- Project inquiry and reporting in a single solution
- Processing of expense reports

What will I need to know?

All areas in finance will learn online processes for: Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets (FA), Projects, General Ledger (GL), Cash Management (CM) and Expenses.

Learning for Finance employees may include (among other modules):

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

How do I learn what I need to know?

- Staff have an orientation webinar to instruct them on where to find online learning resource materials applicable to their role, including work standards, quick reference guides and online videos for immediate as well as future reference.
- Employees will have specific self-directed online learning modules to complete
- Drop-in webinars moderated by subject matter experts will be held for questions.
- Staff are also able to submit questions through MyConnection, ask an AIMS Change Network contact within their unit or facility, or their Manager.