



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

**Marc A Leonetti, CPA, State Controller**  
One Capitol Hill  
Providence, RI 02908-5890

Fax: (401) 222-6437

TO: Chief Financial Officers

FROM: Marc Leonetti, State Controller  
Department of Administration

DATE: February 3, 2016

SUBJECT: Training Program February 2016  
CFO Memo 16-05

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The Office of Accounts and Control and the Division of Purchases are conducting training in February 2016, as part of an ongoing training program. The sessions will cover the following topics: RIFANS General Ledger (GL) Accounting, Centralized Accounts Payable, RIFANS GL Reports and Inquiries, Discoverer Report Writing Utility, and Requisition Initiation and Purchase Order (PO) Creation.

The schedule of classes is attached. Agency personnel need to be registered to attend and seating is limited to twelve per session Note: 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 review the related training material online prior to each session; hard copies will be provided on the day of the training. The training material is available 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 at 222-4800 or at [charles.mally@doa.ri.gov](mailto:charles.mally@doa.ri.gov).

If you are unable to attend training, the Office of Accounts and Control has RIFANS tutorials online at <http://controller.admin.ri.gov/Training/index.php> under the heading "Webinars." New tutorials have recently been added on various RIFANS topics.



# RI Office of Accounts and Control

## RI Division of Purchases

TRAINING AGENDA: FEBRUARY 2016

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> | Wed., Feb. 24, 2016  |
| 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>   | Fri., Feb. 26, 2016  |
|     |   | 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

- |    |  |                     |
|----|--|---------------------|
| I. | Discoverer Report Writing Utility <sup>3</sup> | Mon., Feb. 29, 2016 |
|    |  | 1:00 p.m.–4:00 p.m. |
|    |  | Training Room A     |
|    |  | Ground Floor        |

### DIVISION OF PURCHASES

#### Session One

- |    |  |                                 |
|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation <sup>4</sup> | Tues., Feb. 9, 2016             |
|    |  | 1:00 p.m. – 3:00 p.m.           |
|    |  | Bid Room, 2 <sup>nd</sup> Floor |
|    |  | Division of Purchases           |

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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> Guides to Discoverer: Financial Reporting and Payroll

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