



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: September 19, 2014

SUBJECT: Training Program II  
CFO Memo 15-1

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The Office of Accounts and Control and the Division of Purchases have scheduled a second round of training classes for interested finance and purchasing related personnel. This set of classes will be held in October and November (see attached schedule).

The training will cover areas such as RIFANS General Ledger Accounting, RIFANS Report Generation, Discoverer Utility Report Writing, Centralized / Non-Centralized Accounts Payable, and Purchasing 101. Specialized training on other topics may be arranged upon request.

All interested personnel will need to be registered as seating is limited. 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](mailto:jennifer.findlay@doa.ri.gov).

In addition to classroom training, we have developed training material to support the various classes as referenced on the attachment. It is recommended that attendees read the related training material prior to each session. The training material can be accessed at: <http://controller.admin.ri.gov/Training/index.php>.



# RI Office of Accounts and Control

## RI Division of Purchases

TRAINING AGENDA: OCTOBER AND NOVEMBER, 2014

Attachment A

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### OFFICE OF ACCOUNTS AND CONTROL

#### Session One: October 2014

- |    |  |                      |
|----|--|----------------------|
| I. | RI-FANS General Ledger Part One <sup>1</sup> | Fri., Oct. 24, 2014  |
| a. | Navigating in Oracle                         | 9:00 a.m.–12:00 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: October 2014

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|-----|--|----------------------|
| I.  | RI-FANS General Ledger Part Two <sup>1</sup> | Fri., Oct. 31, 2014  |
| a.  | General Ledger Reports and Inquiries         | 9:00 a.m.–12:00 p.m. |
|     |  | Training Room A      |
| II. | Centralized Accounts Payable <sup>2</sup>    | Ground Floor         |

#### Session Three: November 2014

- |    |   |                      |
|----|---|----------------------|
| I. | Guide to Using Oracle Discoverer <sup>3</sup> | Fri., Nov. 7, 2014   |
| a. | Accessing Discoverer/Available Fields         | 9:00 p.m.–12:00 p.m. |
| b. | Discoverer Inquiries and Workbooks            | Training Room A      |
|    |   | Ground Floor         |

### DIVISION OF PURCHASES

#### Sessions One: October 2014

- |    |                             |                                    |
|----|-----------------------------|------------------------------------|
| I. | Purchasing 101 <sup>4</sup> | Wed., Oct. 22, 2014                |
|    |                             | <b>10:00 am-11:30 am</b>           |
|    |                             | Conference Rm C, 2 <sup>d</sup> Fl |

#### Related Training Material:

<sup>1</sup> RI-FANS General Ledger Training Manual

<sup>2</sup> PowerPoint Presentation: Working Efficiently in Accounts Payable

<sup>3</sup> Discoverer Handouts

<sup>4</sup> PowerPoint Presentation: Purchases 101