



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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

Office: 222-6408
Fax: 222-6437

TO: Chief Financial Officers

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

DATE: September 27, 2016

SUBJECT: Training Program Fall 2016
CFO Memo 17-02

The Office of Accounts and Control and the Division of Purchases are conducting training in October 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 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 attendees 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 attendees 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 strongly 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>. **Requisitioners are responsible for printing the “RIFANS Instruction Manual” booklet for use during the RIFANS Requisition Initiation and Purchase Order Creation session.**

Agency CFOs who wish to register personnel should contact Charles Mally, Asset Protection Officer, 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: OCTOBER 2016

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One ¹ | Wed., Oct 19, 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

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|-----|---|----------------------|
| I. | Centralized Accounts Payable ² | Fri., Oct 21, 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

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|----|---|----------------------|
| I. | Guide to Using Oracle Discoverer ³ | Wed., Oct 26, 2016 |
| 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

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|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation ⁴ | Thu., Oct 27, 2016 |
| | | 10:00 a.m. –12:00 p.m. |
| | | Bid Room, 2 nd Floor |
| | | Division of Purchases |

Session Two

- | | | |
|----|----------------------------|-----------------------|
| I. | Purchases 101 ⁵ | Thu., Oct 27, 2016 |
| | | 1:00 p.m. - 3:00 p.m. |
| | | DOA Conf. Room C |
| | | Second Floor |

Related Training Material:

¹ RI-FANS General Ledger Training Manual

² PowerPoint Presentation: Working Efficiently in Accounts Payable

³ Discoverer Handouts

⁴ Division of Purchases – RIFANS Instruction Manual

⁵ PowerPoint Presentation: Purchases 101