



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
Fax: (401) 222-6437
peter.keenan@doa.ri.gov

January 10, 2019

TO: Chief Financial Officers

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

RE: **Training Program – Q3 FY2019**
CFO Memo 19-04

The Office of Accounts and Control and the Division of Purchases will be conducting training in February 2019, as part of the ongoing training program. The sessions will cover the following topics: RIFANS General Ledger (GL) Accounting, RIFANS GL Reports and Inquiries, Centralized Accounts Payable, Discoverer, Requisition Initiation and Purchase Order (PO) Creation, and Purchases 101.

Please see the attached schedule of classes to be offered. Agency personnel must be registered in order to attend the training. Seating will be limited to 15 per session for RIFANS General Ledger Accounting, RIFANS GL Reports and Inquiries, Discoverer, and for training in RIFANS Requisition Initiation and Purchase Order Creation. Please note: the Requisition Initiation and PO Creation training is for new requisitioners only. For the Discoverer training, personnel must have a Discoverer login in order to participate in the class. Agency CFOs must request Discoverer access using the RIFANS Change Add Delete User Form which can be found on the Office of Accounts and Control's website under forms:miscellaneous.

In addition to classroom training, updated training material to support the various classes referenced on Attachment A is available on the Accounts and Control website. Please review the related training material prior to each session. Please print and bring any RIFANS GL reference material you wish, **as no copies will be provided on the day of the training**. The necessary training material may be found at the following link: <http://controller.admin.ri.gov/Training/index.php>.

Agency CFOs who wish to register personnel should contact Deborah Poirier, Chief Implementation Aide, who will be coordinating the registration for this training. She may be reached in the Office of Accounts and Control at 222-2273 or by email at deborah.l.poirier@doa.ri.gov.



RI Office of Accounts and Control RI Division of Purchases

TRAINING AGENDA: February 2019

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|--------------------------|
| I. | RIFANS General Ledger Part One ¹ | Monday, February 4, 2019 |
| a. | Navigating in Oracle | 9:00 a.m. – 12:00 p.m. |
| b. | Introduction to RIFANS General Ledger | Training Room A |
| c. | General Ledger Processing Issues | Ground Floor |
| d. | Agency-Specific Questions and Answers | Dept. of Administration |

Session Two

- | | | |
|----|---|-----------------------------|
| I. | RIFANS General Ledger Part Two ² | Wednesday, February 6, 2019 |
| a. | General Ledger Reports and Inquiries | 9:00 a.m. – 12:00 p.m. |
| | | Training Room A |
| | | Ground Floor |
| | | Dept. of Administration |

Discoverer (Must have access prior to the class)

- | | | |
|----|------------------------|----------------------------|
| I. | Discoverer - General | Thursday, February 7, 2019 |
| a. | Overview of Discoverer | 9:00 a.m. – 12:00 p.m. |
| b. | Discoverer Structure | Training Room B |
| c. | Ad-hoc Reporting | Ground Floor |
| d. | Hands-on Training | Dept. of Administration |

Centralized Accounts Payable

- | | | |
|----|---|----------------------------|
| I. | RIFANS Accounts Payable ² | Thursday, February 7, 2019 |
| a. | Vendor Registration | 1:00 p.m. – 2:30 p.m. |
| b. | Overview of Centralized Accounts Payable | Training Room B |
| c. | RIFANS Supplier Portal | Ground Floor |
| d. | RIFANS Hands-on Training for Accounts Payable Users | Dept. of Administration |

¹ [RIFANS General Ledger Training Manual](#)

² [PowerPoint Presentation: Working Efficiently in Accounts Payable](#)

DIVISION OF PURCHASES

Session One

RIFANS Requisition Initiation and Purchase Order Creation³

Friday, February 8, 2019
10:00 a.m. – 12 p.m.
Bid Room, 2nd Floor
Purchases Division

Session Two

Purchases 101⁴

Friday, February 8, 2019
1:30 p.m. – 3:30 p.m.
Conference Room C
2nd Floor
Dept. of Administration

³ [Purchasing Business Processes – Revised](#)

⁴ [Purchases 101 Presentation](#)