



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers, Non-Centralized Agencies

FROM: Marc Leonetti, State Controller
Department of Administration

DATE: March 4, 2015

SUBJECT: Non-Centralized Accounts Payable Training
CFO Memo 15-07

The Office of Accounts & Control will be offering a special training session for users of the Non-Centralized Accounts Payable Process in April 2015. **This session is a detailed hands-on lab intended for those individuals with “Invoice Initiator” access in RIFANS, who create and initiate invoice documents in Accounts Payable.** Individuals who approve documents only should attend the next available “Centralized Accounts Payable” training.

The training will be conducted in Training Room A, ground floor of the William Powers Building, on April 8, 2015, from 9 a.m. to 12:00 p.m. Agency personnel need to be registered to attend and seating is limited to 12 individuals.

It is suggested that attendees read the training material, “Oracle Version 12 Accounts Payable Manual - Revised,” prior to attending this session. The training material to support this session is available at this link: <http://controller.admin.ri.gov/Training/index.php>. Handouts will be provided at the training.

Non-Centralized 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 her at jennifer.findlay@doa.ri.gov.