



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

Peter B. Keenan, Acting State Controller
One Capitol Hill
Providence, RI 02908-5890

Fax: (401) 222-6437

TO: Chief Financial Officers

FROM: Peter B. Keenan, Acting State Controller
Department of Administration

DATE: April 25, 2016

SUBJECT: Training Program May 2016
CFO Memo 16-09

The Office of Accounts and Control and the Division of Purchases are conducting training in May 2016, as part of the 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.

Please see the attached schedule of classes to be offered. Agency personnel need to be registered to attend. Seating is limited to 14 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. 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; hard copies will be provided on the day of the training. The Accounts and Control and Division of Purchases training material is 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.



RI Office of Accounts and Control

RI Division of Purchases

TRAINING AGENDA: MAY 2016

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One ¹ | Mon., May 9, 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 ² | Wed., May 11, 2016 |
| | | 9:00 a.m.–12:00 p.m. |
| II. | RIFANS General Ledger Part Two ¹ | Training Room A |
| a. | General Ledger Inquiries and Reports | Ground Floor |

Session Three

- | | | |
|----|--|---------------------|
| I. | Discoverer Report Writing Utility ³ | Mon., May 16, 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 ⁴ | Thur., May 5, 2016 |
| | | 10:00 a.m. –12:00 p.m. |
| | | Bid Room, 2 nd Floor |
| | | Division of Purchases |

Related Training Material:

¹ RI-FANS General Ledger Training Manual

² PowerPoint Presentation: Working Efficiently in Accounts Payable

³ Guides to Discoverer: Financial Reporting and Payroll

⁴ Purchasing Business Processes - Revised