



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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

Office: (401) 222-6408
Email: Peter.Keenan@doa.ri.gov

TO: Chief Financial Officers

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

DATE: September 12, 2017

SUBJECT: Training Program October 2017
CFO Memo 18 - 02

The Office of Accounts and Control and the Division of Purchases are conducting training in October 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. The RIFANS GL manual will not be provided, therefore please download and bring your own copy, or chapters pertinent to your responsibilities. 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: October 2017

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One ¹ | Mon., Oct. 16, 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

- | | | |
|-----|---|----------------------|
| I. | Centralized Accounts Payable ² | Wed., Oct. 18, 2017 |
| | | 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 |

DIVISION OF PURCHASES

Session One

- | | | |
|----|--|---------------------------------|
| I. | RIFANS Requisition Initiation and Purchase Order Creation ³ | Fri., Oct. 20, 2017 |
| | | 10:00 a.m. – 12 p.m. |
| | | Bid Room, 2 nd Floor |
| | | Purchases Division |

Session Two

- | | | |
|----|----------------------------|-----------------------|
| I. | Purchases 101 ⁴ | Wed., Oct. 18, 2017 |
| | | 1:00 p.m. – 3:00 p.m. |
| | | Conference Room C |
| | | 2 nd Floor |
| | | Purchases Division |

Related Training Material:

¹ RIFANS General Ledger Training Manual

² PowerPoint Presentation: Working Efficiently in Accounts Payable

³ Purchasing Business Processes – Creating Requisitions

⁴ Purchasing 101 ARC Presentation

