



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

**RE: Training Program – Q4 FY2019
CFO Memo 19-08**

The Office of Accounts and Control and the Division of Purchases will be conducting training in May of 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, Discoverer, Requisition Initiation and Purchase Order (PO) Creation, and Purchases 101. Centralized Accounts Payable training will be offered at a future date.

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 for participants 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. You may download, print and bring your own copies of any reference material, **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: May 2019

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|-------------------------|
| I. | RIFANS General Ledger Part One ¹ | Monday, May 13, 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 | Wednesday, May 15, 2019 |
| a. | General Ledger Reports and Inquiries | 9:00 a.m. – 12:00 p.m. |
| | | Training Room A |
| | | Ground Floor |
| | | Dept. of Administration |

Discoverer (Participants must have access to prior to the class)

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|----|------------------------|-------------------------|
| I. | Discoverer - General | Tuesday, May 14, 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 |

DIVISION OF PURCHASES

Session One

- | | |
|-----------------------------|---------------------------|
| *Purchases 101 ² | Friday, May 17, 2019 |
| | 1:30 p.m. – 3:30 p.m. |
| | 2 nd Floor DOA |
| | Conference Room C |

Session Two (for new requisitioners only)

- | | |
|---|----------------------------------|
| *RIFANS Requisition Initiation and Purchase Order Creation ³ | Friday, May 24, 2019 |
| | 10 am – 12 p.m. |
| | Bid Room - 2 nd Floor |
| | DOA Purchases Division |

**Further information regarding study material will be provided upon registration for this training*

¹ [RIFANS General Ledger Training Manual](#)

² [Purchases 101 Presentation](#)

³ [Purchasing Business Processes - Revised](#)