



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 18, 2015

SUBJECT: Training Program Fall 2015  
CFO Memo 16-02

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The Office of Accounts and Control and the Division of Purchases are conducting training in October 2015, as part of the ongoing training program. The sessions in October will cover the following topics: RIFANS General Ledger (GL) Accounting, Centralized Accounts Payable, RIFANS GL Reports and Inquiries, Accounts Payable Batch Processing, Purchases 101, and Requisition Initiation and Purchase Order (PO) Creation.

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, Accounts Payable Batch Processing, and for training in RIFANS Requisition Initiation and Purchase Order creation. Class size is limited to 25 for Purchases 101.

Accounts Payable Batch Processing is for individuals using an Access database (or other agency system) to create a file which uploads invoices via a secure FTP site to RIFANS in a batch rather than entering invoices individually. Batch database users do not need RIFANS access. The Requisition Initiation and PO Creation training is for new requisitioners only.

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 Charles Mally, Asset Protection Officer, who is coordinating this training. He can be reached in the Office of Accounts and Control by calling 222-4800 or emailing [charles.mally@doa.ri.gov](mailto:charles.mally@doa.ri.gov).



# RI Office of Accounts and Control

## RI Division of Purchases

TRAINING AGENDA: OCTOBER 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., Oct. 19, 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., Oct. 21, 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. | Accounts Payable Batch Processing <sup>3</sup> | Mon., Oct. 26, 2015  |
|    |                                                | 9:00 a.m.–12:00 p.m. |
|    |                                                | Training Room A      |
|    |                                                | Ground Floor         |

### DIVISION OF PURCHASES

#### Session One

- |    |                                                                        |                                 |
|----|------------------------------------------------------------------------|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation <sup>4</sup> | Thurs., Oct. 29, 2015           |
|    |                                                                        | 10:00 a.m. –12:00 p.m.          |
|    |                                                                        | Bid Room, 2 <sup>nd</sup> Floor |
|    |                                                                        | Division of Purchases           |

#### Session Two

- |    |                            |                         |
|----|----------------------------|-------------------------|
| I. | Purchases 101 <sup>5</sup> | Wed., Oct. 28, 2015     |
|    |                            | 10:00 a.m. – 11:30 a.m. |
|    |                            | DOA Conf. Room C        |
|    |                            | 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> Batch Import Process

<sup>4</sup> Purchasing Business Processes - Revised

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