



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 1, 2015

SUBJECT: Training Program Spring 2015  
CFO Memo 15-10

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The Office of Accounts and Control and the Division of Purchases are conducting training in May 2015, as part of the ongoing training program that has been underway since Spring 2014. The sessions in May will cover the following topics: RIFANS General Ledger (GL) Accounting, Centralized Accounts Payable, RIFANS GL Reports and Inquiries, Discoverer Utility Report Writing, RIFANS Requisition Initiation and Purchase Order Creation, and Purchases 101.

Please see the attached schedule of classes to be offered. Agency personnel need to be registered to attend. Seating is limited to 12 per session for RIFANS General Ledger Accounting, RIFANS GL Reports and Inquiries, Centralized Accounts Payable, Discoverer, and for training in RIFANS Requisition Initiation and Purchase Order creation. Class size is limited to 25 for Purchases 101.

In addition to classroom training, we have 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 related Accounts and Control and Division of Purchases training material can be accessed at the following link: <http://controller.admin.ri.gov/Training/index.php>.

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).



# RI Office of Accounts and Control

## RI Division of Purchases

TRAINING AGENDA: MAY 2015

Attachment A

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### OFFICE OF ACCOUNTS AND CONTROL

#### Session One

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|----|---|----------------------|
| I. | RIFANS General Ledger Part One <sup>1</sup> | Mon., May 11, 2015   |
| 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

- |     |   |                      |
|-----|---|----------------------|
| I.  | Centralized Accounts Payable <sup>2</sup>   | Wed., May 13, 2015   |
|     |   | 9:00 a.m.–12:00 p.m. |
| II. | RIFANS General Ledger Part Two <sup>1</sup> | Training Room A      |
| a.  | General Ledger Inquiries and Reports        | Ground Floor         |

#### Session Three

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|----|---|----------------------|
| I. | Guide to Using Oracle Discoverer <sup>3</sup> | Mon., May 18, 2015   |
| a. | Accessing Discoverer/Available Fields         | 9:00 a.m.–12:00 p.m. |
| b. | Discoverer Inquiries and Workbooks            | Training Room A      |
|    |   | Ground Floor         |

### DIVISION OF PURCHASES

#### Session One

- |    |  |                                 |
|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation <sup>4</sup> | Wed., May 20, 2015              |
|    |  | 10:00 a.m. –12:00 p.m.          |
|    |  | Bid Room, 2 <sup>nd</sup> Floor |
|    |  | Division of Purchases           |

#### Session Two

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|----|----------------------------|-------------------------|
| I. | Purchases 101 <sup>5</sup> | Wed., May 27, 2015      |
|    |                            | 10:00 a.m. – 11:30 a.m. |
|    |                            | DOA Conf. Room A        |
|    |                            | Second Floor            |

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#### 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> Purchasing Business Processes - Revised

<sup>5</sup> PowerPoint Presentation: Purchases 101