

Oracle

RI-FANS

Rhode Island Financial Accounting System

General Ledger Training Guide

INTRODUCTION

Table of Contents for RI-FANS General Ledger Training

| Introduction: | Page |
|------------------------------------------------------------------|-------------|
| RI Department of Accounts & Control – Training Link | 5 |
| Oracle Modules | 7 |
| Technology Issues and the DoIT Service Desk | 8 |
| RI-FANS Access and Approval Hierarchies | 9 |
| Miscellaneous Forms List from Accounts and Control | 10 |
| RI-FANS Add/Change/Delete User Form | 11 |
| Structure of RI-FANS Account Numbers | 12 |
| Cross Validation Rules | 14 |
| | |
| GL Processing Issues: | |
| List of Journal Entry Categories | 16 |
| Initiating a Journal Entry | 19 |
| Initiating a Cash Receipts Journal Entry | 25 |
| How to Attach Backup Documentation to a Journal Entry | 30 |
| Autocopying a Journal Entry | 47 |
| Oracle Application Desktop Integrator (ADI) | 56 |
| Modifying and Canceling Journal Entries | 81 |
| How to Receive an Automatic E-mail Alert Regarding Your Worklist | 86 |
| How to Approve or Reject a Journal Entry | 88 |
| Use of JUN, ADJ, and GASB Periods | 94 |
| Setting up a Vacation Rule | 95 |

GL Inquiries:

| | |
|----------------------------------------------------------------|-----|
| How to Find the Names of Segments of RI-FANS Account Numbers | 104 |
| Journal Inquiry | 114 |
| Converting Inquiry Output to Excel Format Using Export Command | 119 |
| Account Inquiry | 121 |
| Additional Queries in RI-FANS | 135 |

GL Reports:

| | |
|---------------------------------------------------|-----|
| Oracle Reports, General Principles | 145 |
| Oracle Standard Reports | 147 |
| Oracle Financial Reports | 155 |
| Printing an Oracle Report in Oracle Format | 168 |
| Printing an Oracle Report in Excel Format | 172 |
| Screen Shots of “Top Ten” Standard Oracle Reports | 180 |

Controller's Website

The Controller's website, <http://controller.admin.ri.gov>, affords a great deal of information not only about the State of Rhode Island's RI-FANS accounting system but also about many other issues of interest to agency chief financial officers and other interested parties. Among the information obtainable from the website are the State's Comprehensive Annual Financial Reports going back several fiscal years, the State's Fixed Asset Control and Tracking (FACTS) Manual, various State accounting forms, training materials of various kinds (including the latest version of the RI-FANS Training Manual), and various RI-FANS webinars which can be viewed at your desk.

While the website is generally well-constructed and easy to navigate, please feel free to call any staff member of the Accounting and Reporting Section of the Office of Accounts and Control if you should run into any difficulty finding specific information you are seeking.

Training

| Subject | Date | Format |
|-------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------|
| W2 Overview | 01-26-2016 |  |
| State of RI PaymentNet4 Cardholder Readiness | 08-26-2013 |  |
| Liability & Escrow Accounts and Related Controls | 03-18-2016 |  |
| Expenditure Recognition in Governmental Funds | 02-20-2014 |  |
| Cash Receipts Cut-Off and Revenue Recognition | 02-20-2014 |  |
| Accrual for Payroll Costs at Year-End | 10-11-2016 |  |
| Centralized Reporting for CAPS and SharePoint User Guide 2015 | 06-25-2015 |  |
| Discoverer Financial Training Guide - February 2016 | 02-22-2016 |  |
| Discoverer Payroll Training Guide - February 2016 | 02-22-2016 |  |
| Centralized Batch Import Process | 05-02-2014 |  |
| RIFANS Working Efficiently with Accounts Payable | 04-10-2014 |  |
| Oracle Version 12 Accounts Payable Manual Revised | 05-06-2014 |  |
| Instructions to Print RIFANS Supplier Portal Invoices | 07-30-2014 |  |
| Supplier Portal Training Material | 09-29-2014 |  |
| RIFANS Expenditure Naturals | 07-20-2016 |  |
| RI-FANS General Ledger Training Manual 2016 | 04-29-2016 |  |
| Purchasing 101 ARC Presentation | 09-26-2016 |  |
| Div of Purchases - RIFANS Instruction Manual | 09-26-2016 |  |

Webinars

| Subject | Date | Format |
|-----------------------------------------------------------------|------------|---------------------------------------------------------------------------------------|
| iSupplier Invoice Tutorial | 04-21-2016 |  |
| Account Inquiries in RIFANS | 02-10-2016 |  |
| Journal Inquiries in RIFANS | 02-10-2016 |  |
| Attaching a Short Text or Computer File to a JE | 02-10-2016 |  |
| Autocopying a Journal Entry | 02-10-2016 |  |
| Running a Financial Report in RIFANS | 02-10-2016 |  |
| Journal Entry Initiation Tutorial | 06-17-2015 |  |
| Sharepoint Tutorial | 06-17-2015 |  |
| Structure of Account Numbers in RIFANS | 06-17-2015 |  |
| Vacation Rules Tutorial | 06-17-2015 |  |

Oracle Modules

The RI-FANS accounting system is based on a series of modules provided by Oracle. The Oracle modules currently utilized by the State are the following:

- Purchasing
- Accounts Payable
- General Ledger
- Fixed Assets
- Accounts Receivable

The system is fully integrated, which means that any transaction that is initiated in a particular module carries through into all the other modules that have a relation to that transaction.

All Employees,

The Rhode Island Division of Information Technology “**DoIT**” **Service Desk** provides employees with a single point of contact for technology requests and incidents. Our goal is to provide high quality service to all our customers within the Executive Branch agencies.

This document is provided so you can understand what type of help is available to you and how to get it when you need it.

If you have any questions or comments, please do not hesitate to contact me directly.

Best regards,
Chris Antonellis
Acting Chief Digital Officer

| How can I contact the DOIT Service Desk? | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|  | Telephone: 401 - 462 - HELP (4357) |
|  | Email: ent.servicedesk@ri.gov |
| <i>Note: When sending an email, please include any information that would be helpful in explaining your issue (i.e. screen shots). You will receive a confirmation email that we received your request.</i> | |

| What are the regular DOIT Service Desk operating hours? | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|  | Monday through Friday 8:30am-4:00pm (excluding RI State Holidays) |

| What if I need help outside of regular hours? | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|  | We provide 24x7x365 help for emergencies requiring immediate attention. |
|  | Telephone: 401- 462 - HELP (4357) |
| <i>For emergency assistance contact DoIT via TELEPHONE ONLY at the same number as above: 401-462-4357. Calls are answered after hours by our operations staff, who will find the correct DoIT resource by gathering basic information and contacting employees as needed.</i> | |

| What types of issues does the DoIT Service Desk help with? | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Desktop & Laptop Computers • Printing • Passwords • Connectivity (Wi-Fi, VPN) • Application & Software | <ul style="list-style-type: none"> • Internet Browsing • Telephone Related • iPhone & Cellular Equipment • Video Problems | <ul style="list-style-type: none"> • Cyber Security Issues, Concern or Questions • Equipment Damage • Equipment Loss/Theft |
| <i>If you are unsure if we can help or have questions, please contact us and we will do our best to connect you to right resource.</i> | | |

RI-FANS Access and Approval Hierarchy Procedures for the General Ledger (02/22/13)

RI-FANS employs complex agency initiation and approval hierarchies along with transaction workflow processes to control system transaction processing. Agency approval hierarchies are a key control within RI-FANS to ensure that adequate segregation of duties is maintained between the initiation and approval of transactions. The hierarchies outline the authorization limits at which specific agency personnel can initiate and approve transactions.

When a State department or agency requires modifications to a user's access to the State's general ledger and/or a user's position and/or monetary limit in the agency's approval hierarchy, such changes are initiated through the completion of a form called the RI-FANS Add/Change/Delete User Form (ACDU Form). This form must be signed by the Chief Financial Officer of the agency requesting the change. Once approved, it should be forwarded to the DoIT Service Desk at service@doit.ri.gov.

Upon receipt of the ACDU Form, DoIT assigns a service ticket number and forwards an e-mail to the Accounting Section of the Office of Accounts and Control to notify them that there is an ACDU Form pending review in the DoIT client data base. An Accounting Section staff member will look up the ticket and determine what the issue is on the ACDU Form. If the ACDU Form contains a request that an agency user be granted an authorized dollar limit in the general ledger, then the ACDU Form is handed to the Associate Controller/Finance for review. If the Associate Controller approves of the change, he/she will initial the ACDU Form. Other changes that may be requested, such as new users, change in the workflow positions, end date users in agency, etc., do not require the Associate Controller's approval. The Accounting Section staff member will then note on the service ticket any modifications the Accounting Section has made to the request on the ACDU Form, and he/she will then transfer the service ticket and the ACDU Form back to the DoIT service desk for completion. He/she will also file a copy of the (modified) ACDU Form in the Accounting Section's master ACDU Form binder. Finally, upon completion of the request, DoIT will notify the person who first submitted the request on behalf of his/her agency that the ticket has been completed and closed.

The Accounting Section staff member will give a copy of the ACDU Form to the particular staff member of the Office of Accounts and Control Accounting Section who is assigned to approve journal entries initiated by the particular agency requesting the change. This staff member will then update the Vizio approval hierarchy flowchart for the agency in question, being sure to add the date of the change somewhere on the flowchart, and keep a hard copy of the updated flowchart in a binder for that agency.

Each quarter throughout the year each Accounting Section staff member who maintains agency hierarchy flowcharts will send a copy of the most current version for each of his/her agencies to the Chief Financial Officer of each agency in question. The CFO will review the hierarchy, make any necessary corrections to it, sign and date it, and send it back to the Accounting Section staff member from whom he/she received it. The Accounting Section staff member will review any corrections made by the CFO and go over them with the Associate Controller/Finance. If necessary, the Accounting Section staff member will then update the hierarchy in Vizio and insert a copy of the most current updated flowchart in his/her binder for that agency.

It will be the responsibility of the CFO to submit to the DoIT service desk any RI-FANS ACDU Forms that are necessary to ensure that the general ledger workflow actually input into RI-FANS will conform to the most current approval hierarchy maintained by the Accounting Section staff members.

Misc. Forms

| Subject | Format |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| A14A OUT-OF-STATE 56 rate 1-1-14 |  |
| A-14X IN-STATE 56 RATE 1-1-14 Commute Offset |  |
| A-14X IN-STATE 56 RATE 1-1-14 Commute Offset for Excel 2003 |  |
| A-14V IN-STATE TRAVEL-VOLUNTEERS 56 RATE 1-1-14 |  |
| CFO 14-02 Decreased Mileage Rate 1-1-14 |  |
| A14A OUT-OF-STATE 565 rate 1-1-13 |  |
| A-14X IN-STATE 565 RATE 1-1-13 Commute Offset |  |
| A-14V IN-STATE TRAVEL-VOLUNTEERS 565 RATE 1-1-13 |  |
| A-14X IN-STATE 565 RATE rev'd 1-1-13 larger fields |  |
| A-14X IN-STATE 565 RATE rev'd 1-1-13 |  |
| CFO 13-04 Increased Mileage Rate 1-1-13 |  |
| Travel Request (A-47) |  |
| State Fleet Commuter Request Form |  |
| State Fleet Hybrid Waiver Request |  |
| State Fleet Increase to the Fleet Request |  |
| Request Legal Counsel Form (08-11-09) |  |
| Cellular Telephone (State Owned) Reimbursement Report |  |
| Critical Expense Request Form |  |
| Purchasing Business Processes (May 16, 2008) |  |
| ACH Enrollment Form |  |
| Blank W-9 Form Revised |  |
| W-9 IRS Form State of RI |  |
| RI-FANS Authorized Agent Form |  |
| RI-FANS Change Add Delete User Form |  |
| Affidavit of Heir(s) (A53) |  |
| Attestation Form (Cities Towns Regional School Districts) |  |
| Automated Approval Certification Label |  |
| Credit Card Enrollment Form |  |
| Jury Duty Report |  |
| Sales Tax Exemption Certificate |  |



State of Rhode Island
Office of Accounts and Controls

RIFANS Add/ Change/ Delete User Form

Responsibility:

| INFORMATION ON RIFANS USER REQUIRING RESPONSIBILITIES | |
|-------------------------------------------------------|----------------------|
| <i>Last Name</i> | <i>First Name</i> |
| <i>Title</i> | |
| <i>Work Number</i> | <i>Email Address</i> |
| | |

| ADD SPECIFIC ACCOUNT(S) TO THE USER GROUPS |
|-----------------------------------------------------------------------------------------------------------------------------|
| <i>Account Number(s)</i> |
| |
| <i>Hierarchy Placement (Name of individual to whom transactions from the employee being added will route to by default)</i> |
| |
| <i>Hierarchy Subordinates (Name of individuals that report to the employee being added)</i> |
| |
| <i>Termination Date: of the person from RIFANS service and responsibilities</i> |
| |

| SETUP INFORMATION: | |
|--------------------|---------------------------|
| <i>Status</i> | <i>P.O. Receiver Only</i> |
| ADD | <input type="checkbox"/> |

| RIFANS RESPONSIBILITIES: | | | | | |
|--------------------------|--|--|--|----------------|--|
| | | | | General Ledger | |

| INFORMATION ON CFO/AGENCY REQUESTING UPDATE: | |
|----------------------------------------------|----------------------|
| <i>Last Name</i> | <i>First Name</i> |
| <i>Title</i> | |
| <i>Agency 3 Digit Number</i> | <i>Agency Name</i> |
| <input type="text"/> | |
| <i>Work Number</i> | <i>Email Address</i> |
| | |

- o All forms must have approval of the Chief Financial Officer.
- o Submit forms to the DOIT Service desk: ent.servicedesk@ri.gov
- o You will be notified by the service desk when your request has been complete.

Structure of Account Numbers in RI-FANS

Every account number in RI-FANS consists of a combination of seven discrete account segments, with a decimal point separating each one. Following is a listing of the name of each segment, its range of alpha-numeric possibilities, and additional information about its characteristics.

1. Fiscal Year

This is a two-digit field. If the complete RI-FANS account number is that of an asset, liability, or equity account, this field must be 00. If the complete RI-FANS account number is that of a revenue or an expenditure, this field will be the last two digits of the State fiscal year in question. For example, a revenue or expenditure transaction posted in FY16 will have 16 as the first segment of the account number.

2. Fund

This is a two-digit field. The funds currently available for agency use in RI-FANS range from 10 for the General Fund through 83 for the RI Refunding Bond Authority Fund.

3. Agency

This is a three-digit field. State agencies currently range from 011 for the General Assembly through 099 for the Judicial Department.

4. Line Item Sequence

This is a seven-digit field that actually has two components that are not separated by a period.

a. Line Item

These are the first four digits of the line item sequence segment. In the case of RI-FANS account numbers for which there is an enacted budget, each of these corresponds to a discrete line item in the Appropriations Act.

b. Sequence

These are the last three digits of the line item sequence segment. These are used to break up budget line items as defined above into discrete accounts with their own transaction and budgetary controls.

5. Source

This is a two-digit field that describes the source of funding for the account. If the complete RI-FANS account number is that of an asset, liability, or equity account, this

field must be 00. The complete list of source codes currently available in RI-FANS is as follows:

- 01 General Revenue
- 02 Federal Revenue
- 03 Restricted Revenue
- 05 Operating Transfer
- 07 Debt
- 09 Other Funds

6. Natural Account

This is a six-digit field that describes the nature of a transaction. The first digit of this field describes the account category, as follows:

- 1 Asset
- 2 Liability
- 3 Equity
- 4 Revenue
- 5 "Contra" Revenue (e.g., a tax refund)
- 6 Expenditure

For example, 101020 is the natural account number for the asset called Cash in Bank, and 611000 is the natural account number for the expenditure called Regular Wages.

Increases to asset, contra revenue, and expenditure balances are recorded as debits, and increases to liabilities, equities, and revenues are recorded as credits. Decreases to asset, contra revenue, and expenditure balances are recorded as credits, and decreases to liabilities, equities, and revenues are recorded as debits.

7. Project Code

This is a five-character alpha-numeric field that is used to track various specialized transactions. In the case of most RI-FANS account code combinations, this segment has the value 00000. The most common use of other values is to track capital projects. In these cases, alpha-numeric project codes are assigned by the Office of Accounts and Control in accordance with the Construction in Process procedures as outlined in the FACTS manual on the Controller's web site.

For information as to how to easily find the names of various segments of a RI-FANS account number, or, conversely, how to find a segment number if you know a key word in its name, refer to the section of this training manual titled How to Find the Names of Various Segments of a RI-FANS Account Number.

Cross Validation Rules

(02/12/14)

The RI-FANS accounting system makes use of Oracle's cross validation rule capability to ensure that all account code combinations set up in RI-FANS conform to certain standards.

Whenever a new line item sequence (LIS) number is created in RI-FANS, the Assistant Director for Special Projects in the Office of Accounts and Control makes a determination as to what other account segments can properly be linked to this LIS segment in the RI-FANS system. As examples, if the LIS is supposed to be associated with the State Department of Human Services, then the cross validation rules set up for the LIS should ensure that it can be linked **only** with agency account number 069. If the LIS is supposed to account for federal funds, then the cross validation rules should ensure that it can be linked **only** with source code number 02. If the LIS is to be used to account for construction in progress for a specific capital project, then the cross validation rules must ensure that it can be linked **only** with a specific set of natural account numbers and with a specific project code number.

Cross validation rules may be set up as either inclusionary or exclusionary. For example, a cross validation rule may specify that a whole range of account segment combinations is allowed, **except** for some specific ones. Conversely, a cross validation rule may restrict the use of a LIS number to a very few specific combinations.

Whenever a new LIS number is to be set up in RI-FANS, it is primarily the responsibility of the State Budget Office to inform the Office of Accounts and Control of any cross validation rules that should be associated with the account. State agencies should also feel free to add their input if they feel that creation of a specific cross validation rule will help them to better manage their accounting for a specific program. If at any time an agency finds that a transaction has been posted to an account code combination that should not have been allowed to be set up, it should prepare a journal entry to correct the transaction and should also inform the Assistant Director for Special Projects so that he/she can change the cross validation rules in Oracle. Only staff members of the Accounting Section of the Office of Accounts and Control have access to the cross validation rule function in Oracle; agency users do not have this access.

GENERAL LEDGER PROCESSING ISSUES

List of Journal Entry Categories

The Office of Accounts and Control periodically reviews the list of journal category choices that the Oracle system offers in the General Ledger module. Use of an incorrect category code when preparing a journal entry could result in the entry being launched on an incorrect workflow path. If so, the entry may bypass the scrutiny of an authorized reviewer, or, conversely, the posting process might be unnecessarily delayed by the entry being diverted to someone who is not in the approval hierarchy.

Following, in bold type, is a list of those journal entry categories that are used most often by State agencies, along with guidelines as to when they should be used. Note that the categories in italics should **not** be used by State agencies other than the Office of Accounts and Control.

| | |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>A&C Adjustment</i> | This category is used only by the Office of Accounts and Control. |
| <i>Accrual</i> | This category is used only by the Office of Accounts and Control. It is used to post end-of-year accrued revenues and expenditures as well as the reversals of these accruals in the subsequent fiscal year. |
| <i>Accrued Payroll</i> | This category is used only by the Office of Accounts and Control. It is used to post end-of-year accrued State payroll expenditures as well as their reversals in the subsequent fiscal year. |
| Adjustment | This category is used to correct an accounting error. Reference must be made to the ID# of the transaction being corrected. |
| Allocation | This category is used to distribute already posted expenditures, revenues, or liabilities, among one or more other expenditure, revenue, or liability accounts. |
| <i>Asset Reclassification</i> | This category is used only by the Office of Accounts and Control. It is usually used to reclassify non-capital expenditures as capital, and vice versa. |
| <i>Audit Fees</i> | This category is used only by the Office of Accounts and Control for the monthly posting of audit fees based on the previous month's federal revenues. |
| Cancellation | This category is used to cancel an entire a journal entry that has not yet posted. Such entries must have all dollar amounts changed to zero, after which the entry must be saved without re-reserving the funds or approving the transaction. |
| <i>Cash ARB</i> | This category is used only by the Office of Accounts and Control. It is used to assign an authorized red cash balance to an account upon the receipt of a signed authorization from the State Budget Office. |
| Cash Receipts | This category is used to record receipts of money, whether in the form of cash, checks, wires, or ACH transactions. It is also used by the Bureau of Child Support to record transfers from its segregated General Fund bank account to the primary General Fund bank account to cover distributions to custodial parents. |

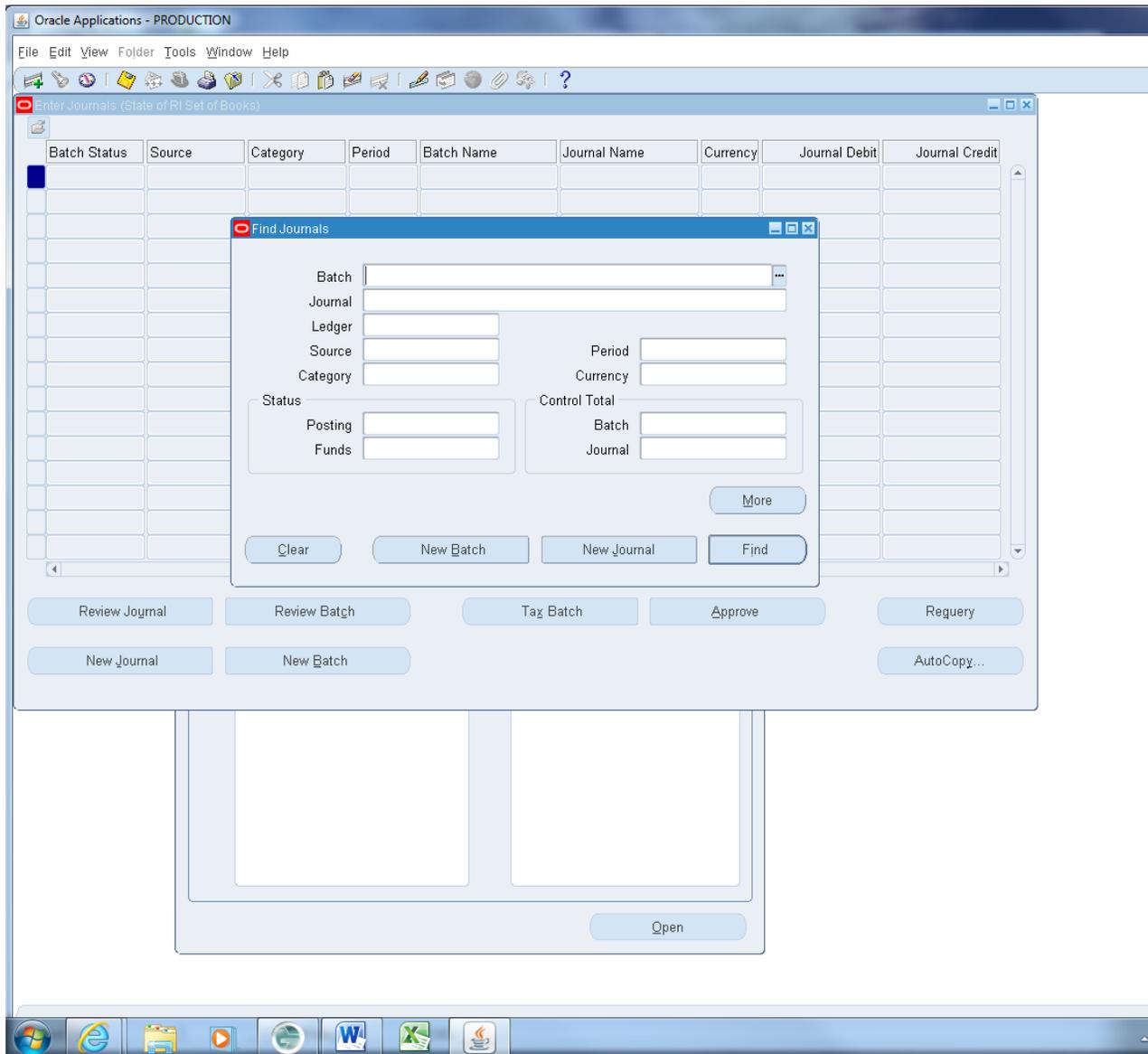
| | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Centralization Transfers</i> | This category is used only by the Central Business Office (CBO) to account for certain mirror transactions connected with Human Resources, Information Technology, or Facilities and Maintenance. |
| <i>Check Change</i> | This category is used only by the Office of Accounts and Control to initiate journal entries associated with the payroll check change process. |
| <i>Cost Recovery</i> | This category is used only by the Office of Accounts and Control for the monthly posting of indirect cost assessments against the previous month's non-exempt restricted revenues. |
| DLT Transfer | This category is used only by the Department of Labor and Training to initiate transfers between the General Fund and the various State funds for which DLT is responsible (such as the TDI Fund, UI Trust Fund, etc.). DLT also uses it to transfer monthly unemployment charges for State employees from the Assessed Fringe Benefit Fund into the UI Trust Fund. |
| FWHA Exp. Reimb. | This category is used only by the Department of Transportation (DOT). |
| ISF Transaction | This category is used only by a State internal service fund to bill one or more State agencies for goods or services provided. |
| Interagency Billing | This category is used when a non-internal service fund agency wishes to charge another State agency for goods or services provided. In such situations, the expending agency usually initiates the transaction, except in specific cases where the billing agency has written authorization from the expending agency to draw on its accounts. |
| <i>Intercompany Transfer</i> | This category must never be used. |
| <i>Interfund Advance</i> | This category is used only by the Office of Accounts and Control to initiate advances (or repayments of advances) from one State fund to another. All such entries must include postings to both a receivable natural account and a payable natural account. |
| <i>Interfund Transfer</i> | This category is used only by the Office of Accounts and Control to record an operating transfer into one State fund and an operating transfer out of another. All such entries must include postings to the fund-specific revenue and expenditure accounts created just for this purpose. |
| Lottery Transfer | This category is used only by the Lottery Commission to initiate its monthly distributions of revenue to the General Fund. |
| <i>Payroll</i> | This category is used only by the Office of Accounts and Control to record specialized account distributions associated with the bi-weekly State employee payroll process and the monthly pension payroll process. |
| Tax Transfer | This category is used 1) to credit a liability and debit a contra-revenue account when the Division of Taxation processes a batch of tax refund payments, and 2) to debit the liability and credit cash to reflect the check clearing pattern of the refund batch. |

