



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

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

DATE: January 19, 2017

SUBJECT: Training Program February 2017
CFO Memo 17- 05

The Office of Accounts and Control and the Division of Purchases are conducting training in February 2017, 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, Requisition Initiation and Purchase Order (PO) 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 15 per session for RIFANS General Ledger Accounting, RIFANS GL Reports and Inquiries, Centralized Accounts Payable, 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: FEBRUARY 2017

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One ¹ | Mon., Feb. 13, 2017 |
| | a. Navigating in Oracle | 9:00 a.m.–12:00 p.m. |
| | b. Introduction to RI-FANS General Ledger | Training Room B |
| | c. General Ledger Processing Issues | Ground Floor |
| | d. Agency-Specific Questions and Answers | |

Session Two

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|-----|---|----------------------|
| I. | Centralized Accounts Payable ² | Thur., Feb. 16, 2017 |
| | | 9:00 a.m.–12:00 p.m. |
| II. | RIFANS General Ledger Part Two ¹ | Training Room B |
| | a. General Ledger Inquiries and Reports | Ground Floor |

DIVISION OF PURCHASES

Session One

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|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation ³ | Tues., Feb. 14, 2017 |
| | | 10:00 a.m. – 12:00 p.m. |
| | | Bid Room, 2 nd Floor |
| | | Division of Purchases |

Session Two

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|----|----------------------------|-------------------------------------|
| I. | Purchases 101 ⁴ | Tues., Feb. 14, 2017 |
| | | 12:45 p.m. – 2:00 p.m. |
| | | Conf. Room C, 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 Purchasing Business Processes – Revised

⁴ Purchasing 101 ARC Presentation