



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

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December 30, 2019

**TO:** Chief Financial Officers

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

**RE: Training Program – Q2 2020  
CFO Memo 20-02**

The Office of Accounts and Control will be conducting training in January 2020 as part of our ongoing training program. The sessions will cover the following topics: **RIFANS General Ledger (GL) Accounting, RIFANS GL Reports and Inquiries, and Discoverer.**

Please see the attached schedule of classes to be offered. Agency personnel must be registered for each session in order to attend the training. Seating will be limited to **15** per session for RIFANS General Ledger Accounting, RIFANS GL Reports and Inquiries, and Discoverer. Please note, for the Discoverer training: users must have access prior to attending. If they require access, the employee's CFO must submit a service desk request to [ent.servicedesk@ri.gov](mailto:ent.servicedesk@ri.gov) specifying what Discoverer data area the user requires (RI Financial or Payroll). CFOs will be notified when a request has been completed.

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.** All of 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 members of their staff should contact Deborah Poirier, Chief Implementation Aide, who coordinates the registration for the classroom 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](mailto:Deborah.L.Poirier@doa.ri.gov).



## RI Office of Accounts and Control

TRAINING AGENDA: January 2020

Attachment A

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### OFFICE OF ACCOUNTS AND CONTROL

#### Session One

- |    |   |                                  |
|----|---|----------------------------------|
| I. | RIFANS General Ledger Part One <sup>1</sup> | Tuesday, <b>January 21, 2020</b> |
| 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 <sup>2</sup> | Thursday, <b>January 23, 2020</b> |
| a. | General Ledger Reports and Inquiries        | 9:00 a.m. – 12:00 p.m.            |
|    |   | Training Room A                   |
|    |   | Ground Floor                      |
|    |   | Dept. of Administration           |

#### Discoverer Session (Must have access prior to the class)

- |    |                        |                                   |
|----|------------------------|-----------------------------------|
| I. | Discoverer - General   | Thursday, <b>January 23, 2020</b> |
| a. | Overview of Discoverer | 12:30 p.m. – 3:00 p.m.            |
| b. | Discoverer Structure   | Training Room B                   |
| c. | Ad-hoc Reporting       | Ground Floor                      |
| d. | Hands-on Training      | Dept. of Administration           |

#### Related Training Material:

<sup>1</sup> [RIFANS General Ledger Training Manual](#)

<sup>2</sup> [PowerPoint Presentation: Working Efficiently in Accounts Payable](#)