Transfer

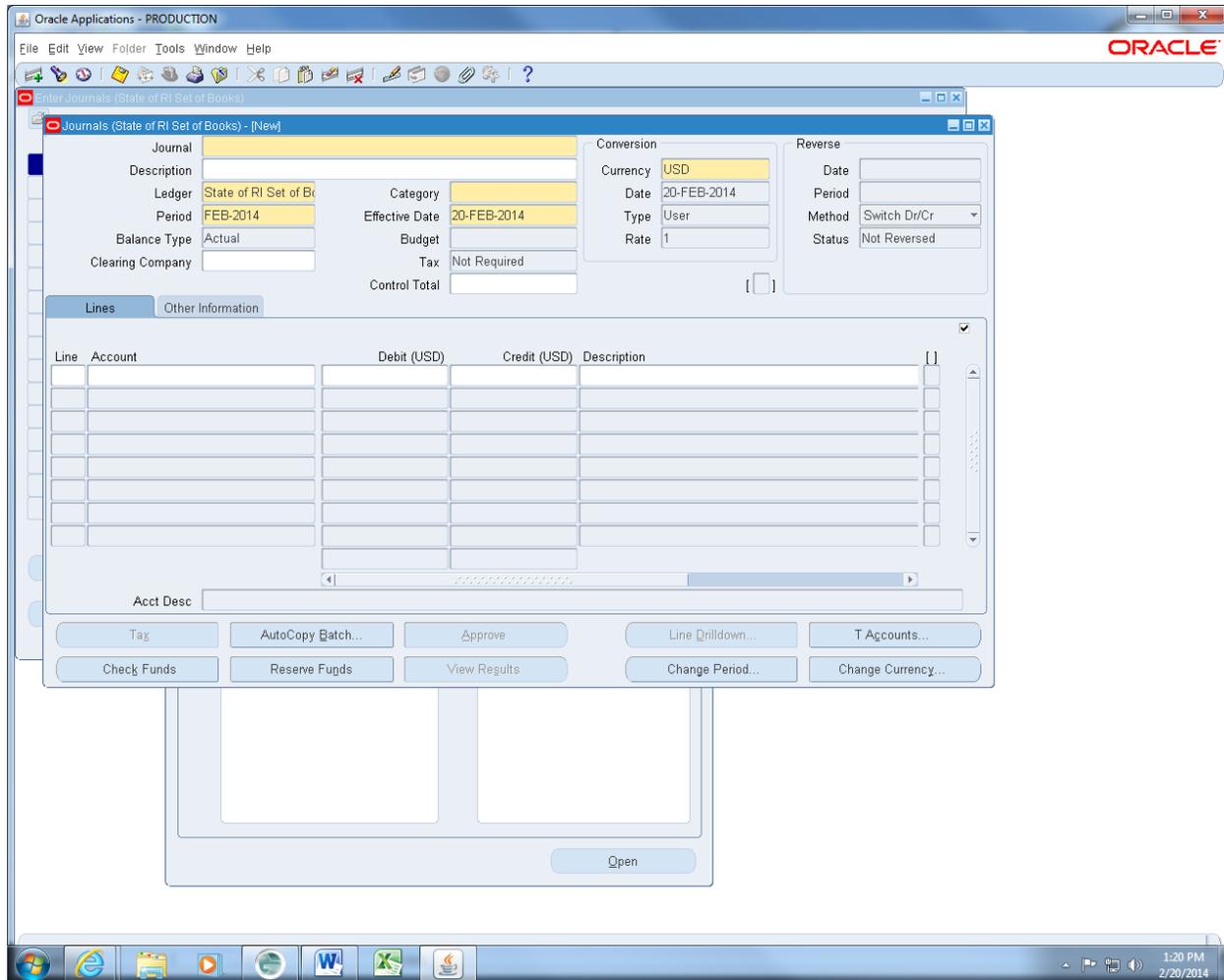
This category is used only by the Office of Accounts and Control to a) transfer money from the State's various funds to the State's pooled cash disbursement account, b) transfer money from the State's various bond proceeds funds into the Bond Capital Fund, and 3) to transfer money from the State's HAVA Fund into the General Fund.

Initiating a Journal Entry (02/20/14)

- Use the Top Hat icon to select the responsibility GL Agency User.
- Double click Journals on the Navigation screen.



- Select the New Journal button.



- Enter the Journal name using the following convention:

J to indicate it is a journal entry.

XX to indicate the last two digits of the fiscal year.

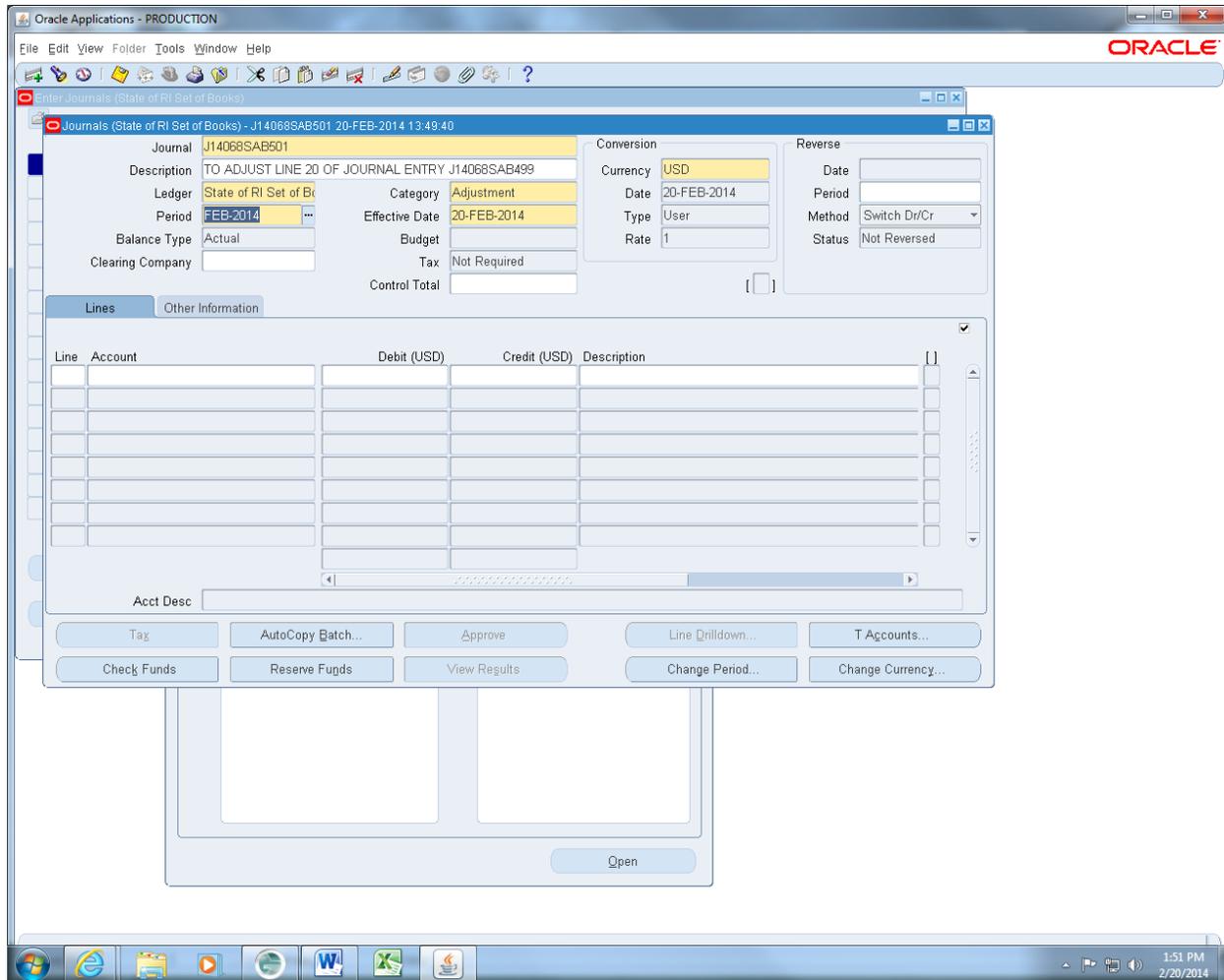
XXX to indicate the Agency number of the journal entry initiator.

XXX to indicate the initials of the journal initiator.

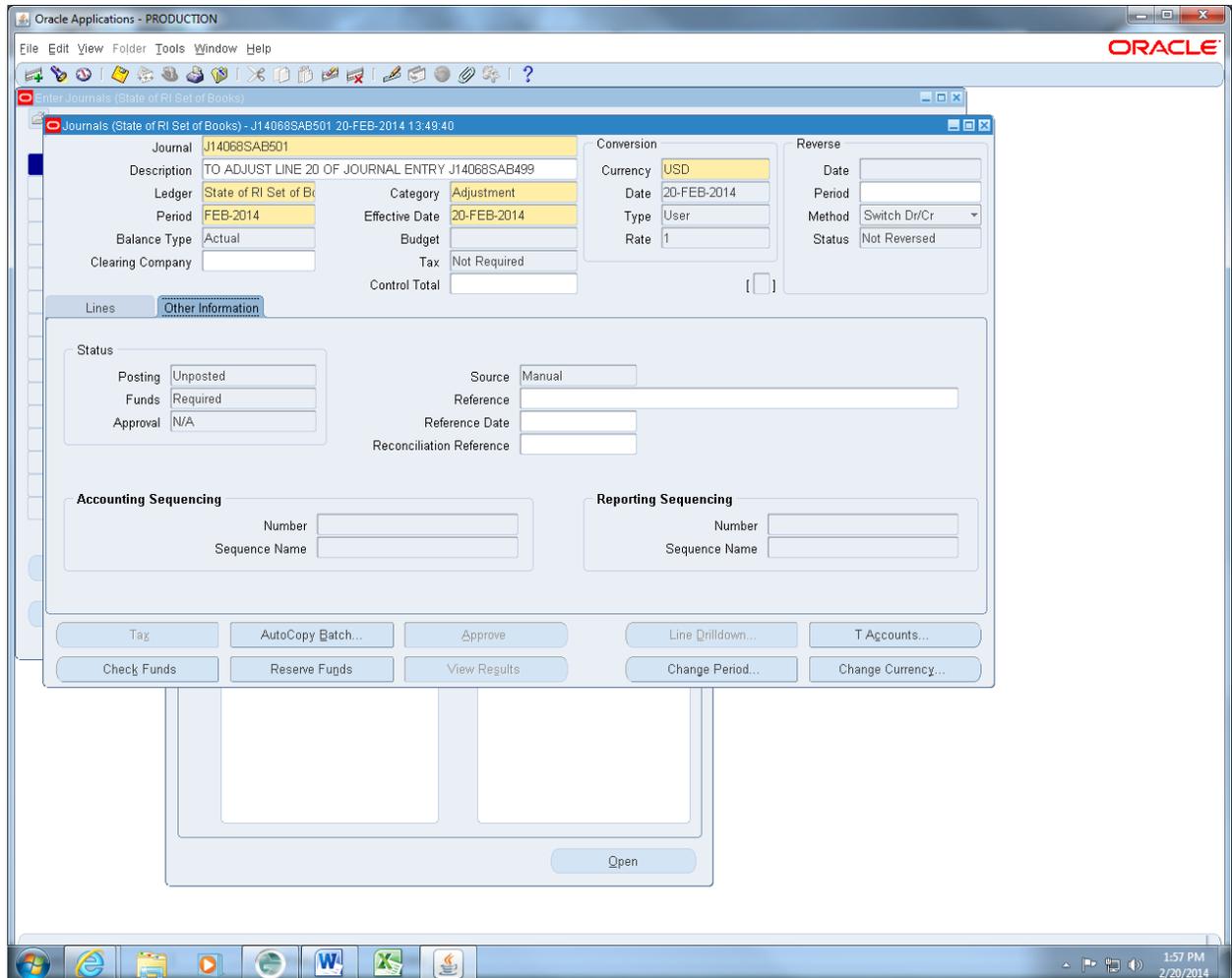
XXX to indicate the next sequential number in the personal list maintained by the journal initiator for the current fiscal year.

An example of a full Journal name might be J14068SAB501.

- The Period field will automatically default to the accounting period we are currently in. If it is more appropriate that the journal post in a different open period (say JUN-2014 when we are already in July, 2014), you may click on the Change Period button and make the desired change in the next screen. If the journal entry is not yet saved, just use the dropdown menu for the period to select the desired period.
- The Effective Date will automatically default to the current date. If you wish to change the date to a different one within the same period, you can simply override the default date with the new one. If you want an effective date that falls within a different period, however, you must first change the period as described above and then change the effective date. The effective date must fall within the period selected.
- Currency defaults to USD (U.S. Dollars).
- Select the appropriate Category for the journal according to the table of journal categories appearing elsewhere in this training manual.
- In the Description field, you are required to give a brief but meaningful description of the reason you are preparing this journal. If applicable, this is the place to enter the document number or journal number of a previously posted transaction that you wish to adjust. You may also use the Paper Clip icon to attach a “short text” or even a Word, Excel, or PDF file to provide backup for this journal.
- At this point, your journal entry should look like this:



- Click on the Other Information tab to bring up the next screen.



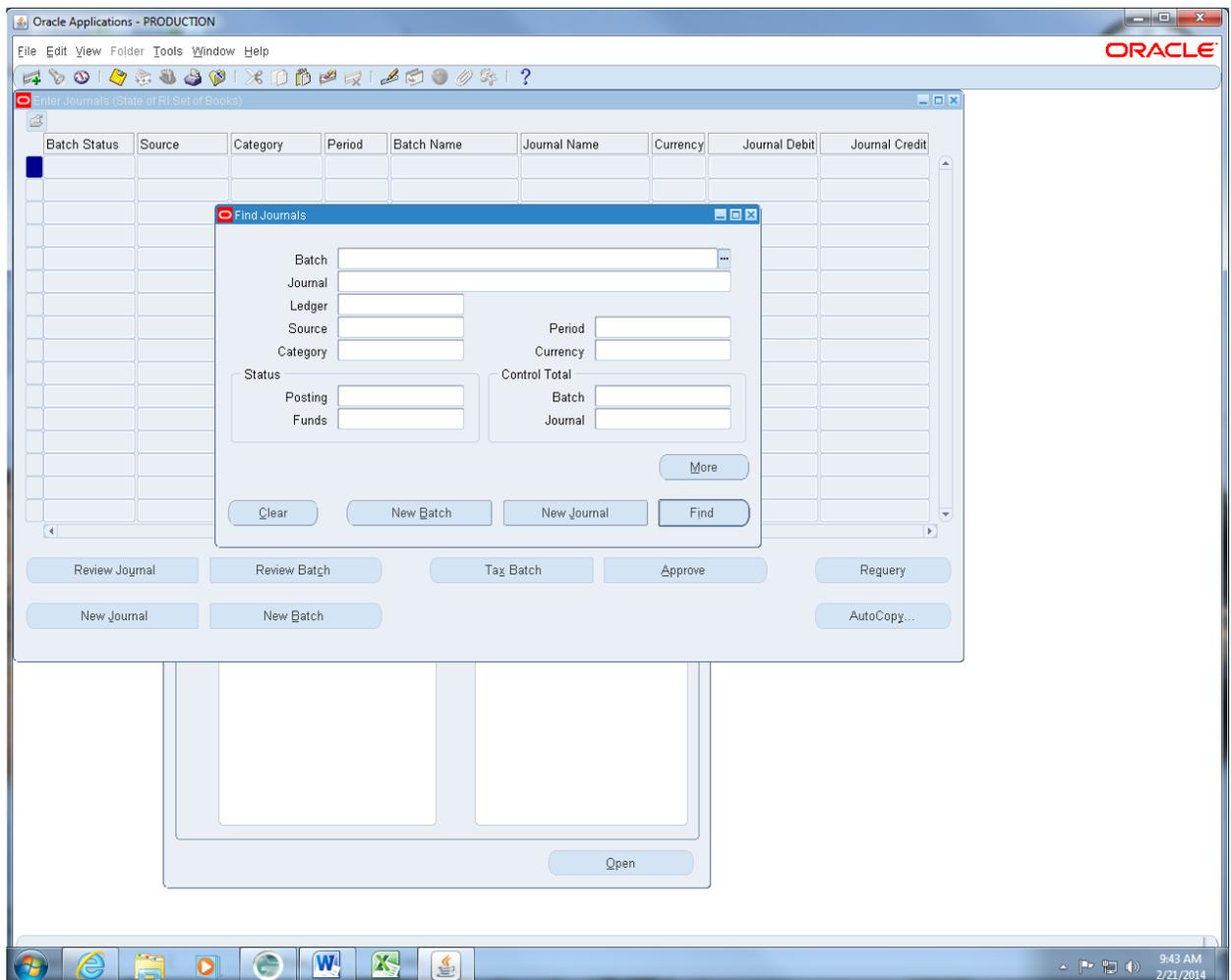
- Enter your name and office phone number in the Reference field, then click on the Lines tab to bring you back to the first screen.
- Enter 10 as the first Line number. This will ensure that all subsequent Line numbers will be assigned in increments of 10.
- Enter the first Account Number either directly or by using the List of Values (LOV) button.
- Enter the dollar amount in either the Debit or the Credit field, as appropriate. Then hit the Down arrow to bring you to the next Line.
- You may either leave the Line Description as is, i.e., the same as the header description, or you may override it with a description unique to the particular line.
- If necessary, you may tab over to the next field to enter a Cost Center number.
- You can copy any field within the Lines section to the next line by putting the cursor in the field you wish to copy to and pressing the Shift and F5 keys simultaneously.

- At any point in the process of entering a journal, you may save your work by selecting the Save icon. When the journal entry is complete, you must save it before proceeding further.
- Select the Check Funds button to see whether the journal entry will pass the system's sufficient funds tests (optional). The system checks to see if the available appropriated funds are available. This step is optional because the funds cannot be reserved (next step) if they are insufficient. If it says that the entry passes, select the OK button.
- Select the Reserve Funds button and select OK.
- Select the Approve button to send the journal entry to the next person in the approval hierarchy for review. (Note: at this point, the system checks for available cash on source codes 2, 3 or 5. If the journal entry is rejected here, you can go to the worklist to see the notification which will tell you which line caused the rejection.)
- If the journal entry is rejected at any point along the approval hierarchy, it will eventually return to the initiator for either modification or cancelation. Instructions on how to modify or cancel a rejected journal entry appear elsewhere in this training manual.

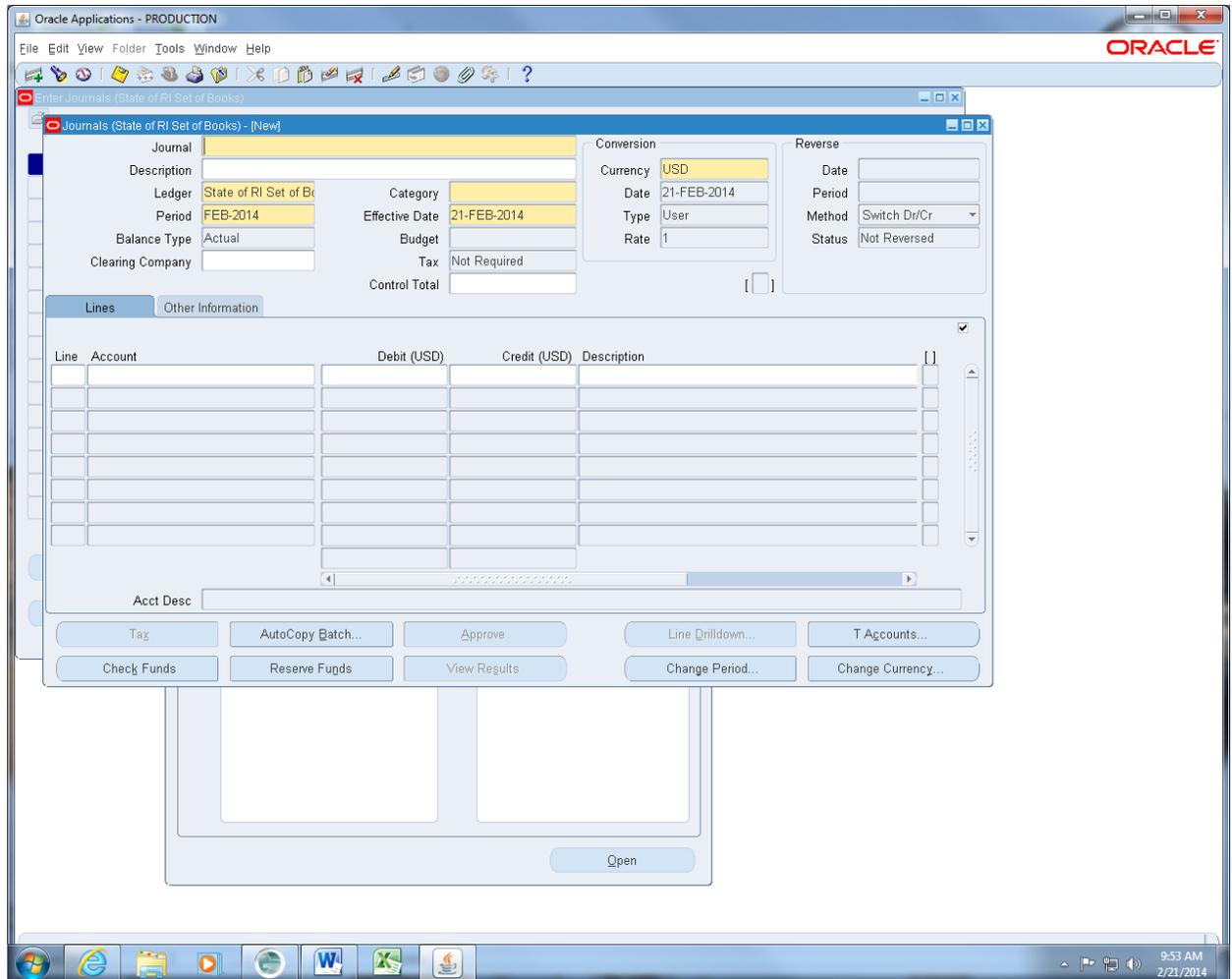
Initiating a Cash Receipts Journal Entry (02/21/14)

The procedures for initiating a cash receipts journal are very similar to those used in initiating a general journal. There are just a few differences, which are highlighted below.

