



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: January 24, 2018

SUBJECT: Training Program February & March 2018
CFO Memo 18-06

The Office of Accounts and Control and the Division of Purchases are conducting training in February and March 2018, 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, there is updated training material to support the various classes referenced on Attachment A. Please review the related training material prior to each session. You may print and bring any RIFANS GL reference material you wish, as no 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 Craig Rabitaille, Fiscal Management Officer, who is coordinating this training. He can be reached in the Office of Accounts and Control by calling 222-2273 or emailing craig.rabitaille@doa.ri.gov



RI Office of Accounts and Control RI Division of Purchases

TRAINING AGENDA: February/March 2018

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One ¹ | Mon. Feb. 26, 2018 |
| 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 | Wed. Feb 28, 2018 |
| | | 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

- | | |
|--|---------------------------------|
| RIFANS Requisition Initiation and Purchase Order Creation ³ | Thurs. Mar. 08, 2018 |
| | 10:00 a.m. – 12 p.m. |
| | Bid Room, 2 nd Floor |
| | Purchases Division |

Session Two

- | | |
|----------------------------|-----------------------|
| Purchases 101 ⁴ | Mon. Feb. 19, 2018 |
| | 2:00 p.m. – 4:00 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 in Accounts Payable

³ Purchasing Business Processes – Revised

⁴ Purchasing 101 ARC Presentation