



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

FROM: Marc Leonetti, State Controller
Department of Administration

DATE: April 10, 2014

SUBJECT: Training Program
CFO Memo 14-6

The Office of Accounts and Control and the Division of Purchases have developed a set of training classes that will be available to all agency personnel in May and June. The classes are part of a new training program that is designed to be a continuous support tool for all finance and purchasing related personnel. As such, additional classes will be offered in the near future.

The initial set of classes will cover topics such as RIFANS Accounting, RIFANS Report Generation, Discoverer Utility Report Writing, Centralized and Non-Centralized Accounts Payable, and Purchasing 101. Specialized training or topics may be arranged upon request.

Session durations are from two to three hours depending on the subject and agency personnel need to be registered to attend. Seating is limited to 12 per session for the RIFANS General Ledger Training Part One and for the Non-Centralized Accounts Payable training, which will be conducted in a lab. Class size is limited to 25 for all others. Additional classes will be offered if there is sufficient demand.

In addition to classroom training, we have developed or updated training material to support the various classes as referenced on Attachment A. It is recommended that attendees read the related training material prior to each session.

The Accounts and Control training material can be accessed at:
<http://controller.admin.ri.gov/Training/index.php>.

Please see the attached schedule of classes for May and June. Agency CFOs who wish to register personnel should contact Jenny Findlay, Financial Reporting Manager, Office of Accounts and Control by calling 222-5771 or emailing jennifer.findlay@doa.ri.gov.



RI Office of Accounts and Control

RI Division of Purchases

TRAINING AGENDA: MAY AND JUNE, 2014

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One: May 2014

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|----|--|-----------------------|
| I. | RI-FANS General Ledger Part One ¹ | Mon., May 5, 2014 |
| a. | Navigating in Oracle | 1:00 p.m. – 4:00 p.m. |
| b. | Introduction to RI-FANS General Ledger | Training Room A |
| c. | General Ledger Processing Issues | Ground Floor |
| d. | Agency-Specific Questions and Answers | |

Session Two: May 2014

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|-----|--|-----------------------|
| I. | RI-FANS General Ledger Part Two ¹ | Wed., May 28, 2014 |
| a. | General Ledger Reports and Inquiries | 1:00 p.m. – 4:00 p.m. |
| | | Training Room A |
| II. | Centralized Accounts Payable ² | Ground Floor |

Session Three: June 2014

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|----|---|-----------------------|
| I. | Guide to Using Oracle Discoverer ³ | Wed., June 11, 2014 |
| a. | Accessing Discoverer/Available Fields | 1:00 p.m. – 4:00 p.m. |
| b. | Discoverer Inquiries and Workbooks | Training Room A |
| | | Ground Floor |

Session Four: June 2014

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|----|--|------------------------|
| I. | Accounts Payable Batch Process Training ⁴ | Tues., June 10, 2014 |
| | | 12:30 p.m. – 3:30 p.m. |
| | | DOA Conf. Room C |
| | | Second Floor |

DIVISION OF PURCHASES

Sessions One and Two: May 2014 and June 2014

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|----|-----------------------------|-------------------------|
| I. | Purchasing 101 ⁵ | Wed., May 14, 2014 |
| | | Wed., June 11, 2014 |
| | | 10:00 a.m. – 11:30 a.m. |
| | | DOA Conf. Room A |
| | | Second Floor |

Related Training Material:

¹ RI-FANS General Ledger Training Manual

² PowerPoint Presentation: Working Efficiently in Accounts Payable

³ Discoverer Handouts

⁴ Accounts Payable Batch Process Training Manual

⁵ PowerPoint Presentation: Purchases 101