- Use the Top Hat icon to select the responsibility GL Agency User.
- Double click Journals on the Navigation screen.



- Select the New Journal button.



- Enter the Journal name using the following convention:

R to indicate it is a cash receipts journal entry.

XX to indicate the last two digits of the fiscal year.

XXX to indicate the Agency number of the journal entry initiator.

XXX to indicate the initials of the journal initiator.

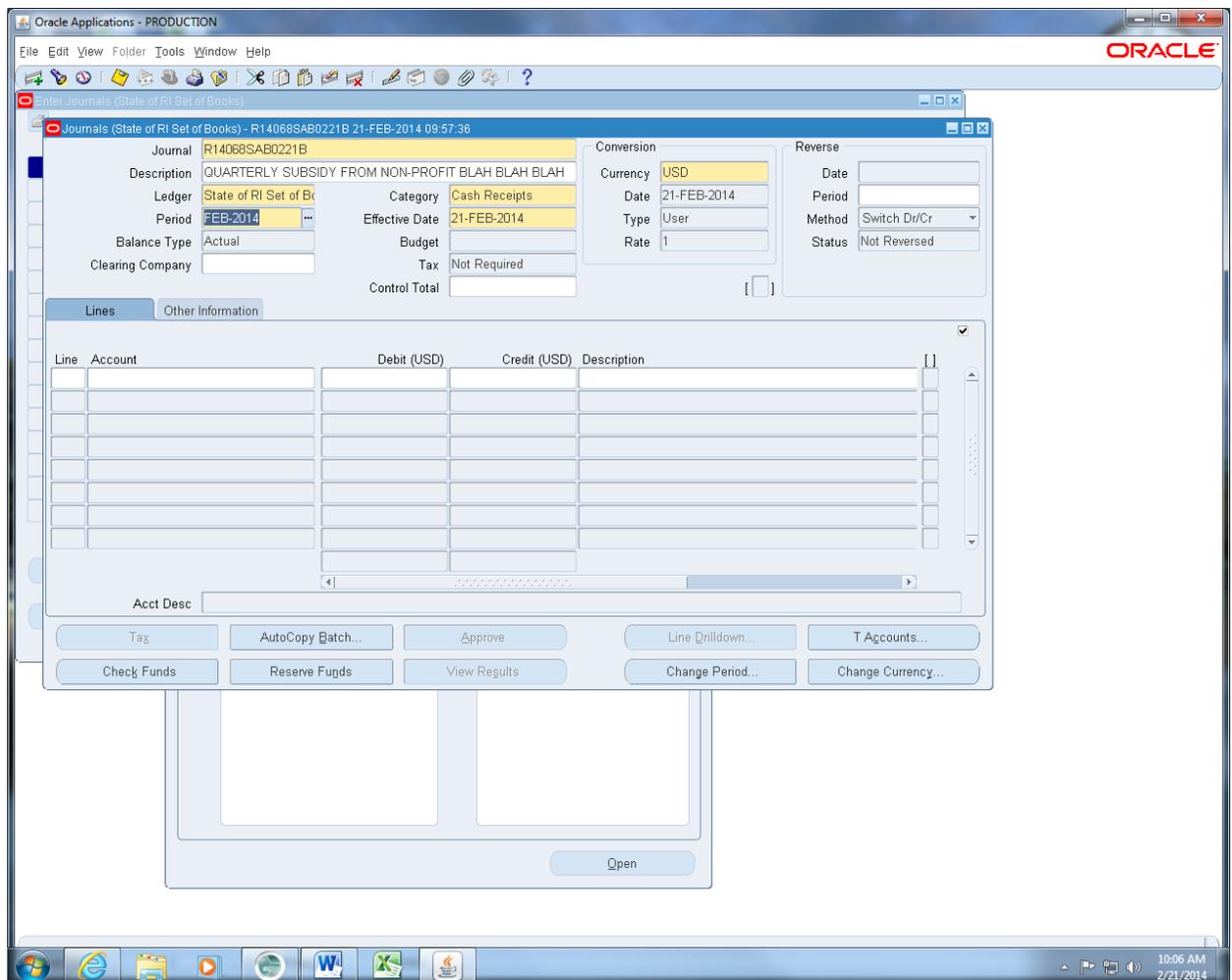
MM to indicate the month the money was deposited in the bank.

DD to indicate the day the money was deposited in the bank.

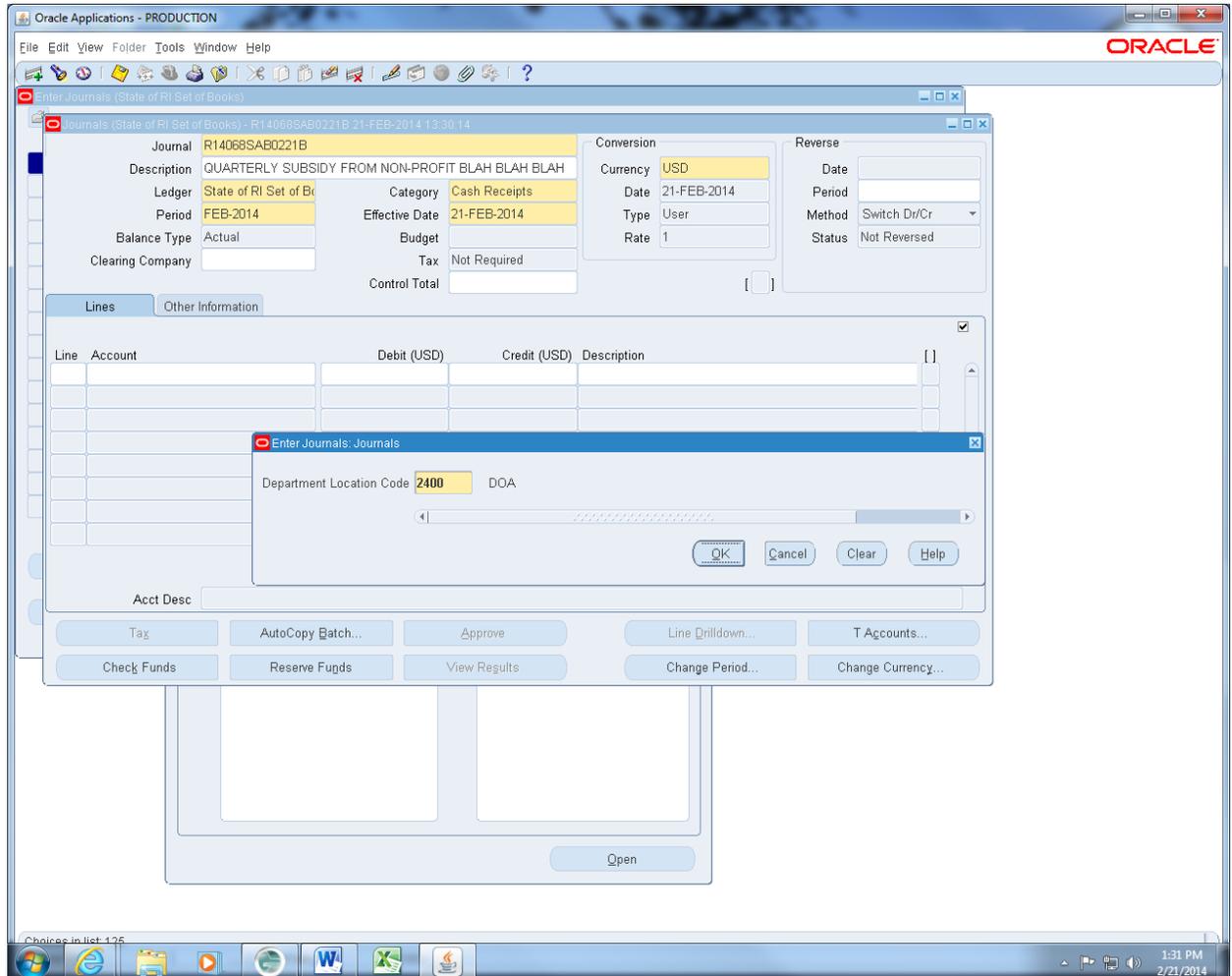
Sequential alpha character, i.e., A, B, C, etc. Appending an alpha character is only necessary if there are multiple deposits by the same user on the same day.

An example of a full **Cash Receipts** Journal name might be **R14068SAB0221B**.

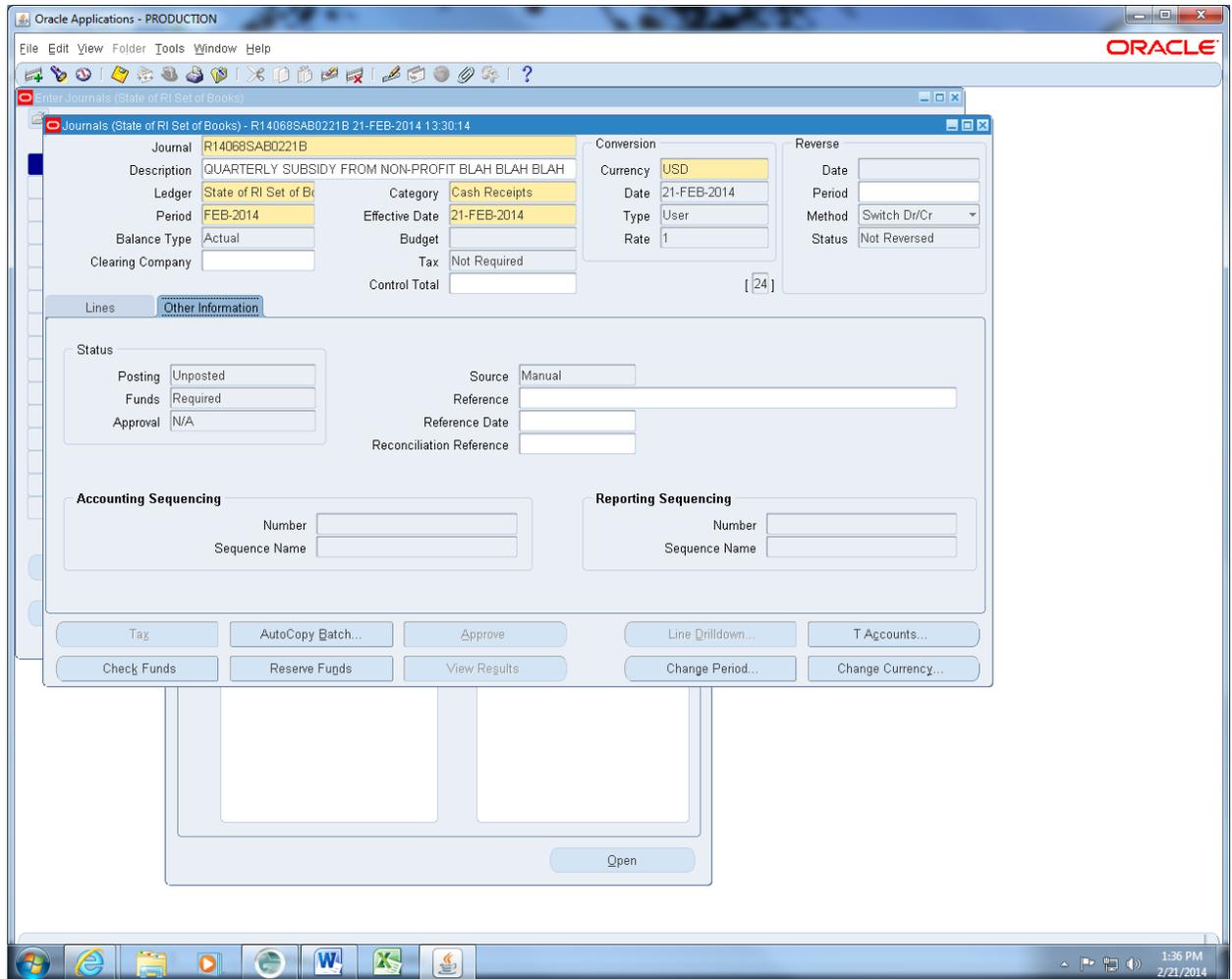
- The Period selected should be the month in which the deposit was made. The journal entry should be dated so that agency **final** approval is complete by the close of business on the last day of the month. Accounts and Control final approval is on the first business day of the following month. A & C closes the books on the second business day.
- The Effective Date should be the date on which the deposit was made.
- Currency defaults to USD (U.S. Dollars).
- Select Cash Receipts for the Category.
- In the Description field, you are required to give a brief but meaningful description of the cash receipt. You may also use the Paper Clip icon to attach a “short text” or even a Word, Excel, or PDF file to provide backup for this journal.
- At this point, your cash receipts journal should look like this:



- Tab over to the box surrounded by brackets that is situated to the right of the Control Total field. This will open up a new screen where you can use the List of Values (LOV) button to enter your Department Location Code. This code should correspond to the four-digit code printed on your bank deposit slips. Then click on OK.



- Click on the Other Information tab to bring up the next screen.

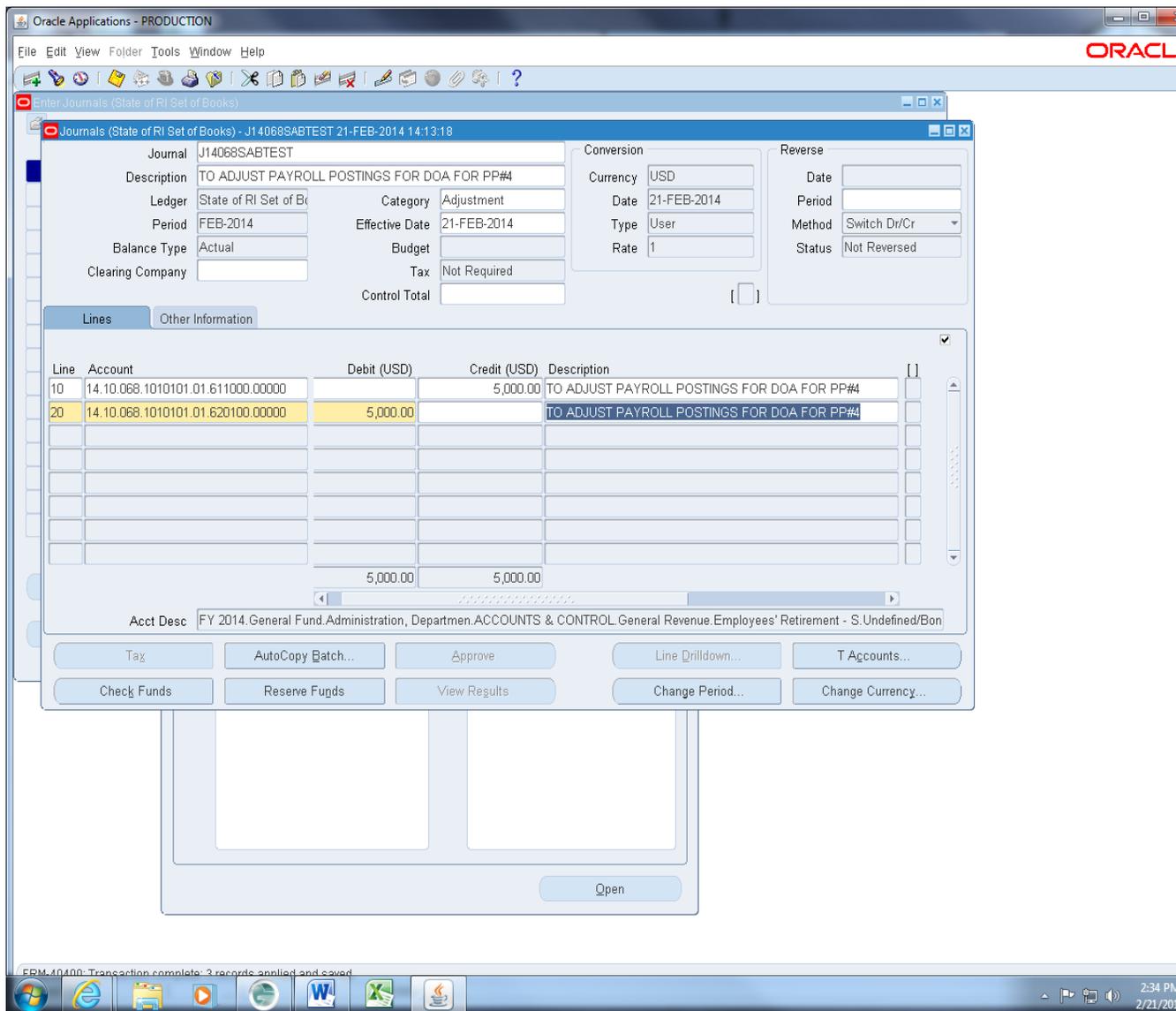


- Enter your name and office phone number in the Reference field.
- The Reference Date should be entered with the date on which the deposit was made. Unlike the case with the Effective Date field, this date can still be entered even if the period within which it falls has been closed.
- The rest of this procedure is identical to that outlined for general journal entries.
- Note that a separate cash receipts journal must be prepared for each separate deposit. Separate deposits must not be combined on one cash receipts journal. The reason for this is that it makes the job of the reconciling staff at Treasury that much easier when they can directly match the cash debit amounts on your journals with individual deposit amounts on the bank statements.

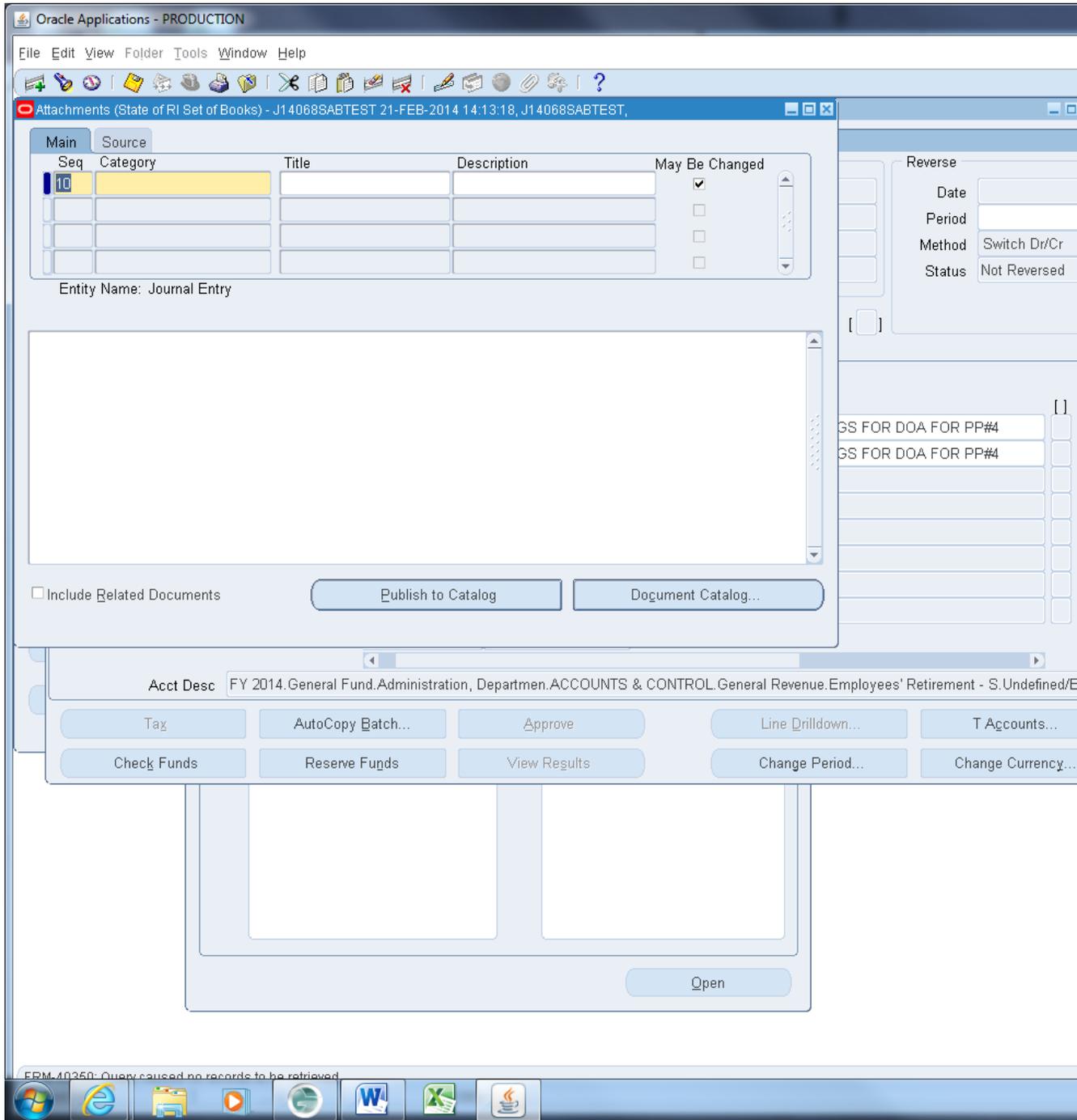
How to Attach Backup Documentation to a Journal Entry in RI-FANS

It may happen that the journal initiator will need more space than what is available in the Description field of a journal entry in order to provide sufficient documentation for the transaction. Insufficient documentation could cause an approver to reject the journal contingent upon the initiator supplying more information. The way to attach such documentation is to utilize the Paper Clip icon in the toolbar, as follows.

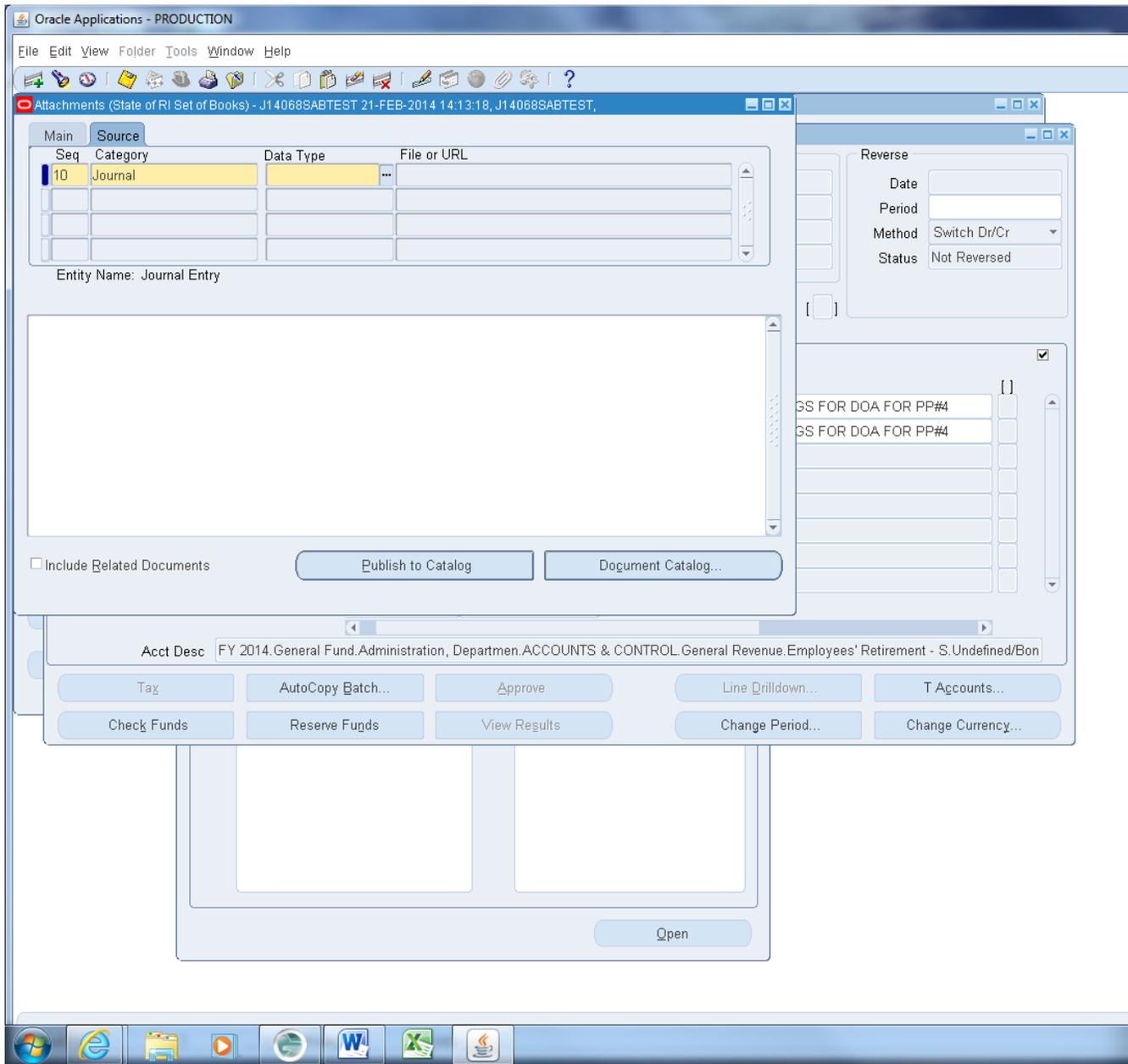
- Enter all the header and line information you would normally enter in a journal entry, then click on the Save icon in the toolbar.



