



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: September 27, 2018

SUBJECT: Training Program October/November 2018
CFO Memo 19-01

The Office of Accounts and Control and the Division of Purchases are conducting training in October and November 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, 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, 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 Office of Accounts and Control and the 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 Gail LaPoint, Administrator, Financial Management, who is coordinating this training. She can be reached in the Office of Accounts and Control by calling 222-5098 or emailing gail.lapoint@doa.ri.gov.



RI Office of Accounts and Control RI Division of Purchases

TRAINING AGENDA: October/November 2018

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|-------------------------|
| I. | RIFANS General Ledger Part One ¹ | Mon. October 22, 2018 |
| a. | Navigating in Oracle | 9:00 a.m.–12:00 p.m. |
| b. | Introduction to RIFANS General Ledger | Training Room B |
| c. | General Ledger Processing Issues | Ground Floor |
| d. | Agency-Specific Questions and Answers | Dept. of Administration |

Session Two

- | | | |
|----|---|--------------------------|
| I. | RIFANS General Ledger Part Two ¹ | Friday, October 26, 2018 |
| a. | General Ledger Inquiries and Reports | 9:00 a.m.–11:30 a.m. |
| | | Training Room B |
| | | Ground Floor |
| | | Dept. of Administration |

DIVISION OF PURCHASES

Session One

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

Session Two

- | | | |
|--|----------------------------|--------------------------|
| | Purchases 101 ³ | Friday, October 26, 2018 |
| | | 1:00 p.m. – 3:00 p.m. |
| | | Conference Room C |
| | | 2 nd Floor |
| | | Dept. of Administration |

¹ [RI-FANS General Ledger Training Manual](#)

² [Purchasing Business Processes – Revised](#)

³ [Purchases 101 Presentation](#)