



*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: May 18, 2018

SUBJECT: Training Program June 2018  
CFO Memo 18-11

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The Office of Accounts and Control and the Division of Purchases are conducting training in June 2018, as part of the ongoing training program. The sessions will cover the following topics: RIFANS General Ledger (GL) Accounting, RIFANS GL Reports and Inquiries, Discoverer Report Writing Utility, 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, Discoverer Report Writing, 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 or Discoverer reference material you wish, as no copies will be provided on the day of the training. The link to the Accounts and Control and Division of Purchases training material is: <http://controller.admin.ri.gov/Training/index.php>.

Agency CFOs who wish to register personnel should contact Craig Rabbitaille, 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.rabbitaille@doa.ri.gov](mailto:craig.rabbitaille@doa.ri.gov)



## RI Office of Accounts and Control RI Division of Purchases

TRAINING AGENDA: June 2018

Attachment A

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### OFFICE OF ACCOUNTS AND CONTROL

#### Session One

- |    |   |                      |
|----|---|----------------------|
| I. | RIFANS General Ledger Part One <sup>1</sup> | Mon. June 18, 2018   |
| 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.  | RIFANS General Ledger Part Two <sup>1</sup>    | Wed. June 20, 2018    |
| a.  | General Ledger Inquiries and Reports           | 9:00 a.m.–10:30 a.m.  |
| II. | Discoverer Report Writing Utility <sup>2</sup> | 10:30 a.m. to 12 p.m. |
|     |  | Training Room A       |
|     |  | Ground Floor          |

### DIVISION OF PURCHASES

#### Session One

- |  |  |                                 |
|--|--|---------------------------------|
|  | RIFANS Requisition Initiation and Purchase Order Creation <sup>3</sup> | Wed. June 27, 2018              |
|  |  | 10:00 a.m. – 12 p.m.            |
|  |  | Bid Room, 2 <sup>nd</sup> Floor |
|  |  | Purchases Division              |

#### Session Two

- |  |                            |                       |
|--|----------------------------|-----------------------|
|  | Purchases 101 <sup>4</sup> | Mon. June 18, 2018    |
|  |                            | 1:00 p.m. – 3:00 p.m. |
|  |                            | Conference Room C     |
|  |                            | 2 <sup>nd</sup> Floor |
|  |                            | Purchases Division    |

#### **Related Training Material:**

<sup>1</sup> [RI-FANS General Ledger Training Manual](#)

<sup>2</sup> [Discoverer Financial Training Guide](#)

<sup>3</sup> [Purchasing Business Processes – Revised](#)

<sup>4</sup> [Purchasing 101 ARC Presentation](#)