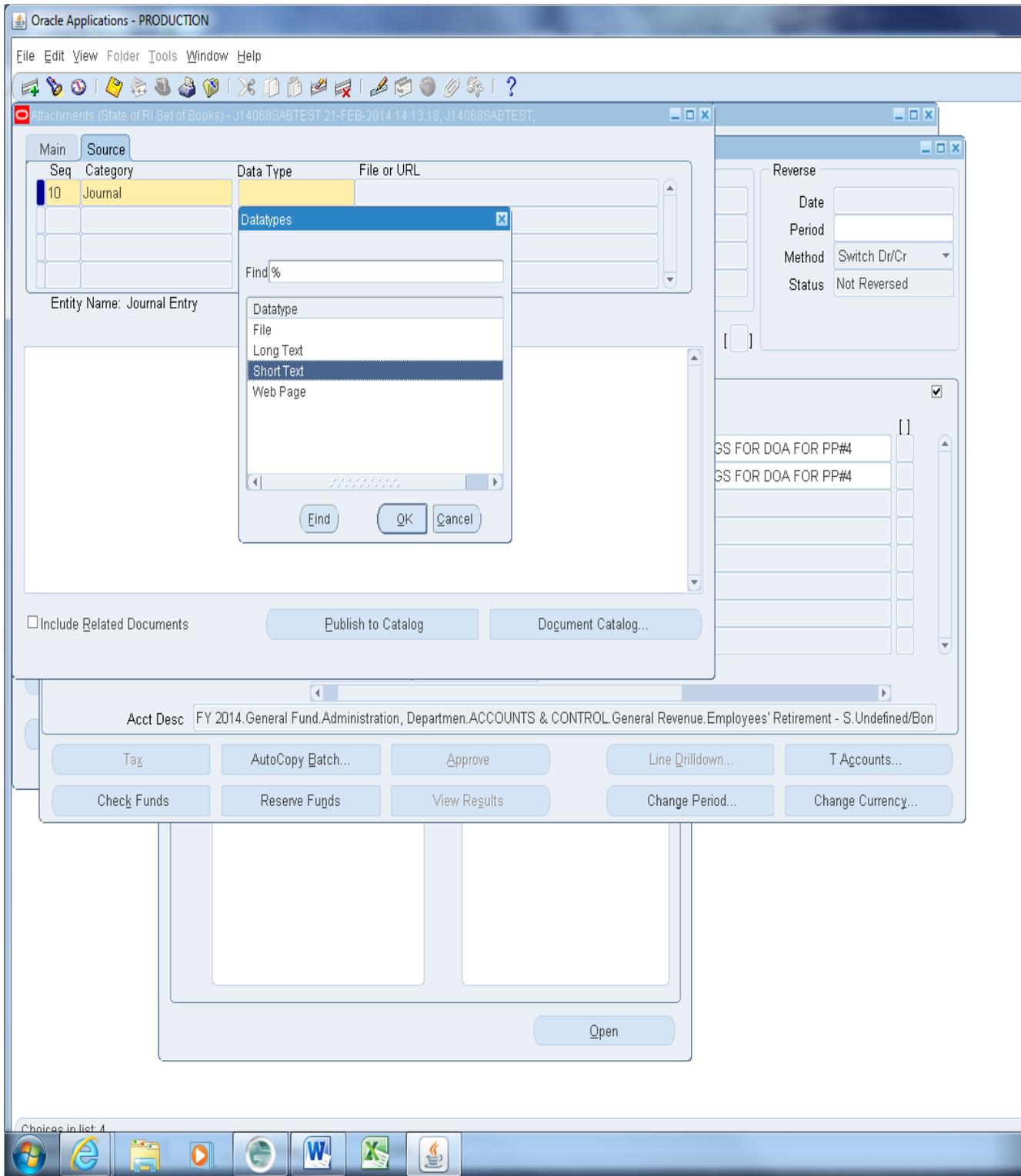
- Move the cursor into the Description field and click on the Paper Clip icon in the toolbar.

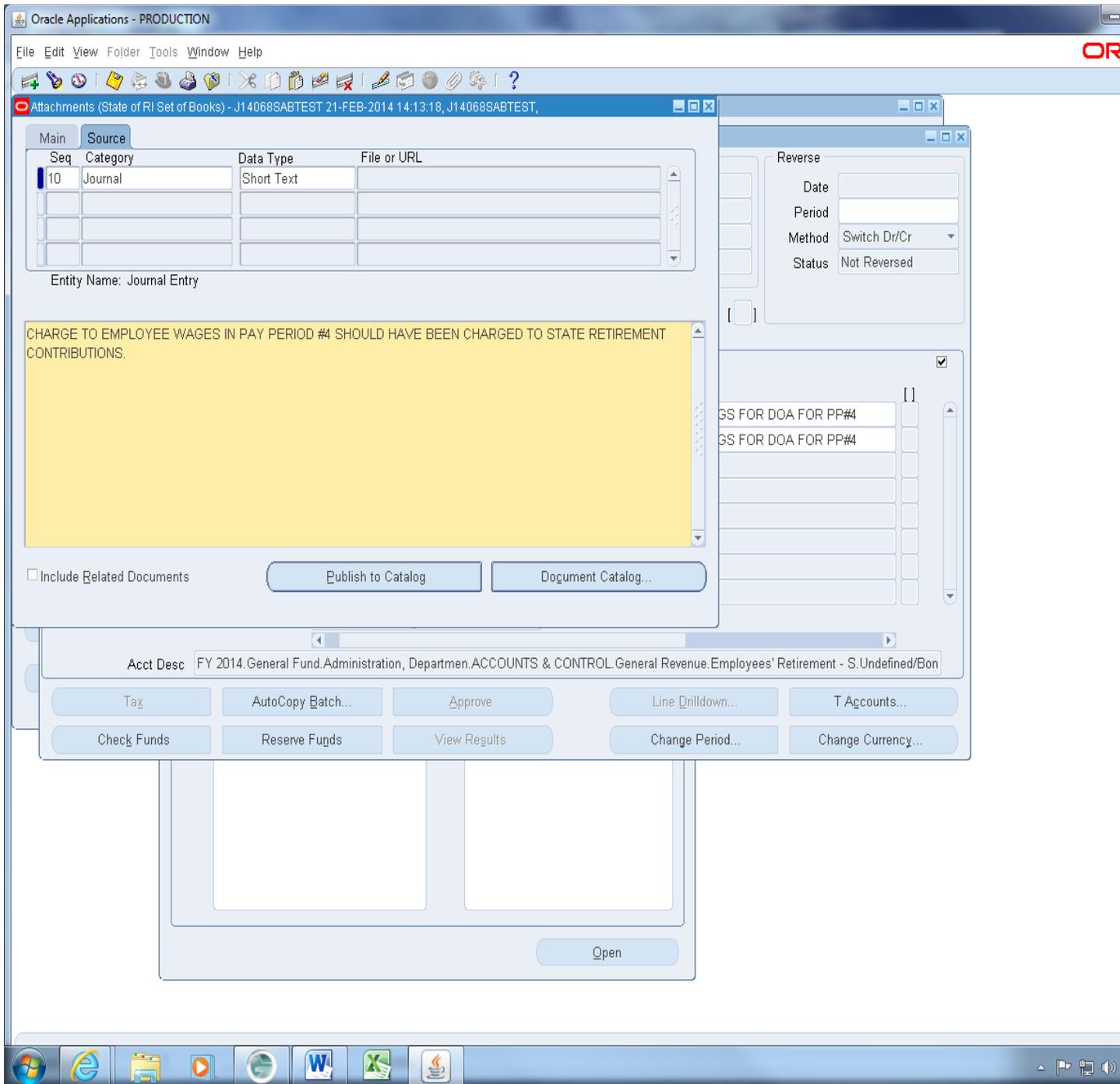


- Enter the letter “J” in the Category field, hit the Tab key, and the word Journal will populate the Category field. Then either tab over to the right or click on the light blue Source tab to bring up the yellow Data Type field. Click in that field to access its List of Values (LOV) button.

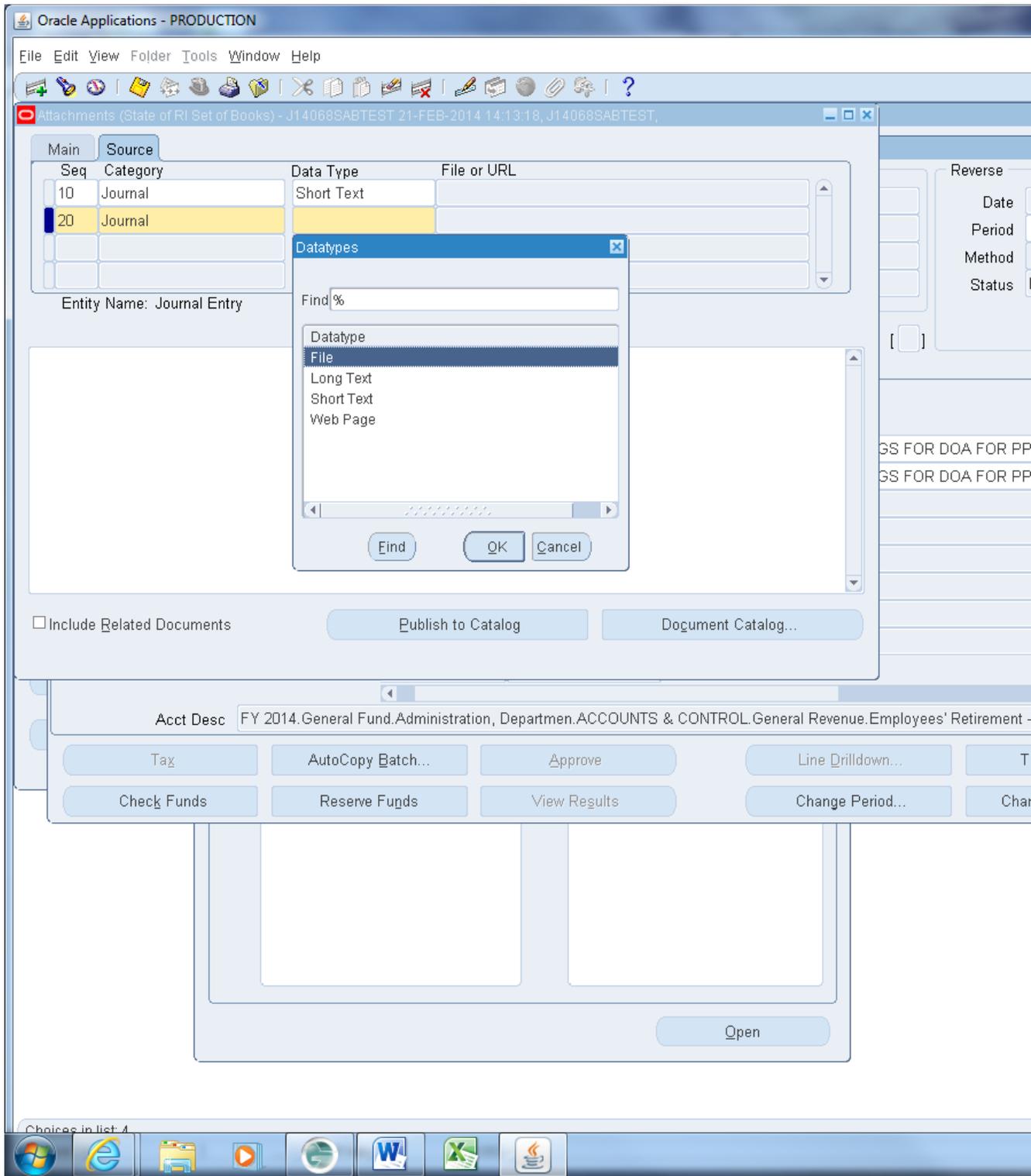


- The list of values that appears consists of File, Long Text, Short Text, and Web Page. If you wish to compose a short text, click on that choice, then click on OK, and the text field of the screen will turn yellow, after which you can enter in words whatever information you have to support your journal entry. Then save your work (the system will prompt you if you forget to save).

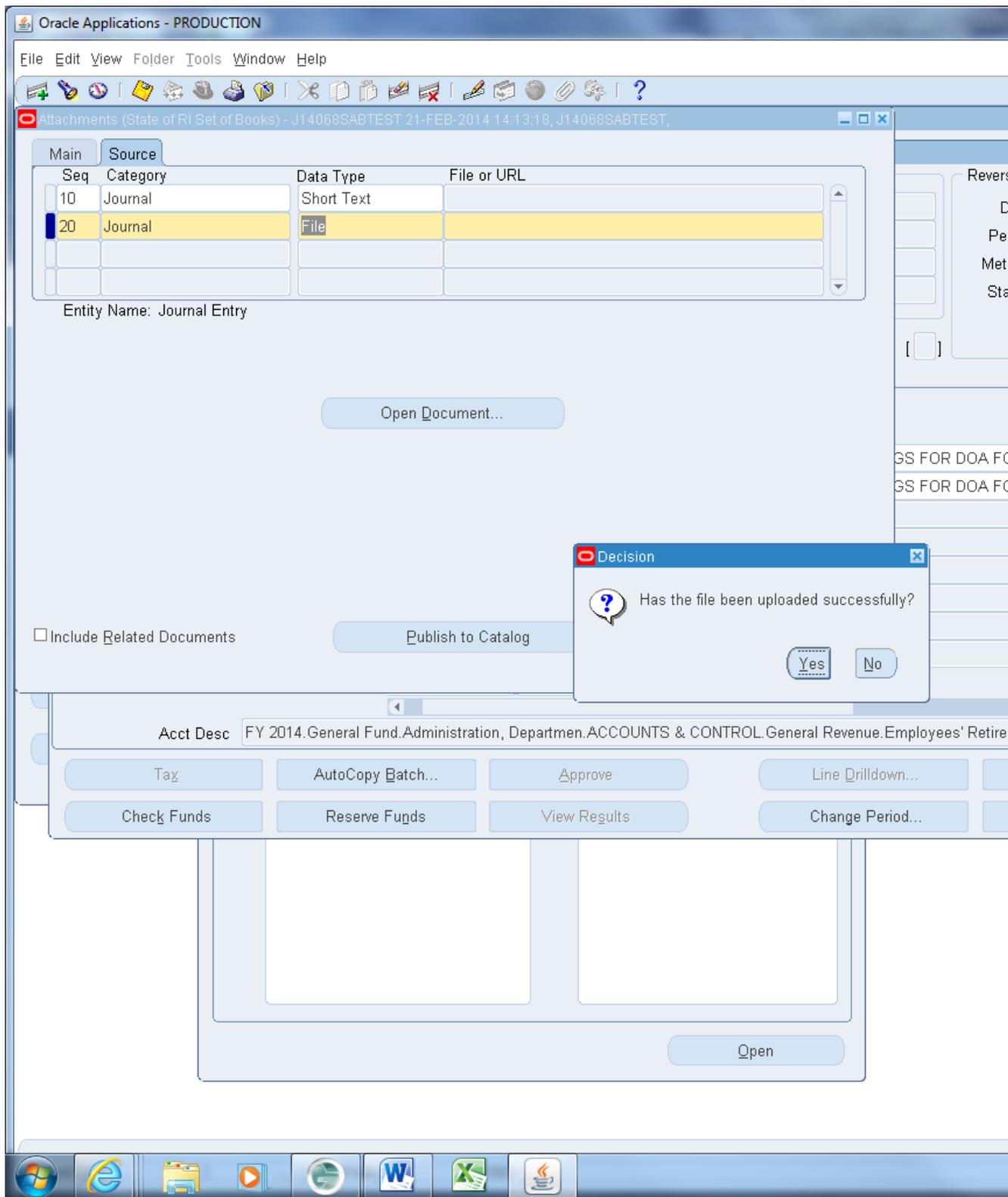




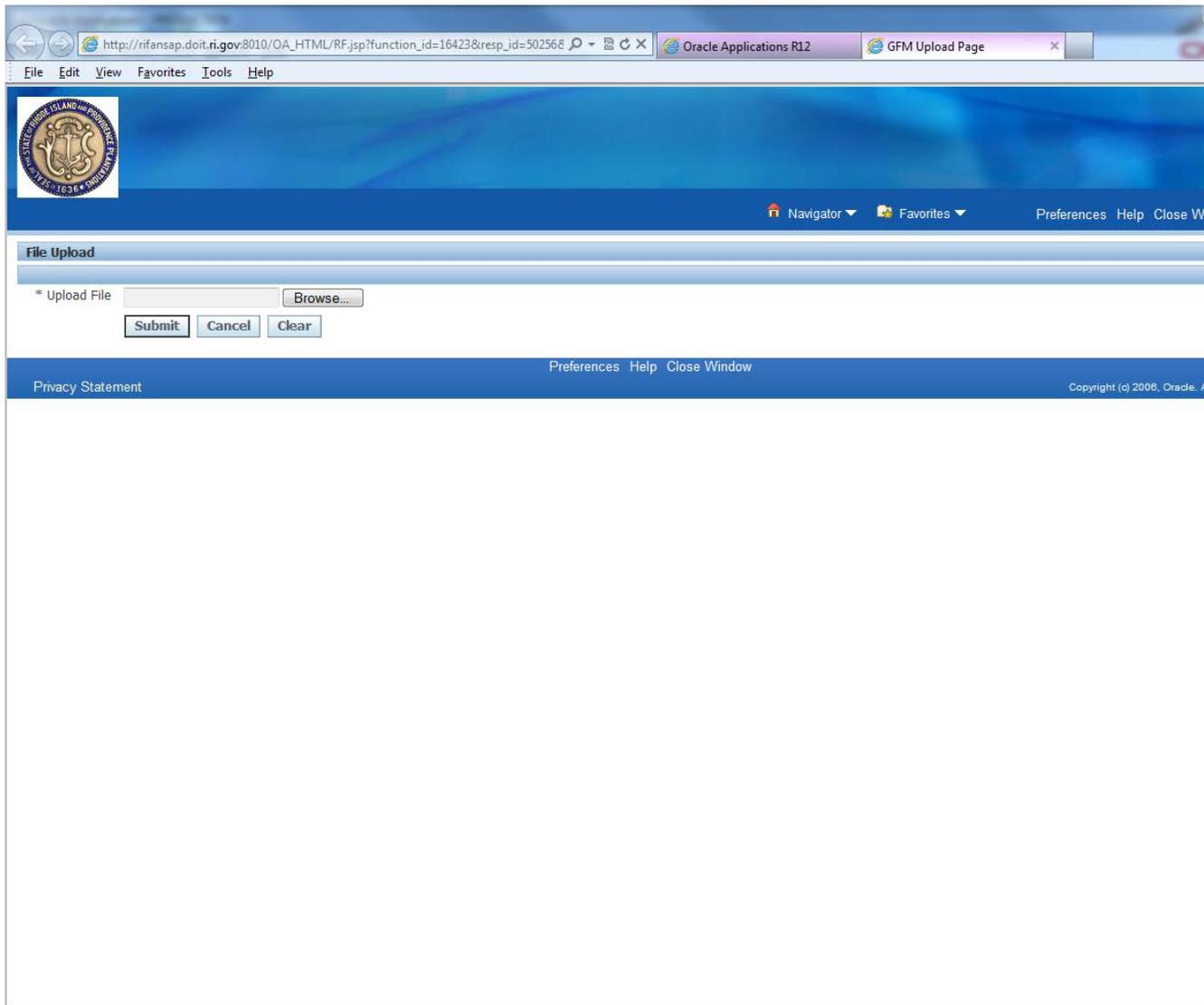
- To attach an Excel file, a Word document, or a PDF file, go back to the top of the screen, select File in the Data Type screen, and click on OK.



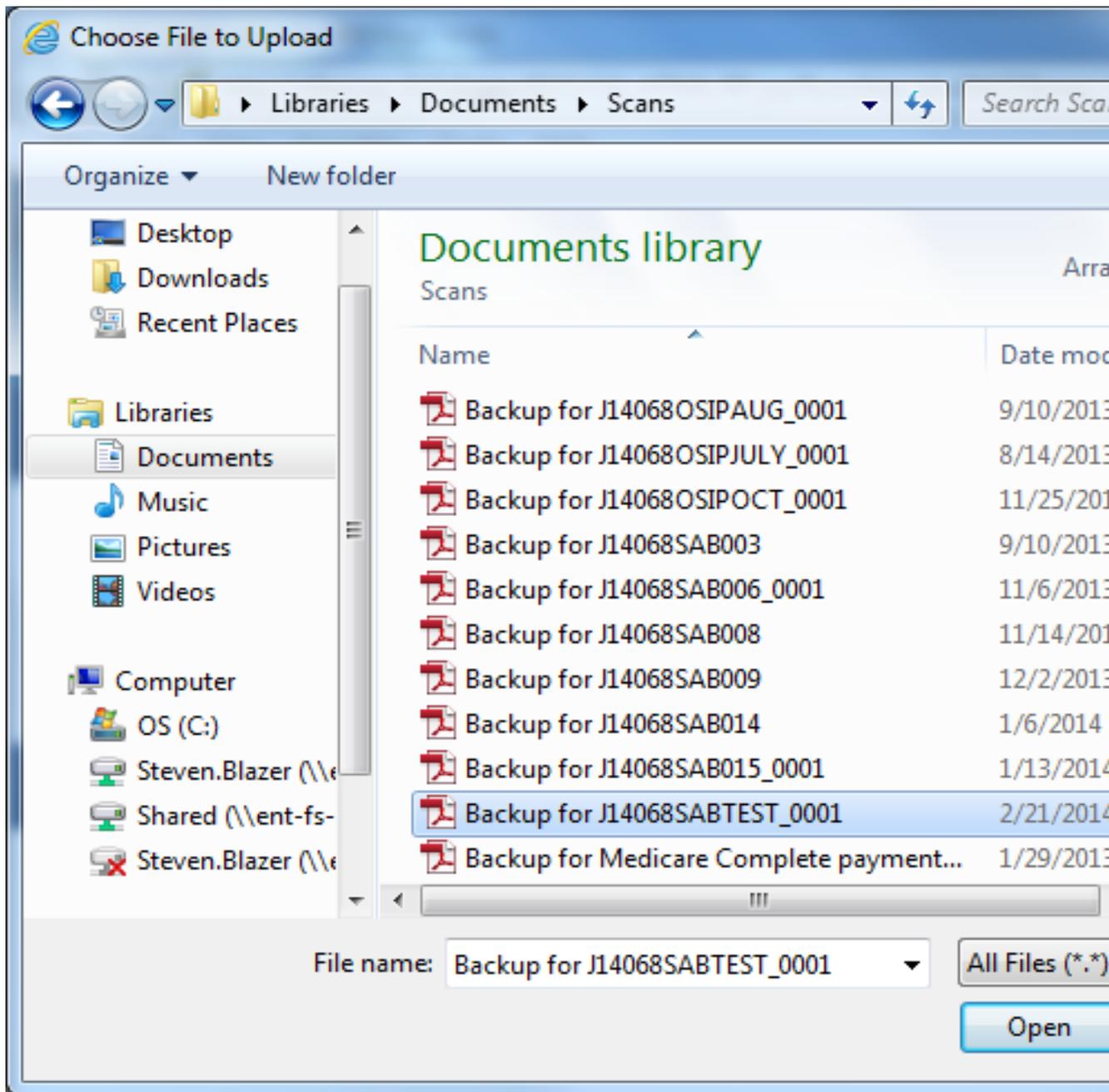
- The following screen pops up next.



