



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

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

DATE: April 26, 2017

SUBJECT: Training Program June 2017
CFO Memo 17- 08

The Office of Accounts and Control and the Division of Purchases are conducting training in June 2017, as part of our joint 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 download and read the related training material prior to each session. The Office of Accounts and Control will no longer provide a hard copy of the RIFANS General Ledger Manual; you may print a copy or selected pages and bring them. 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: June 2017

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|------------------------|
| I. | RIFANS General Ledger Part One ¹ | Fri., June 9, 2017 |
| 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 | Mon., June 12, 2017 |
| II. | RIFANS General Ledger Part Two ¹ | 9:00 a.m. – 12:00 p.m. |
| a. | General Ledger Inquiries and Reports | Training Room A |
| | | Ground Floor |

DIVISION OF PURCHASES

Session One

- | | | |
|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation ³ | Thurs., June 8, 2017 |
| | | 10:00 a.m. – 12 p.m. |
| | | Bid Room, 2 nd Floor |
| | | Purchases Division |

Session Two

- | | | |
|----|----------------------------|-----------------------|
| I. | Purchases 101 ⁴ | Fri., June 9, 2017 |
| | | 1:00 p.m. – 3:00 p.m. |
| | | Conference Room C |
| | | 2 nd Floor |
| | | Purchases Division |

Related Training Material:

¹ RI-FANS General Ledger Training Manual

² PowerPoint Presentation: Working Efficiently with Accounts Payable

³ Division of Purchases – RI-FANS Instruction Manual

⁴ Purchasing 101 ARC Presentation