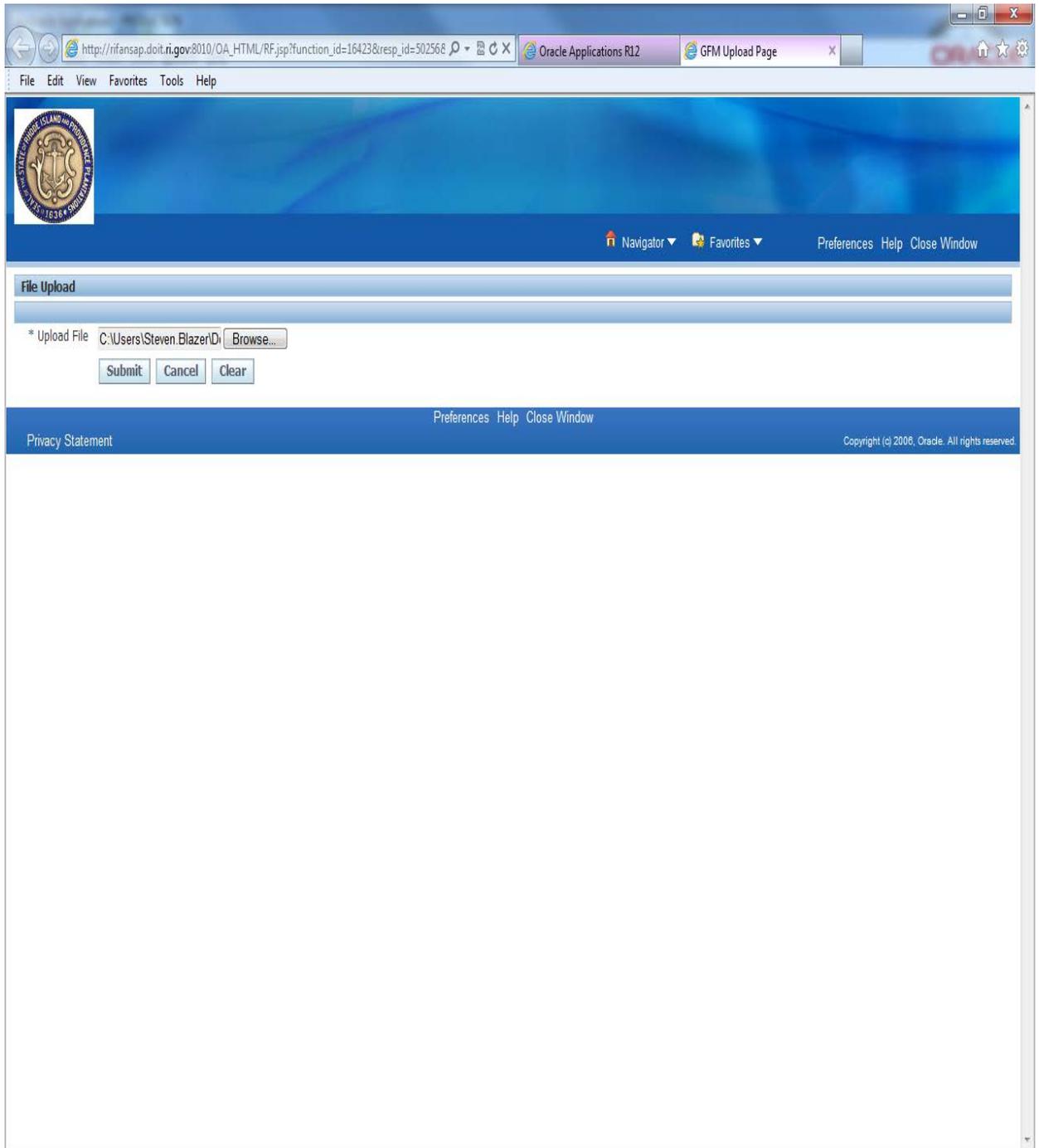
- Click on the internet icon at the bottom of the screen (the big blue e), and click on the GFM Upload page.



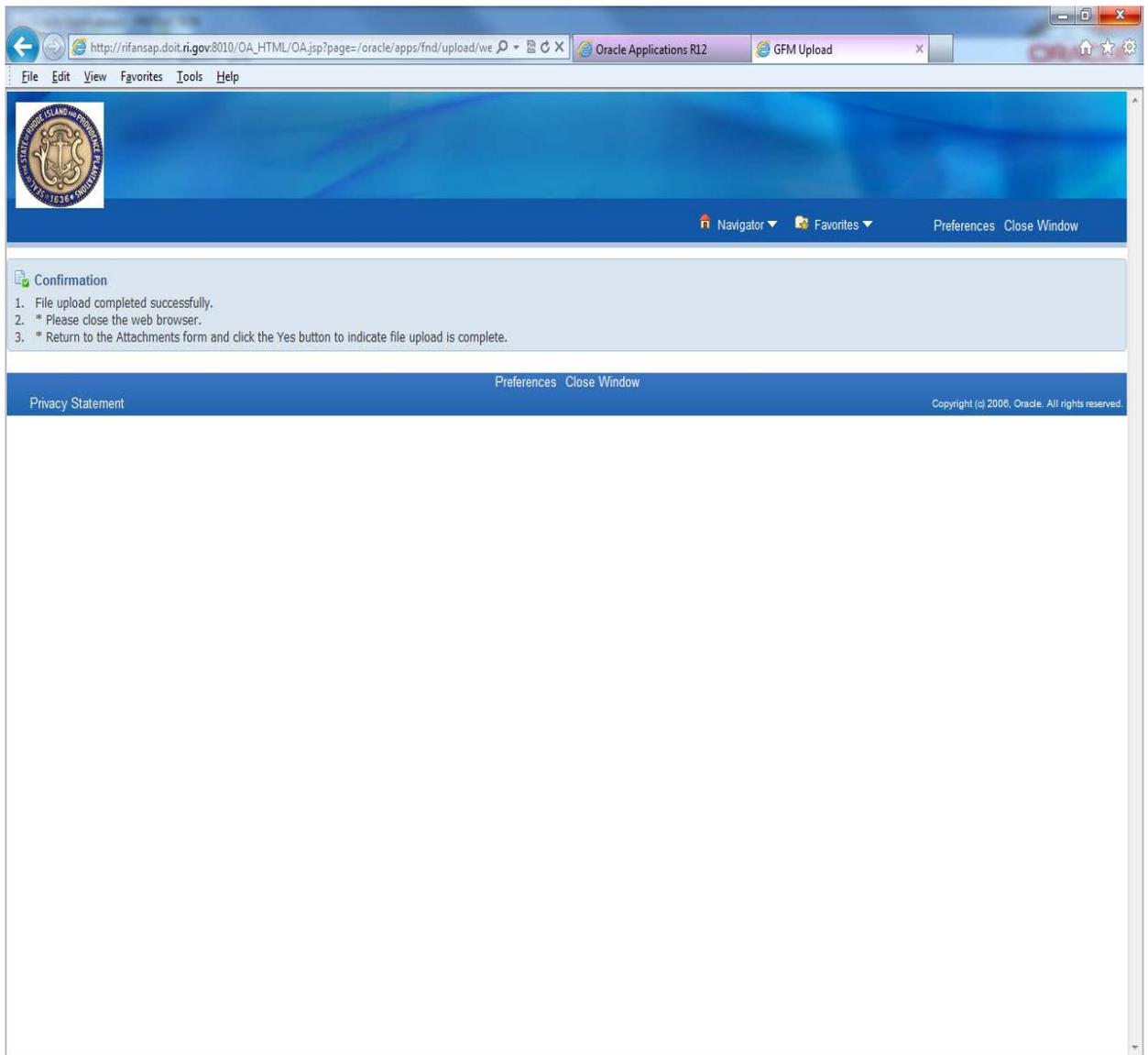
- Click on the Browse button and you will be able to select the stored file that you wish to attach.



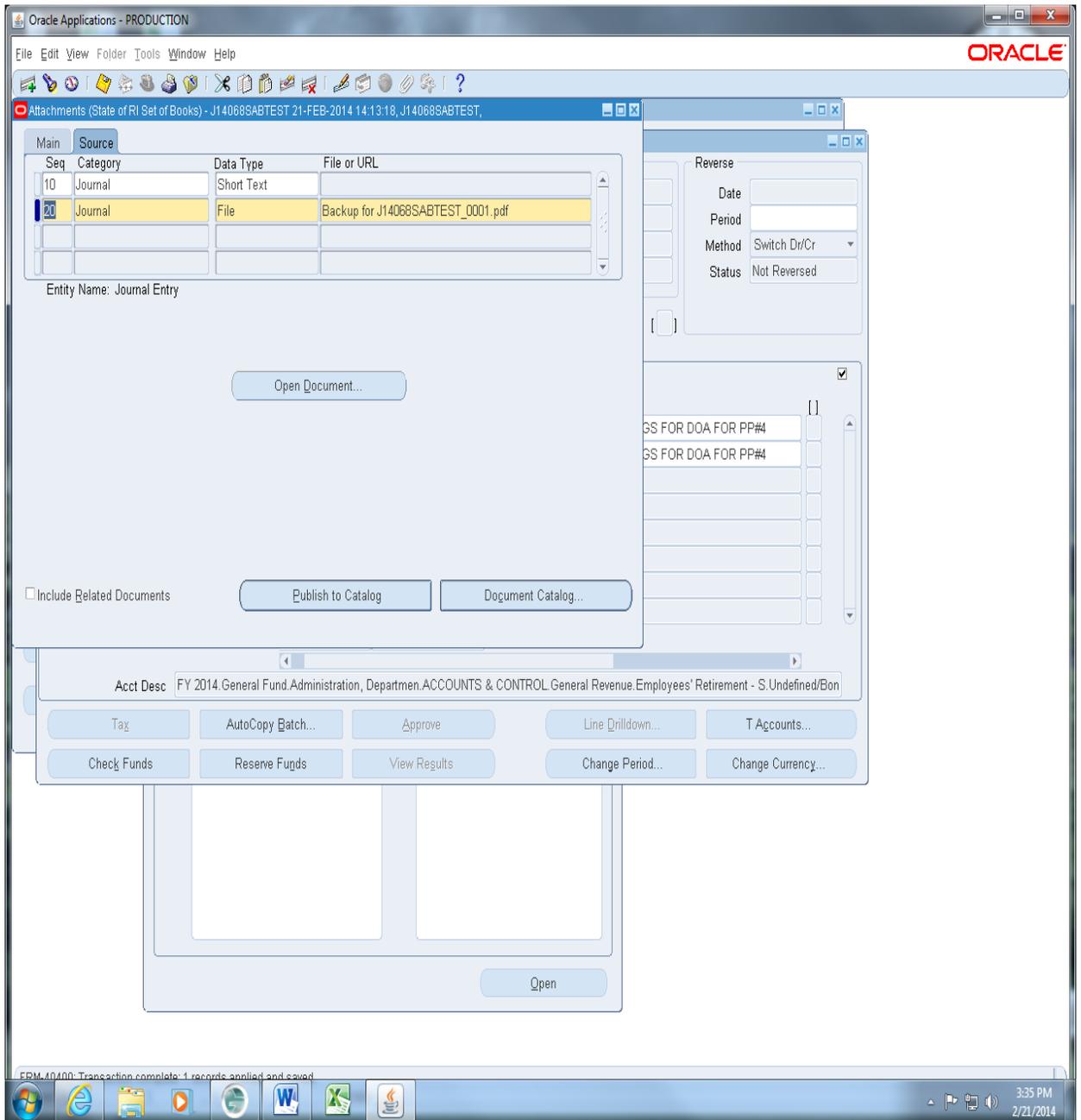
- Click on Open. The previous screen will reappear, this time with the name of the file in the field next to the Browse button. Click on the Submit button.



- A confirmation message will appear telling you whether or not the file upload was successful. If it was, then follow the instructions to close the web browser, return to the Attachments form, and click the Yes button to indicate that the file upload is complete.



- The name of the uploaded file will then appear in the File or URL field.



- To see the document that was uploaded, click on the Open Document button. A message will appear at the bottom of the screen asking if you want to open or save the file.

The screenshot shows a web browser window titled "Oracle Applications R12". The address bar contains the URL: http://rifansap.doit.ri.gov:8010/OA_HTML/frmservlet?&colorScheme=SWAN&server/. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The main content area features a header with three images: a red airplane, a man in a white shirt, and a globe. Below the images is a warning message:

⚠ IMPORTANT: Do not close this window

Closing this window will cause Oracle Forms-based applications to close immediately, losing any unsaved data. This window may be minimized safely at any time and may be closed once all work in Oracle Forms-based applications is complete.

Copyright ©1998, 1999, 2000, 2001, 2002 [Oracle Corporation](#)

At the bottom of the window, a file save dialog is open, asking: "Do you want to open or save Backup for J14068SABTEST_0001.pdf from rifansap.doit.ri.gov?". The dialog has buttons for "Open", "Save", "Cancel", and a close button (X).

- If you click on the Open button, the file will appear.

Backup for J14068SABTEST_0001.pdf - Adobe Reader

File Edit View Window Help

1 / 1 67.7%

Tools Sign Comment

Click on Sign to add text and place signatures on a PDF file.

**State of Rhode Island
Department of Administration
Division of Human Resources
2014 Calendar**

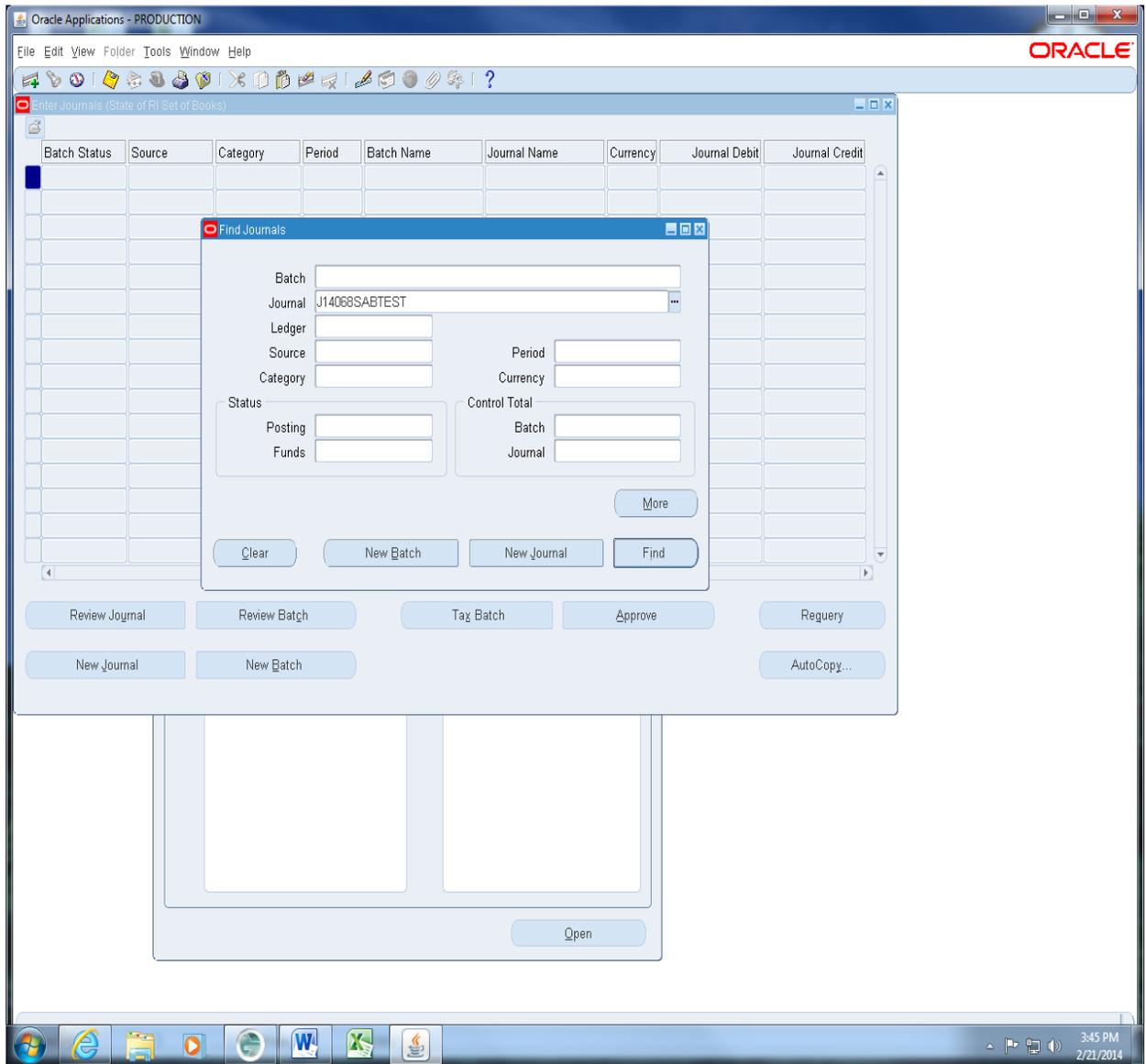
| January | February | March | April |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| May | June | July | August |
| S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| September | October | November | December |
| S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

2014 State Holiday Celebrations

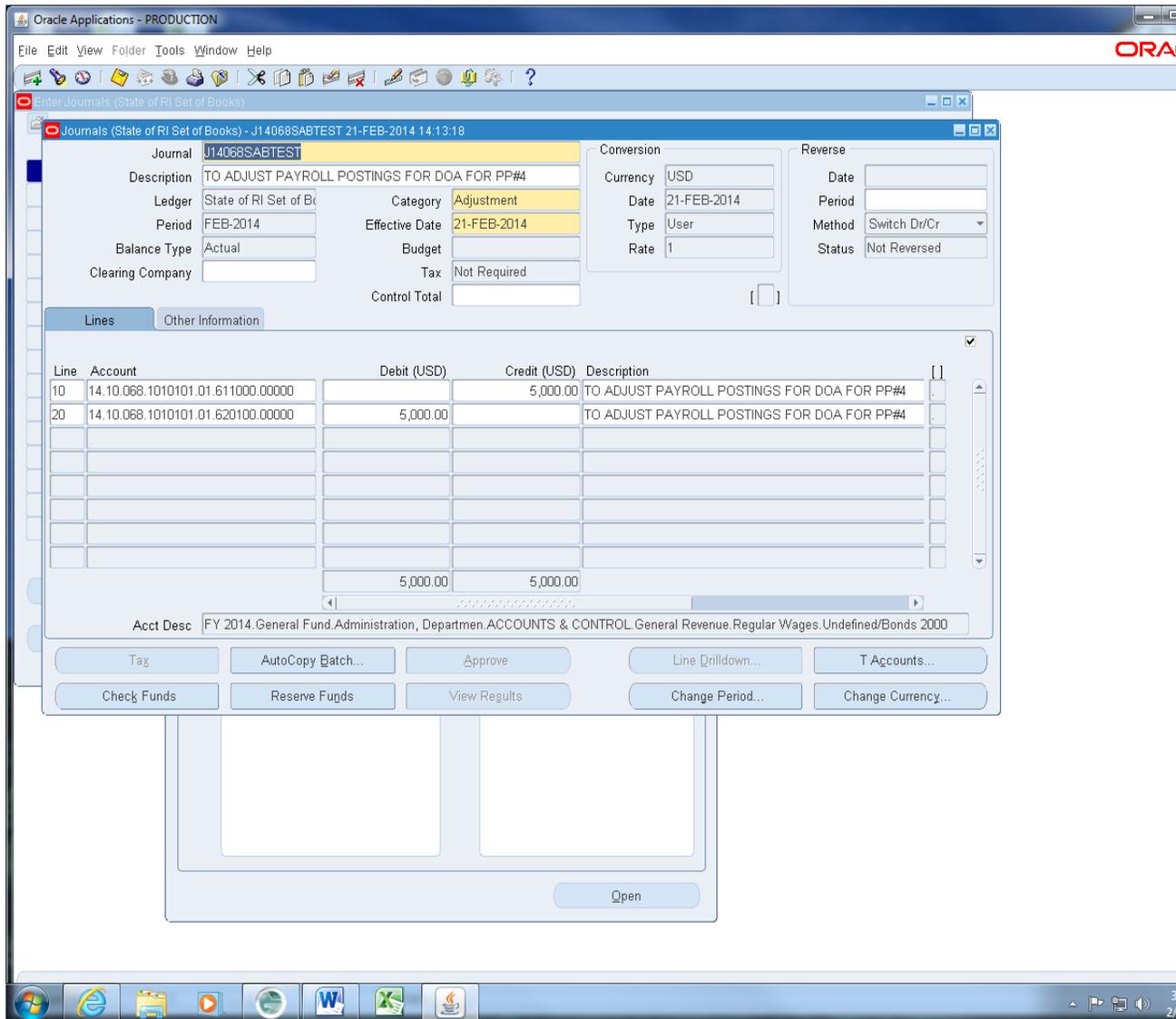
| | |
|---------------------------------|-----------------------|
| New Year's Day | Wednesday, January 1 |
| Dr. Martin Luther King, Jr. Day | Monday, January 20 |
| Memorial Day | Monday, May 26 |
| Independence Day | Friday, July 4 |
| Victory Day | Monday, August 11 |
| Labor Day | Monday, September 1 |
| Columbus Day | Monday, October 13 |
| Election Day | Tuesday, November 4 |
| Veterans' Day | Tuesday, November 11 |
| Thanksgiving Day | Thursday, November 27 |
| Christmas Day | Thursday, December 25 |

CIRCLED DAYS INDICATE PAY DAY DATES FOR STATE EMPLOYEES

- X out of this screen and all subsequent screens until you get back to the original journal entry screen. Now, close this screen as well and retrieve it by using the find button.



- Click on the Review Journal button on the next screen and the original journal will come back up.

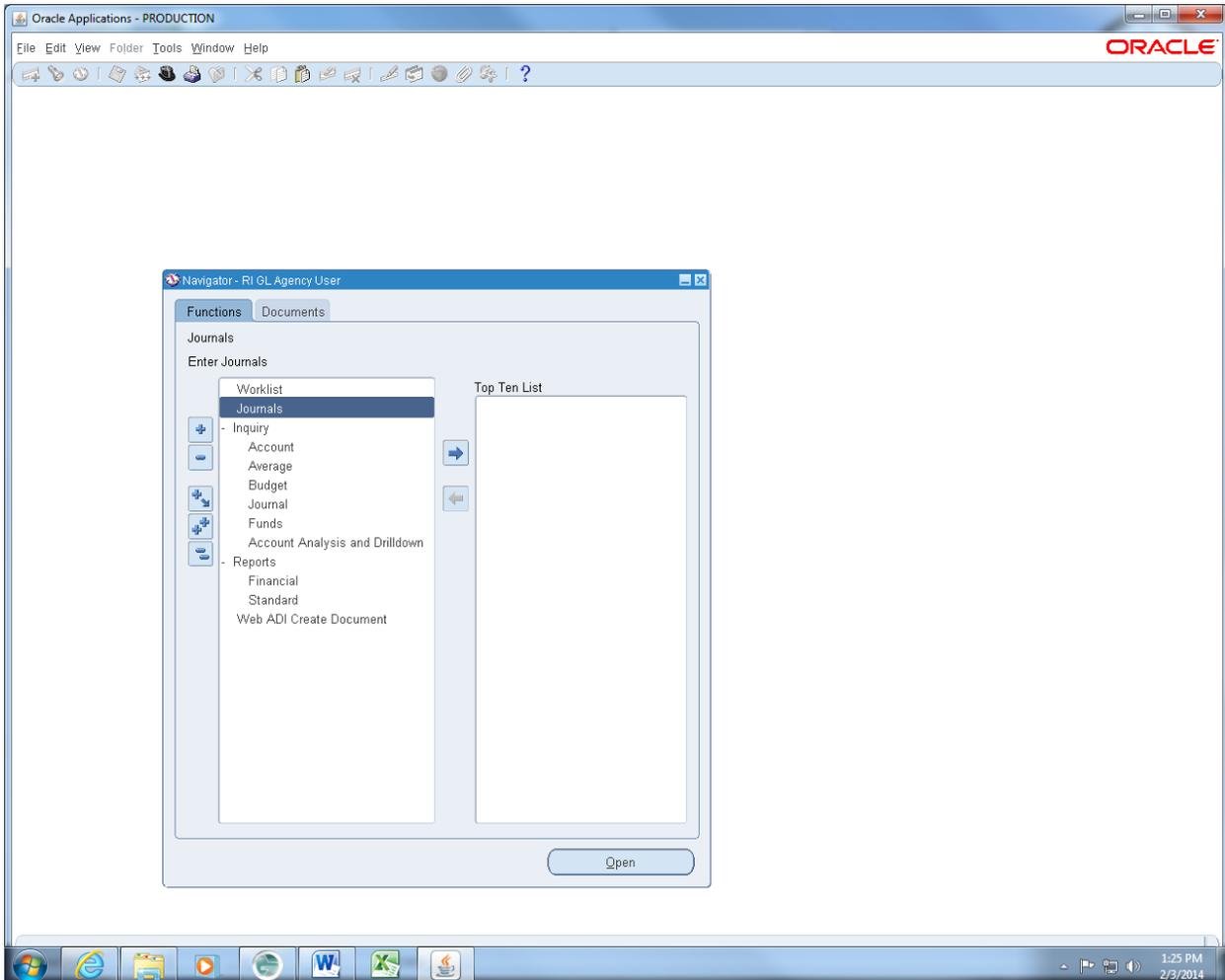


- Note that a journal initiator can add backup using the Paper Clip icon at any time up until the journal is final approved by either the Office of Accounts and Control or Treasury.

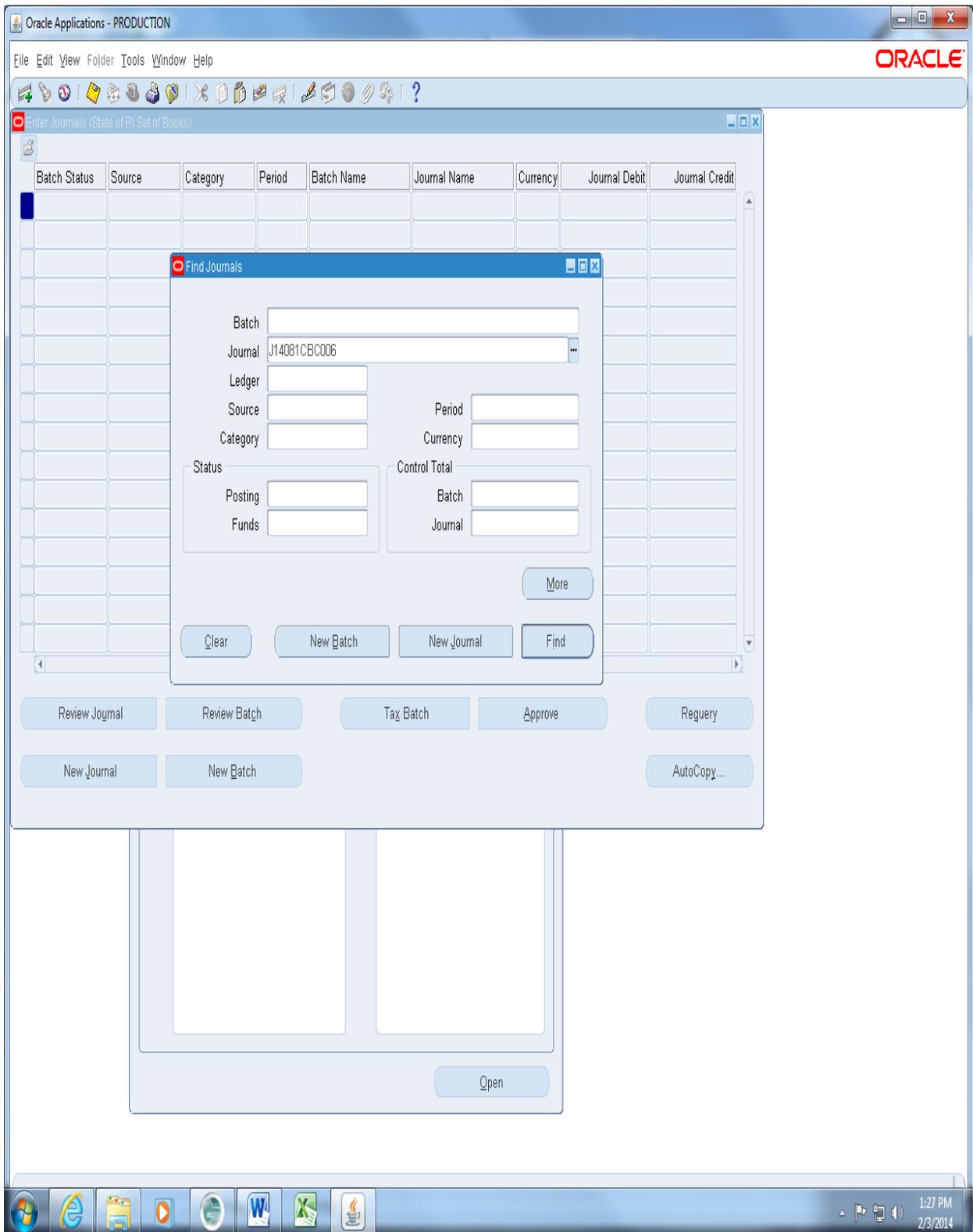
Autocopying a Journal Entry

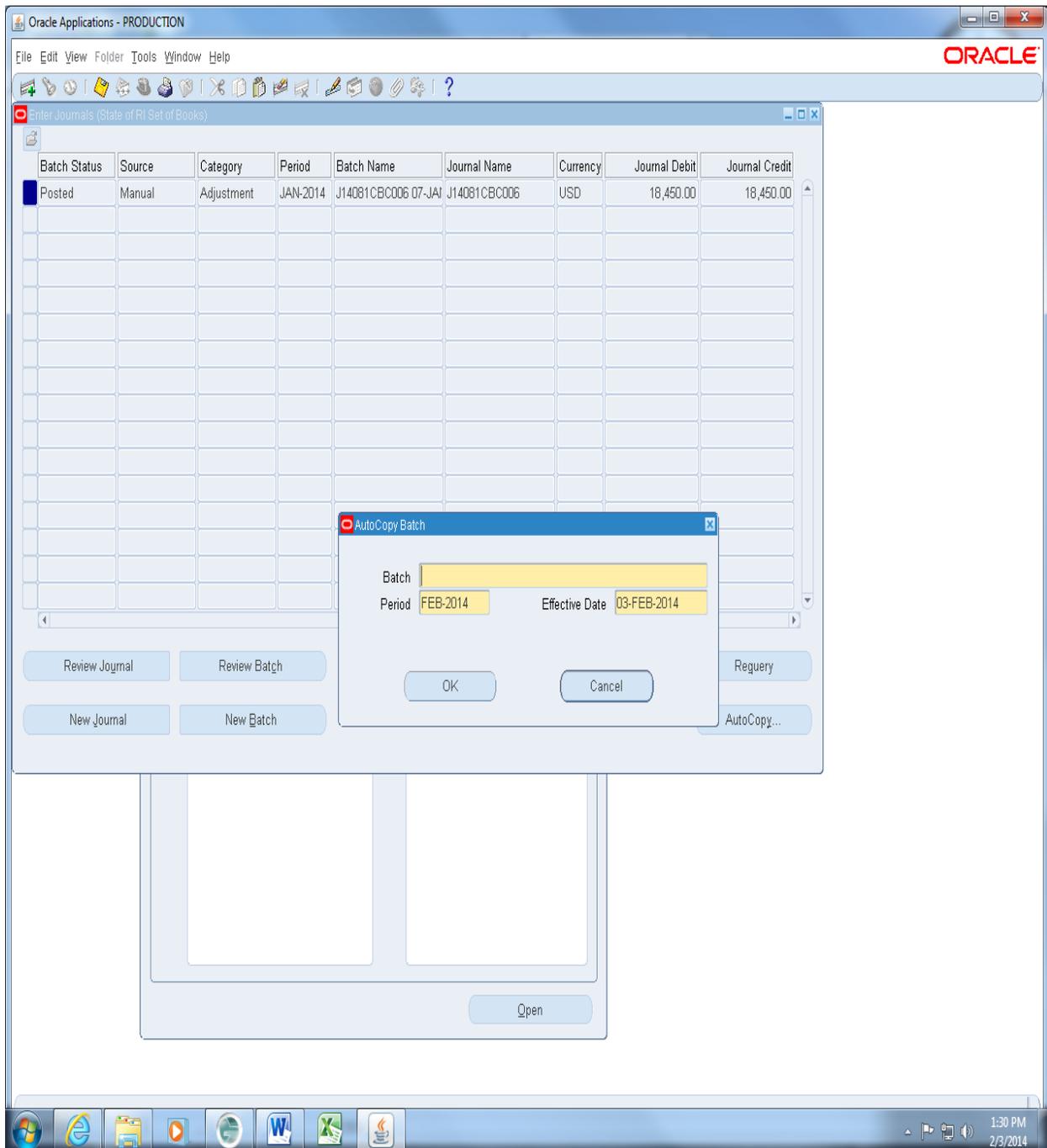
The current version of Oracle allows you to create a new journal entry in RI-FANS by bringing up a previously posted journal entry and altering it through a process known as Autocopy. The steps involved in doing this are as follows.

First, go to the Oracle navigation screen and click on Journals.

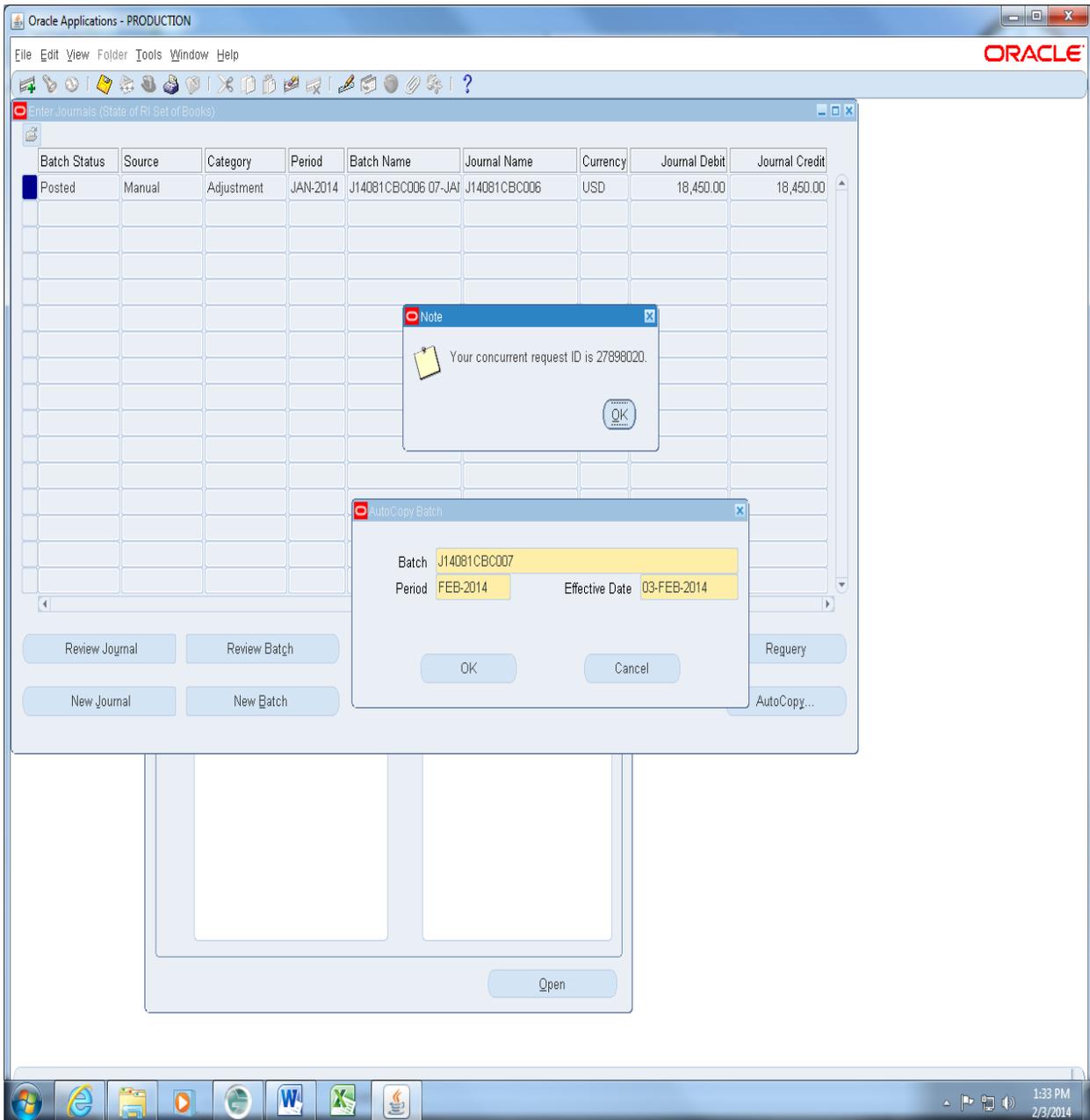


Then enter the journal number of the journal you wish to autocopy in the Journal field and click on the Find button.

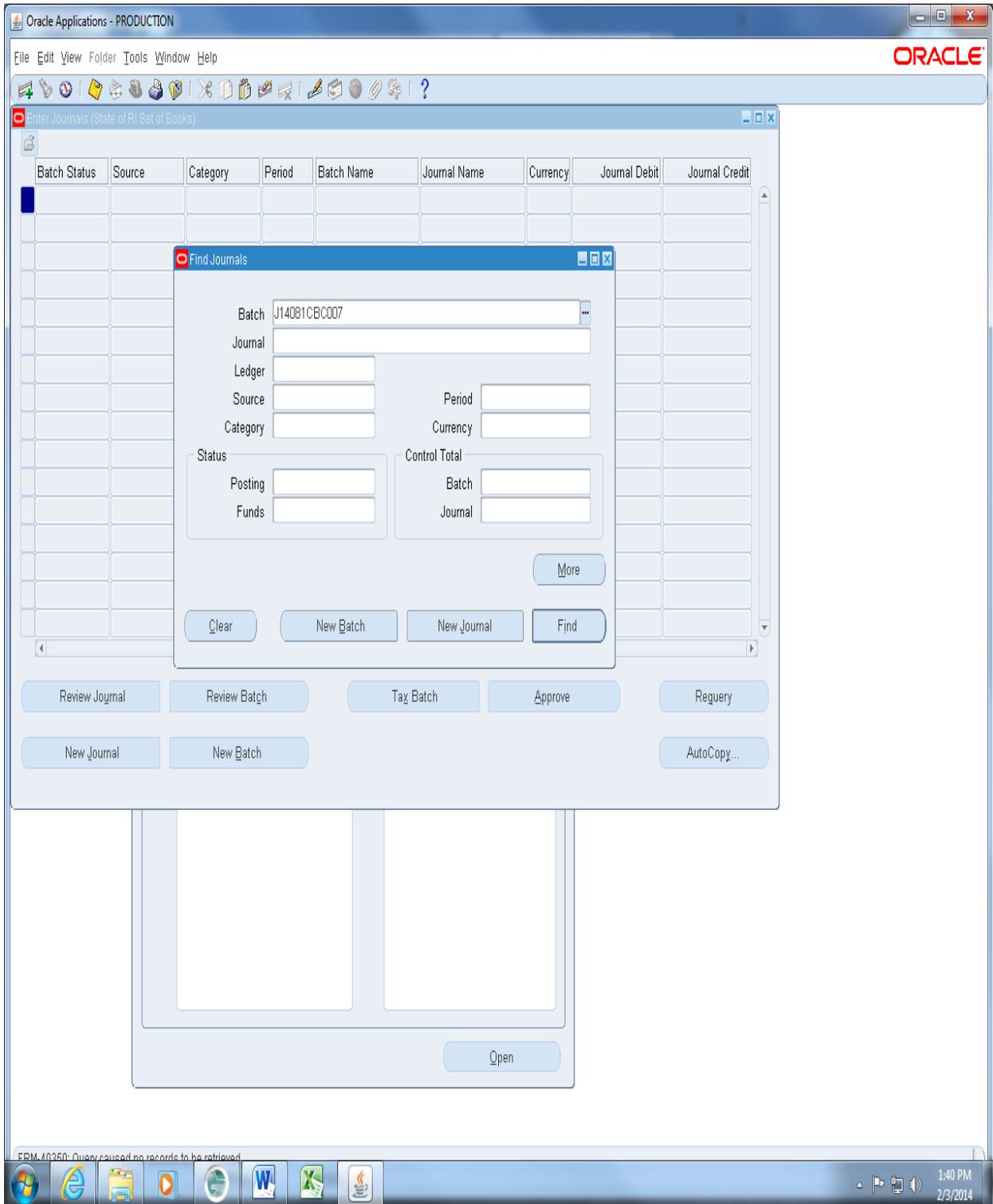


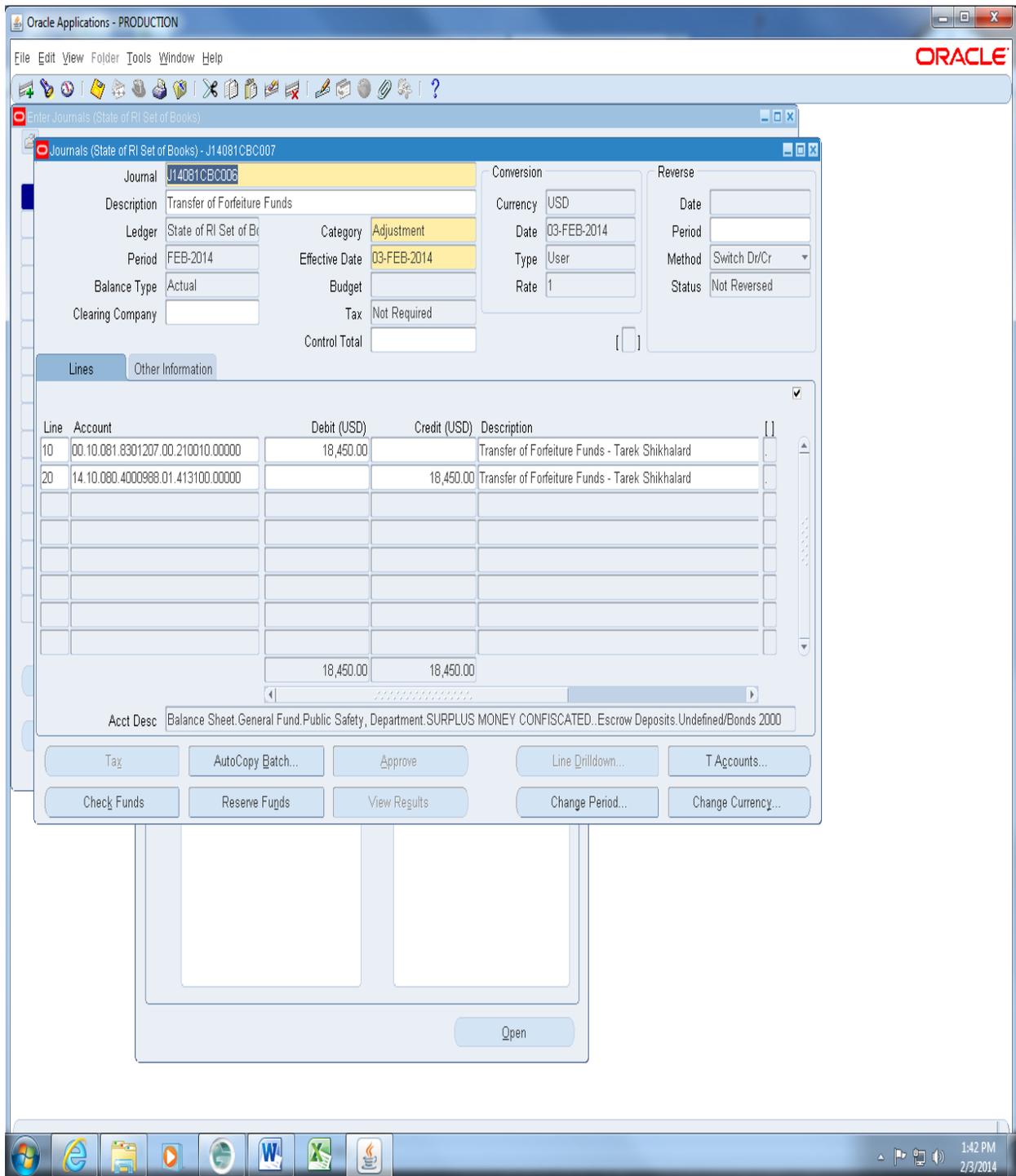


In the Batch field, enter the number which you plan to assign to the new journal entry, and then click on OK.

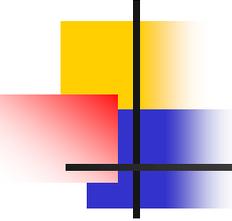


Click on OK in the concurrent request note.





At this point, you may change any field in the journal entry to whatever values are needed in the new journal. At a minimum, you should be sure to change the journal entry number to match the new batch number you have created. Then, once the new journal has every field the way you want it, simply Reserve Funds and Approve the way you would any other new journal entry you create.



APPLICATIONS DESKTOP INTEGRATOR (ADI) STEPS

- TO BEGIN, CHOOSE WEB ADI FROM YOUR FUNCTIONS WORKLIST. (ADI SAMPLE 1)
- SHORTCUT: NONE. (ADI SAMPLE 2)
- NOTE: THE OPPORTUNITY TO CREATE A SHORTCUT WILL BE EXPLAINED AT THE END.
- INTEGRATOR: CHOOSE “GENERAL LEDGER – JOURNALS” FROM THE DROP DOWN LIST. (ADI SAMPLE 3)
- VIEWER: CHOOSE **YOUR** VERSION OF EXCEL FROM THE DROP DOWN. (ADI SAMPLE 4)
- LAYOUT: CHOOSE “RI FUNCTIONAL JOURNAL WITHOUT COST CENTERS”. (ADI SAMPLE 5)
- NOTE: COST CENTERS ARE NOT ALLOWED AT THIS TIME.
- CONTENT: CHOOSE NONE. (ADI SAMPLE 6)
- DOCUMENT CREATION REVIEW --- REVIEW THE PARAMETERS YOU CHOSE, THEN CREATE DOCUMENT. (ADI SAMPLE 7)

ADI SAMPLE 1

* SELECT WEB ADI FROM YOUR FUNCTIONS WORKLIST

The screenshot shows the Oracle Applications interface. The main window is titled "Oracle Applications - TEST (Copy of PROD 05/02/2012)". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The toolbar contains various icons for file operations. The main content area is titled "Navigator - RI GL A&C Accountant" and has three tabs: "Functions", "Documents", and "Processes". Under the "Functions" tab, there is a section for "GL Accounts" with a list of items: "Journals Enter", "Journals Post", "Encumbrance JEs", "Import", "Inquiry", "Reports: Request", "Flexfields", "Sequences", "Accounts", "Worklist", and "Web ADI Create Document". A green arrow icon is overlaid on the "Web ADI Create Document" item. A "Responsibilities" dialog box is open in the foreground, featuring a "Find%" search field and a list of responsibilities. The list includes: "Responsibility", "068B-Invoice Initiator", "GL Full Accrual Super User", "Public Sector General Ledger Super User", "RI Agency Test Reports", "RI Financial Inquiry", "RI GL A&C Accountant", "RI GL Agency User", "RI Journal Final Approvers", "RI Purchasing Reports", "RI Special Functions, GL", and "RI Status Monitor". The "068B-Invoice Initiator" item is highlighted. At the bottom of the dialog are "Find", "OK", and "Cancel" buttons.

ADI SAMPLE 2

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService?bne:page=BneCreateDoc

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Documents

Create Document Shortcuts

Quickly create documents by using shortcuts that store page flow selections.

Select Shortcut

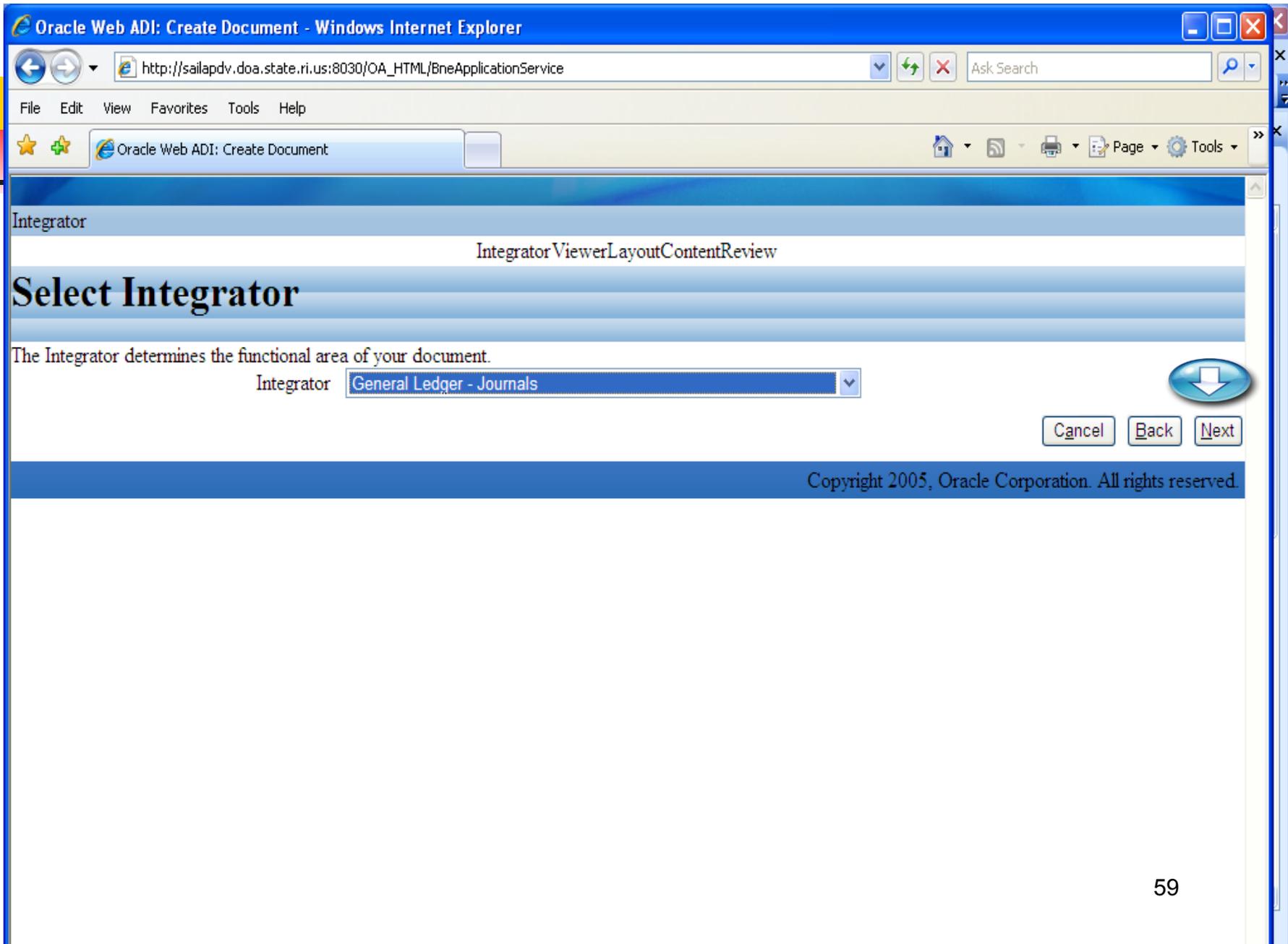
Select a shortcut from the list and press Continue. Select None to see the entire page flow. To delete a shortcut, select it and press Delete.

Shortcut

Copyright 2005, Oracle Corporation. All rights reserved.

ADI SAMPLE 3

* SELECT GENERAL LEDGER - JOURNALS



Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Integrator

Integrator ViewerLayoutContentReview

Select Integrator

The Integrator determines the functional area of your document.

Integrator



Copyright 2005, Oracle Corporation. All rights reserved.

ADI SAMPLE 4

* SELECT YOUR VERSION OF EXCEL

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Viewer

Integrator ViewerLayoutContentReview

Integrator General Ledger - Journals

Select Viewer

Select the application on your desktop that will be used to view the document. If Reporting is checked, the document you create will not allow upload.

Viewer

Reporting

Copyright 2005, Oracle Corporation. All rights reserved.

ADI SAMPLE 5

* SELECT RI FUNCTIONAL JOURNAL WITHOUT COST CENTERS

The screenshot shows a web browser window titled "Oracle Web ADI: Create Document - Windows Internet Explorer". The address bar contains the URL "http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows a search box with "Ask Search" and various navigation icons. The main content area displays the "Integrator ViewerLayoutContentReview" page. The page title is "Integrator General Ledger - Journals Viewer Excel 2003 Reporting No". The main heading is "Select Layout". Below the heading, a text box explains: "The Layout determines the arrangement of fields in your document." A dropdown menu labeled "Layout" is set to "RI Functional Journal Without Cost Centers". To the right of the dropdown is a blue circular button with a white downward arrow. At the bottom right of the page are three buttons: "Cancel", "Back", and "Next". A footer at the bottom of the page reads "Copyright 2005, Oracle Corporation. All rights reserved."

ADI SAMPLE 6

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Content

Integrator Viewer Layout Content Review

Integrator General Ledger - Journals Viewer Excel 2003 Reporting No Layout RI Functional Journal Without Cost Centers

Select Content

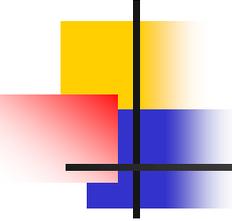
Select a Content to import data into your document. Create an empty document by selecting None.

Content



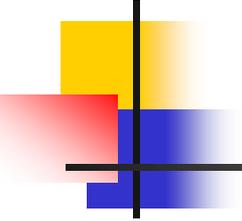
Cancel Back Next

Copyright 2005, Oracle Corporation. All rights reserved.



ADI STEPS CONTINUED

- NOTE: IF AFTER SELECTING “CREATE DOCUMENT” YOUR COMPUTER DOES NOT DISPLAY THE “FILE DOWNLOAD BOX” THEN YOU MUST RETURN TO THE FIRST STEP. WHEN YOU GET TO THE “CREATE DOCUMENT” STEP, HOLD DOWN THE CTRL KEY ON YOUR COMPUTER KEYBOARD THEN SELECT “OPEN”. (THE SECURITY SETTING ON YOUR COMPUTER CREATES THIS PROBLEM).
- SELECT OPEN ON THE FILE DOWNLOAD BOX. (ADI SAMPLE 8)
- SELECT “ENABLE MACROS” FROM THE SECURITY WARNING BOX (ADI SAMPLE 9). DEPENDING ON YOUR VERSION OF EXCEL YOUR MESSAGE MAY DIFFER. ANOTHER COMMON WARNING WILL BE “ENABLE EDITING” AND THEN “ENABLE CONTENT”.
- WHEN THE “PROCESSING: CREATE DOCUMENT” IS DISPLAYED YOU NEED TO DO NOTHING EXCEPT BE PATIENT. YOUR DOCUMENT WILL SOON BE DISPLAYED ALONG WITH A CONFIRMATION BOX. CLOSE THE CONFIRMATION BOX . (ADI SAMPLE 10 & 11)
- ONCE YOUR ADI DOCUMENT IS AVAILABLE YOU CAN BEGIN TO POPULATE THE FIELDS WITH THE INFORMATION REQUIRED. (ADI SAMPLES 12 THROUGH 16)



ADI STEPS CONTINUED

NOTE: MAKE SURE THE WORKSHEET IS UNPROTECTED AND YOU CAN ADD AS MANY ROWS AS NEEDED.

- YOU ARE NOW READY TO COPY IN JOURNAL DETAIL FROM YOUR PREVIOUSLY PREPARED EXCEL SPREADSHEET.
- AFTER REVIEW, YOU CAN UPLOAD THE FILE INTO RI/FANS
 - CLICK ON ADD-INS.
 - CHOSE UPLOAD FROM THE ORACLE DROPDOWN LIST.
 - UPLOAD PARAMETERS WILL APPEAR.
 - CHOSE ALL ROWS AND IMPORT WITH VALIDATION. (ADI SAMPLE 17)
 - CLICK ON UPLOAD.
 - IF SUCCESSFUL, YOU WILL GET A CONFIRMATION. (ADI SAMPLE 18)
 - CLOSE AND SAVE YOUR ADI.
 - FIND YOUR ENTRY IN RI/FANS AND FOLLOW THE USUAL PROCEDURE FOR JOURNAL ENTRY APPROVAL.

ADI SAMPLE 8

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneTemplateRedirectService?bne:documentId=8QZ94ACA - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneTemplateRedirectService?bne:documentId=8QZ94ACAEMGZWNQMv

File Edit View Favorites Tools Help

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneT...

Information

A file will be downloaded to your desktop.
When prompted, choose to open the file and to enable automatic download. If you want to prevent automatic download, your settings allow files to be downloaded.

Return

© 2005, Oracle Corporation. All rights reserved.

File Download

Do you want to open or save this file?

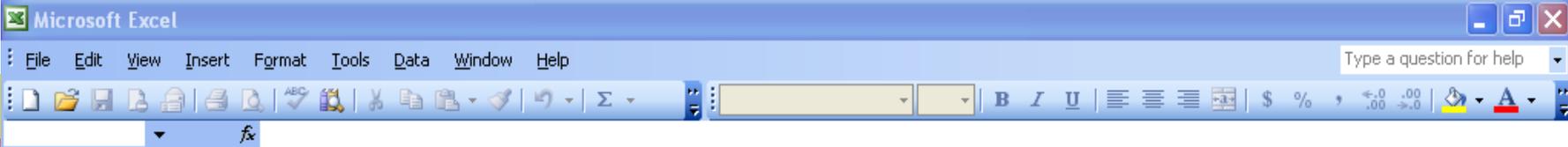
 Name: WebADI.xls
Type: Microsoft Excel Worksheet, 372KB
From: sailapdv.doa.state.ri.us

Open Save Cancel



 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

ADI SAMPLE 9



Security Warning

"C:\Documents and Settings\Rebecca.Notardonato\Local Settings\Temporary Internet Files\Content.IE5\2EVPR5KT\WebADI[1].xls" contains macros.

Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.



ADI SAMPLE 10

The image shows a screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and formatting. The active cell is A1. A dialog box titled "Download" is overlaid on the spreadsheet. The dialog box contains the following text:

Processing: Create Document

Your document is being created.
Do not close this window until processing completes.

Cancel

Cancel

Copyright 2005, Oracle Corporation. All rights reserved.

ADI SAMPLE 11

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Oracle, Window, and Help. The toolbar contains various icons for file operations and formatting. The spreadsheet grid is visible with columns A through M and rows 2 through 39. A "Download" dialog box is open, displaying a "Confirmation" message: "Your document has been created." The dialog box has a blue header, a green arrow button, and two "Close" buttons. The footer of the dialog box reads "Copyright 2005, Oracle Corporation. All rights reserved." The Excel spreadsheet content includes a "View Header" and "View Line" section with fields like Balance Ty, Database, Data Acce, Ledger, Source, Currency, Chart Of #, Category, AccountinDate, Period, Batch Nan, Journal N, Journal D, Journal R, and Reference. A "Messages" pane is visible on the right side of the Excel window.

| View Header | View Line |
|---------------|-----------|
| Balance Ty | Actual |
| Database | SAILAP |
| Data Acce | State c |
| Ledger | Text |
| Source | Text ADI |
| Currency | Text USD |
| Chart Of # | RI Acco |
| Category | Text |
| AccountinDate | |
| Period | Text |
| Batch Nan | Text |
| Journal N | Text |
| Journal D | Text |
| Journal R | Text |
| Reference | |

Upl FY FU/AGELINE S
* List - Text

Totals:
Tip: This is not the end

ADI SAMPLE 12

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Oracle Window Help

Type a question for help

Tahoma 9 B I U

F6 fx

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---------------------------------|---------------|-----------|------|-----|----|---|---|---|---|---|---|----------|
| 2 | View Header | | View Line | | | | | | | | | | |
| 3 | Balance Ty | Actual | | | | | | | | | | | |
| 4 | Database | SAILAPDV.DE | | | | | | | | | | | |
| 5 | Data Acce | State of RI S | | | | | | | | | | | |
| 6 | Ledger | Text | | | | | | | | | | | |
| 7 | Source | Text ADI | | | | | | | | | | | |
| 8 | Currency | Text USD | | | | | | | | | | | |
| 9 | Chart Of # | RI Accounting | | | | | | | | | | | |
| 10 | Category | Text | | | | | | | | | | | |
| 11 | Accountin | Date | | | | | | | | | | | |
| 12 | Period | Text | | | | | | | | | | | |
| 13 | Batch Nam | Text | | | | | | | | | | | |
| 14 | Journal Na | Text | | | | | | | | | | | |
| 15 | Journal De | Text | | | | | | | | | | | |
| 16 | Journal Re | Text | | | | | | | | | | | |
| 17 | Reference | | | | | | | | | | | | |
| 19 | Upl FY | FU | AG | LINE | SEC | SR | | | | | | | Messages |
| 20 | * List - Text | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | Totals: | | | | | | | | | | | | |
| 32 | Tip: This is not the end of the | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | |

Search and select - Ledger

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Ledger % Go

Results

Results table contains 1 items.

Select Item

Select

State of RI Set of Books

Ledger

70

Sheet1

ADI SAMPLE 13

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Oracle Window Help

Tahoma 9 B I U

F10 Allocation

| | A | B | C | D | E | F | G | H | I | M |
|----|------------------------------------------------|-----------------------------|------------------|---|---|---|---|---|---|---|
| 2 | View Header | | View Line | | | | | | | |
| 3 | Balance Ty | Actual | | | | | | | | |
| 4 | Database | SAILAPDV.DEV2 | | | | | | | | |
| 5 | Data Acce | State of RI Set of Bo | | | | | | | | |
| 6 | Ledger | Text: State of RI Set of Bo | | | | | | | | |
| 7 | Source | Text: ADI | | | | | | | | |
| 8 | Currency | Text: USD | | | | | | | | |
| 9 | Chart Of # | RI Accounting Flexfiel | | | | | | | | |
| 10 | Category | Text: Allocation | | | | | | | | |
| 11 | AccountInDate | | | | | | | | | |
| 12 | Period | Text: | | | | | | | | |
| 13 | Batch Nam | Text: | | | | | | | | |
| 14 | Journal Na | Text: | | | | | | | | |
| 15 | Journal Dr | Text: | | | | | | | | |
| 16 | Journal Cr | Text: | | | | | | | | |
| 17 | Reference | | | | | | | | | |
| 18 | | | | | | | | | | |
| 19 | Upl FY FU/AGELINE SEC/SR NATUR/PROJED | | | | | | | | | |
| 20 | * List - Text * M | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | | | | | | | | | | |
| 30 | | | | | | | | | | |
| 31 | Totals: | | | | | | | | | |
| 32 | Tip: This is not the end of the Template. Unpr | | | | | | | | | |
| 33 | | | | | | | | | | |
| 34 | | | | | | | | | | |
| 35 | | | | | | | | | | |
| 36 | | | | | | | | | | |
| 37 | | | | | | | | | | |
| 38 | | | | | | | | | | |
| 39 | | | | | | | | | | |

Search and Select - Category

Search

Select a filter item in the Search By list and enter reduction crit in the text field, then press the Go button. To see a list of all ite clear the text field and press the Go button.

Search by %

Results

Results table contains 228 items.

Select Item Previous

Select

- A&C Adjustment
- ARRA ADMINISTRATION FEE
- AUDIT FEES

ADI SAMPLE 14

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Oracle Window Help

Type a question for help

Tahoma 9 B I U

F11 5/10/2012

| | A | B | C | D | E | F | G | H | I | J | K | L | M | |
|----|--------------------------------------------------------------------------------------------------|------------------------|-----------------------|-----|------|-----|----|-------|---|---|---|---|---|--|
| 2 | View Header | | View Line | | | | | | | | | | | |
| 3 | Balance Ty | Actual | | | | | | | | | | | | |
| 4 | Database | SAILAPDV.DEV2 | | | | | | | | | | | | |
| 5 | Data Acce | State of RI Set of Bo | | | | | | | | | | | | |
| 6 | Ledger | Text | State of RI Set of Bo | | | | | | | | | | | |
| 7 | Source | Text | ADI | | | | | | | | | | | |
| 8 | Currency | Text | USD | | | | | | | | | | | |
| 9 | Chart Of # | RI Accounting Flexfiel | | | | | | | | | | | | |
| 10 | Category | Text | Allocation | | | | | | | | | | | |
| 11 | AccountDate | 5/10/2012 | | | | | | | | | | | | |
| 12 | Period | Text | | | | | | | | | | | | |
| 13 | Batch Nam | Text | | | | | | | | | | | | |
| 14 | Journal N | Text | | | | | | | | | | | | |
| 15 | Journal D | Text | | | | | | | | | | | | |
| 16 | Journal R | Text | | | | | | | | | | | | |
| 17 | Reference | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |
| 19 | Upl | FY | FU | AGE | LINE | SEC | SR | NATUR | | | | | | |
| 20 | * List - Text | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | |
| 31 | Totals: | 0 0 | | | | | | | | | | | | |
| 32 | Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed. | | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | | |

Search and Select - Accounting Date

May Choose month 2012 Choose year

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

10-May-2012 Select to access date picker

Select Cancel

The screenshot displays a Microsoft Excel window titled 'Microsoft Excel - Book1'. The active cell is F12, which contains the text 'MAY-2012'. A modal dialog box titled 'Search and Select - Period Name' is overlaid on the spreadsheet. The dialog box is divided into two main sections: 'Search' and 'Results'. In the 'Search' section, there is a 'Search by' dropdown menu currently set to 'Period Name', followed by a text input field containing a percentage sign (%). A 'Go' button is located to the right of the input field. Below the search section is the 'Results' section, which states 'Results table contains 1 items.' and provides two buttons: 'Select' and 'Cancel'. Underneath, there is a list of search results with the heading 'Select' and one item: 'MAY-2012'. The background Excel spreadsheet shows a grid with columns labeled A through M and rows numbered 2 through 39. The 'View Header' and 'View Line' tabs are visible at the top of the spreadsheet area.

ADI SAMPLE 17

Journals Upload

Close Upload

Upload Parameters

Rows to Upload

- All Rows
- Flagged Rows
- Automatically Submit Journal Import
Journal Import will be automatically submitted on successful completion of the upload
- Create Summary Journals
Journal Import will summarize all transactions that share the same account, period and currency

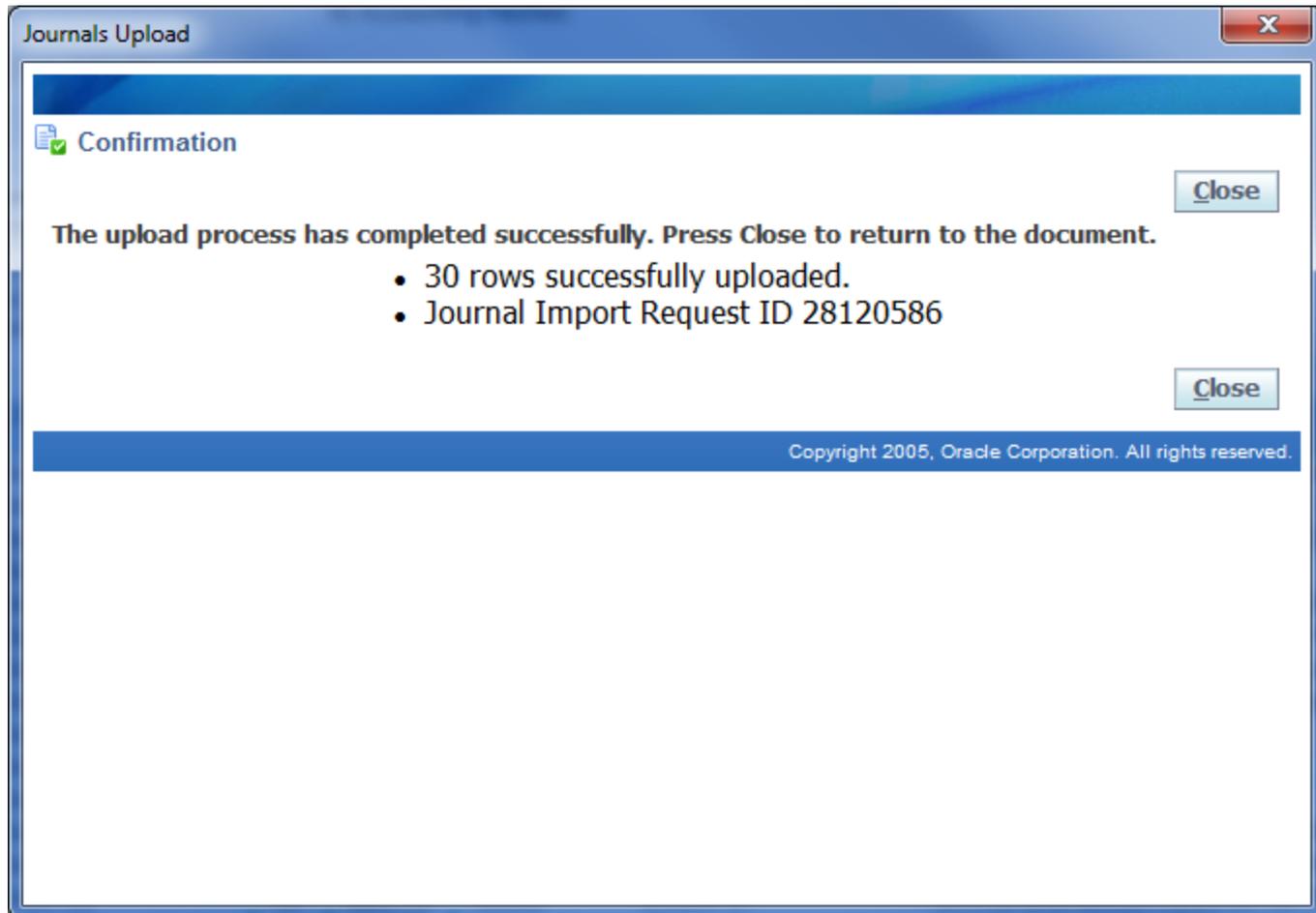
Descriptive Flexfields

- Do Not Import
- Import With Validation
- Import Without Validation
Specify how Journal Import will handle descriptive flexfields

Close Upload

Copyright 2005, Oracle Corporation. All rights reserved.

ADI SAMPLE 18



ADI STEPS CONTINUED SAVING THE ADI

- TO SAVE AND NAME YOUR PERSONALIZED WEB ADI WHEN YOU GET TO “DOCUMENT CREATION REVIEW” YOU WOULD CHOOSE THE SAVE BUTTON RATHER THAN THE CREATE BUTTON. THIS WILL ALLOW YOU TO SAVE THE INFORMATION PREVIOUSLY ENTERED. (ADI SAMPLES 19 THROUGH 21)
- THE NEXT TIME YOU CLICK ON WEB ADI FROM THE MAIN MENU USE THE “SHORTCUT” DROP DOWN MENU TO SELECT THE NAME OF YOUR SAVED ADI. (ADI SAMPLE 20)
- THIS WILL BRING YOU DIRECTLY TO “FILE DOWNLOAD”. (ADI SAMPLE 8)
- THE SHORTCUT ELIMINATES ADI STEPS SHOWN IN ADI SAMPLES 1 THROUGH 7.
- THE COMPLETED SHORTCUT IS DISPLAYED IN ADI SAMPLE 21.

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Review

Integrator ViewerLayoutContentReview

Document Creation Review

The following parameters will be used to create your document. The Viewer will automatically launch when you press the Create Document button. Press the Back button to make changes. Press the Save button to save these selections to a Create Document Shortcut.

| | |
|------------|--------------------------------------------|
| Integrator | General Ledger - Journals |
| Viewer | Excel 2003 |
| Reporting | No |
| Layout | RI Functional Journal Without Cost Centers |
| Content | None |



Copyright 2005, Oracle Corporation. All rights reserved.

Done Internet 100%

ADI SAMPLE 20

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService?bne%3Apage=BneCreateDoc

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Save

Select Shortcut

Save your selections to a shortcut that will appear at the beginning of the Create Document Page Flow. Steps in the page flow containing these selections will be skipped when the shortcut is used.

Shortcut Name

Enter the name of your shortcut.

Shortcut Name

Shortcut Locations

Your shortcut can be saved to a shortcut list that appears on the first page of the Create Document Page Flow. If you have the system administrator responsibility, you can save these selections to a form function that can be attached to Self Service menu.

Save to Shortcut List
 Save to Form Function

Settings

Choose the Settings to be saved. Settings not saved will need to be chosen in the page flow when the shortcut is used.

| | |
|----------------------------|--------------------------------------------------------------------------------|
| Integrator | <input checked="" type="checkbox"/> General Ledger - Journals |
| Viewer | <input checked="" type="checkbox"/> Excel 2007 |
| Reporting | <input checked="" type="checkbox"/> No |
| Layout | <input checked="" type="checkbox"/> RI Functional Journal Without Cost Centers |
| Content | <input checked="" type="checkbox"/> None |
| Do Not Display Review Page | <input checked="" type="checkbox"/> |

79

ADI SAMPLE 21

Oracle Web ADI: Create Document - Windows Internet Explorer

http://sailapdv.doa.state.ri.us:8030/OA_HTML/BneApplicationService?bne:page=BneCreateDoc

File Edit View Favorites Tools Help

Oracle Web ADI: Create Document

Documents

Create Document Shortcuts

Quickly create documents by using shortcuts that store page flow selections.

Select Shortcut

Select a shortcut from the list and press Continue. Select None to delete the entire page flow. To delete a shortcut, select it and press Delete.

Shortcut **JANES SHORTCUT**

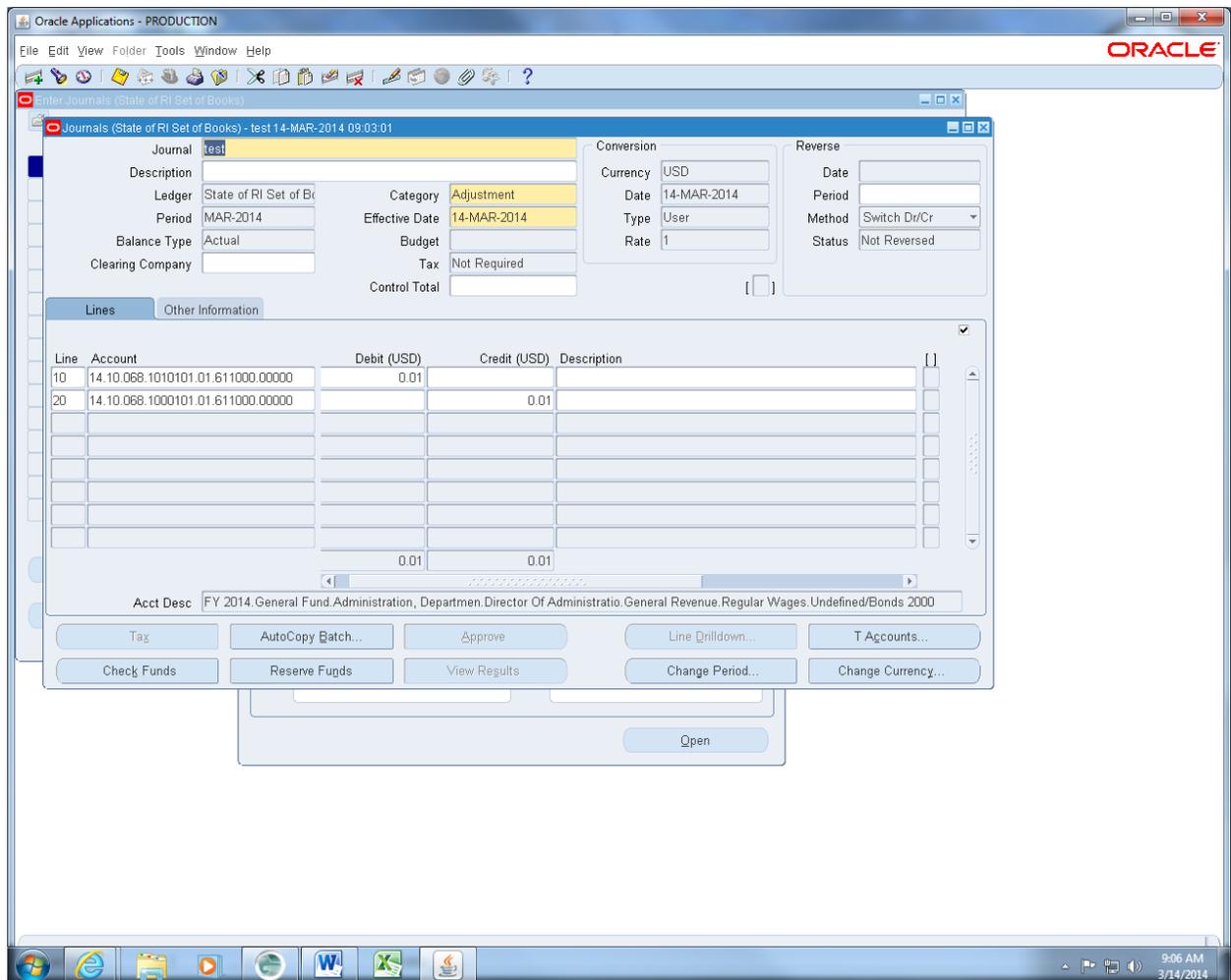
Copyright 2005, Oracle Corporation. All rights reserved.

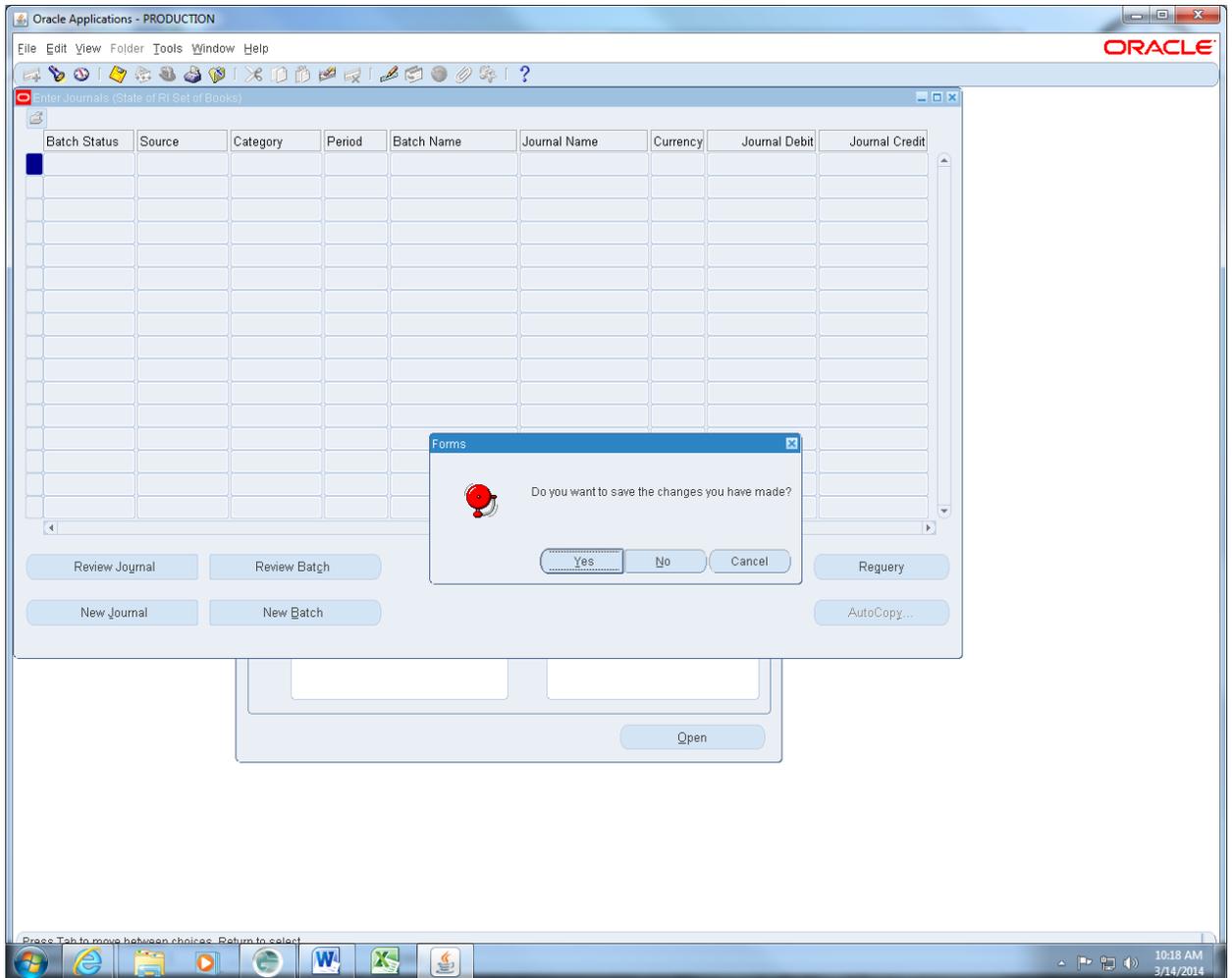
Modifying and Canceling Journal Entries

A journal entry can be canceled and/or modified by the initiator either before it has been sent on for approval, or after it has been sent on for approval and has been rejected by one of the approvers in the hierarchy. Both situations are described in the following procedures.

Prior to Rejection by an Approver

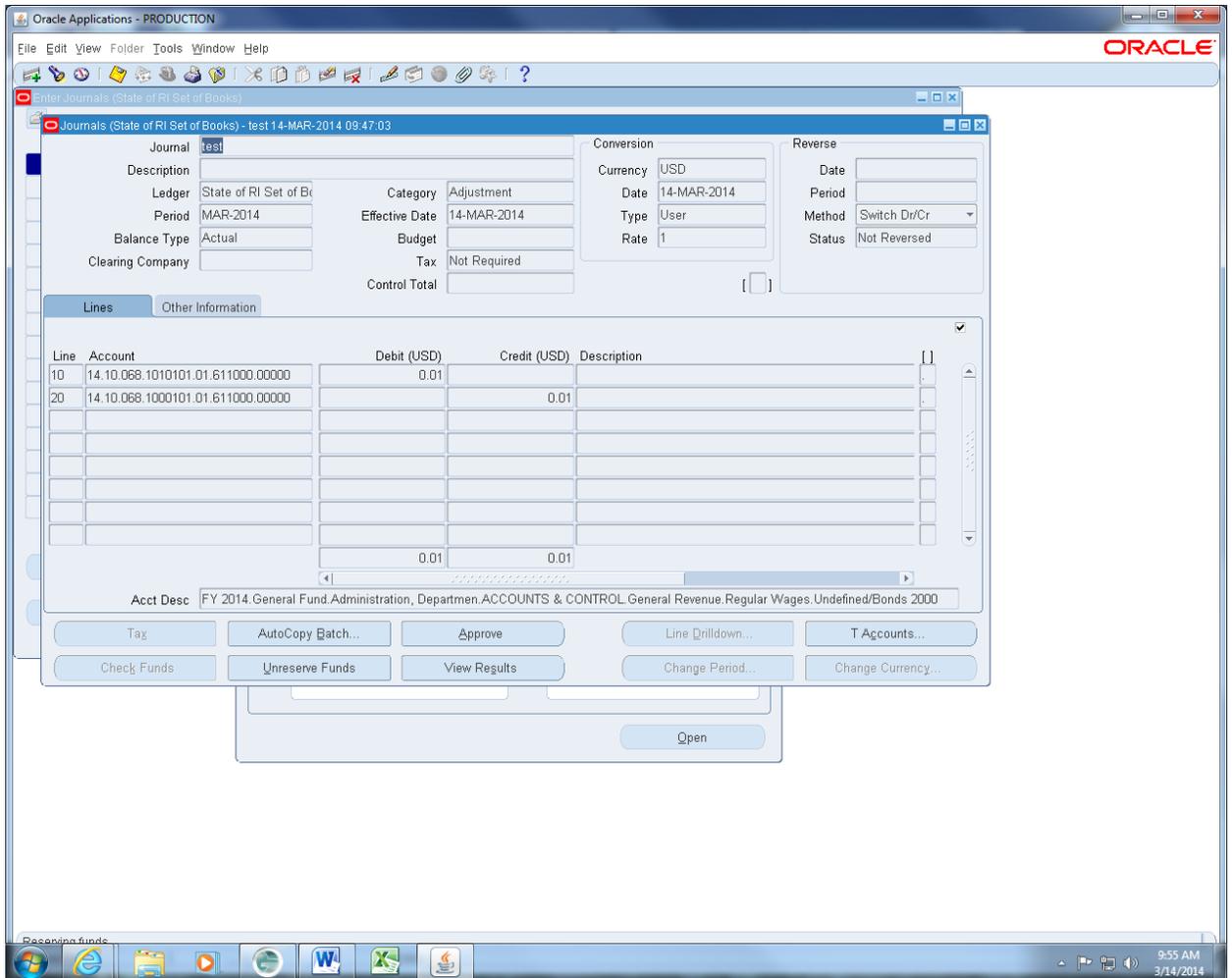
To cancel a journal entry prior to selecting the Save icon, simply X out of the Journals screen and then X out of the Enter Journals screen that pops up. You will then see a screen that asks you if you want to save the changes you have made. Click on the No button and the journal entry will be canceled.



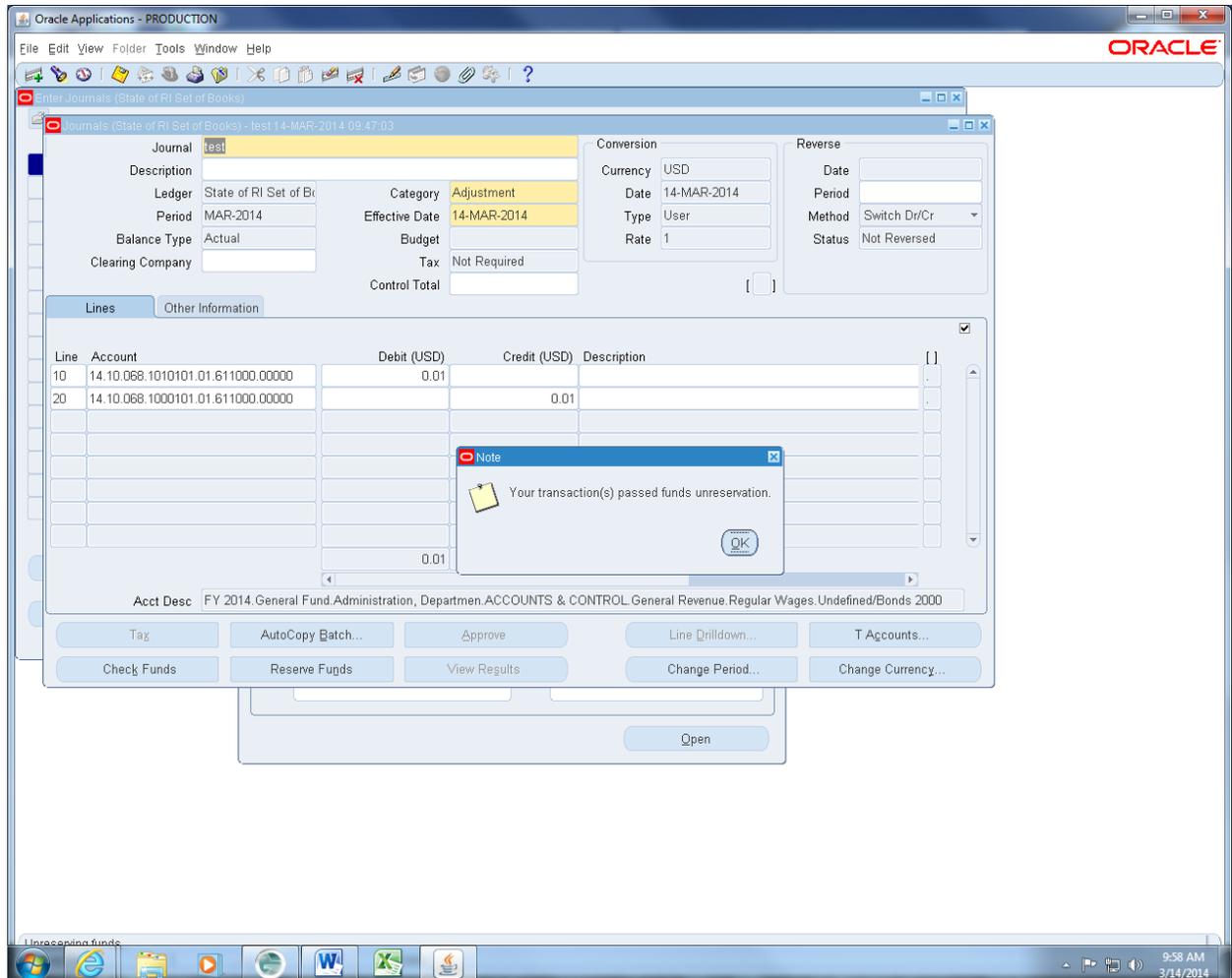


To cancel a journal entry after saving it but before selecting the Reserve Funds button, place the cursor in the Journal name field and select the icon with the red X. Select Yes in the decision box that pops up asking you if you are sure you want to delete the journal entry. Then, when you X out of the journal entry screen, you will be asked a further question as to whether you want to save the changes you have made. Click on Yes. If you click on No instead, then the journal will remain as an unposted journal in the system.

To cancel a journal entry after saving it and after reserving funds but before approving it, place the cursor in the Journal name field. At this point, the icon with the red X will not be available to use. You must first click on the Unreserve Funds button.



The next screen will (hopefully!) tell you that your transactions passed funds unreservation. Click on OK.



At this point, you will be returned to the journal entry screen and the icon with the red X will be available to use. Follow the steps outlined earlier, answering Yes to the questions as to whether you want to delete the journal entry and whether you want to save the changes you have made.

After Rejection by an Approver

The cancellation procedure is more complicated once the initiator has already selected the Approve button, as the journal entry will then make its way immediately to the next person in the approval hierarchy. If this person then approves the entry, it will either be passed on to an even higher level approver or it will post to the General Ledger. If, however, the first approver rejects the entry, it will pass back to the initiator. The initiator then has two choices. He/she can either modify the journal entry so as to overcome the approver's objections and resubmit it, or, if the approver's objections cannot be overcome, he/she can cancel it.

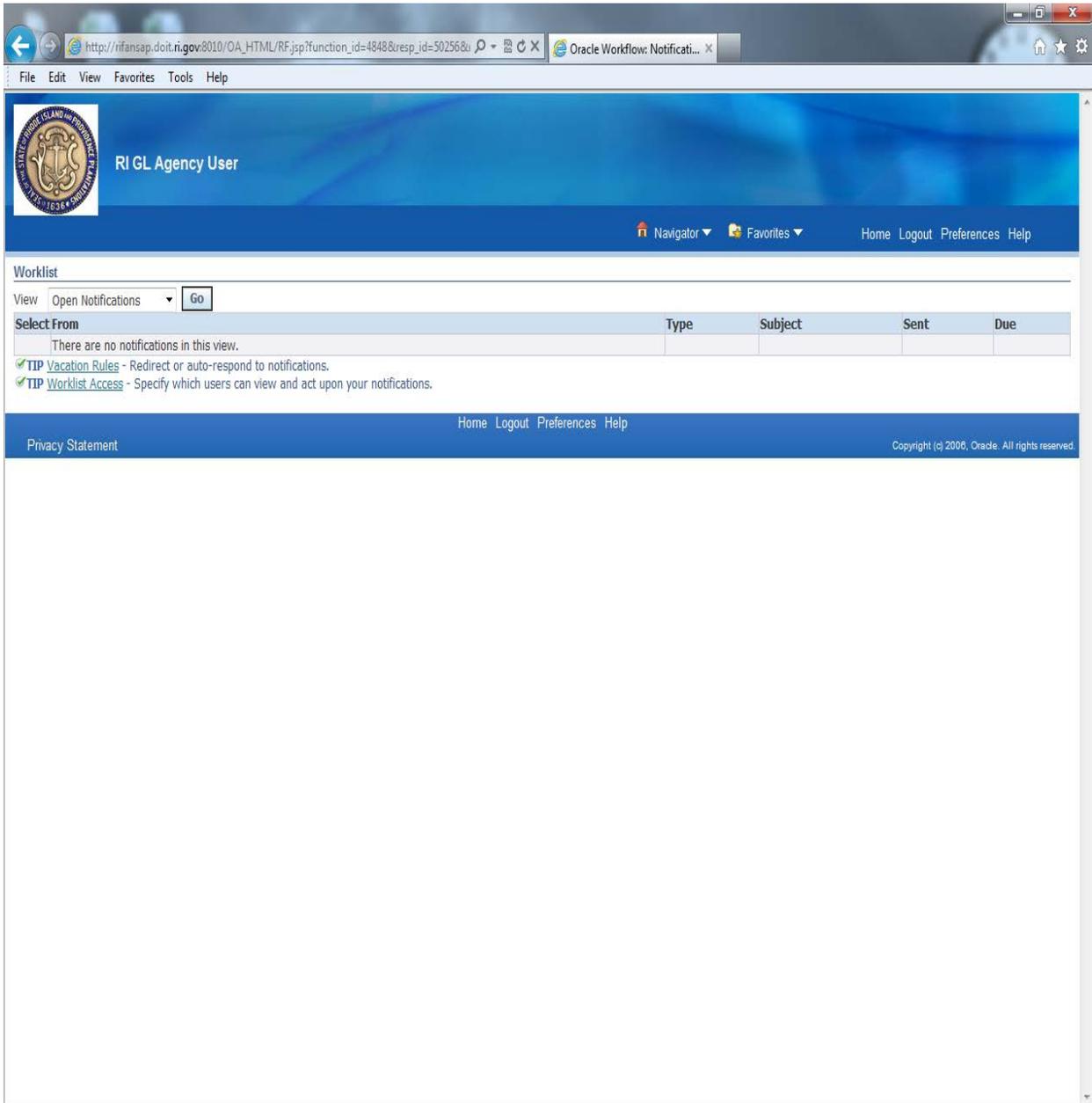
To **modify** a rejected journal entry, the initiator must select the Unreserve Funds button. He/she may then modify the journal entry and once again Save (icon), Reserve Funds (button) and Approve (button).

To **cancel** a rejected journal entry, the initiator similarly must select the Unreserve Funds button. Next, however, he/she must change the journal entry Category to Cancellation. He/she must then change every dollar amount in the journal entry to 0.00 and must then select the Save icon. This is the end of the cancellation process. **You must not reserve or approve a Cancellation entry after saving it.**

Once a journal entry has been posted to the General Ledger, it is too late to cancel it. The only way an agency user can reverse an entry that posted erroneously is to create an Adjustment entry where the debits and credits of the original entry are reversed.

How to Receive an Automatic E-mail Regarding Your Worklist

To receive an automatic e-mail notifying you that a new item has been added to your worklist, call up the Oracle Worklist screen under GL Agency User.



RI GL Agency User

Navigator Favorites Home Logout Preferences Help

Worklist

View: Open Notifications Go

| Select From | Type | Subject | Sent | Due |
|------------------------------------------|------|---------|------|-----|
| There are no notifications in this view. | | | | |

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Select Preferences in the upper right hand corner of the screen.

The screenshot shows a web browser window with the URL http://rifansap.doit.ri.gov:8010/OA_HTML/OA.jsp?page=/oracle/apps/fnd/preference. The user is logged in as "RI GL Agency User". The page title is "General Preferences".

General Preferences

Cancel | Reset to Default | Apply

Languages

Current Session Language: American English ⓘ
Default Application Language: American English ⓘ

Accessibility

Accessibility Features: Standard Accessibility ⓘ

Regional

Territory: United States
Date Format: dd-MMM-yyyy (05-Feb-2014)
Timezone: (GMT -05:00) Eastern Time
Number Format: 10,000.00
Currency:
Client Character Encoding: Western European (Windows) ⓘ

Start Page

Responsibility:
Page:

Notifications

Email Style: Plain text mail
Notifications will be sent in your current default language, American English.

Cancel | Reset to Default | Apply

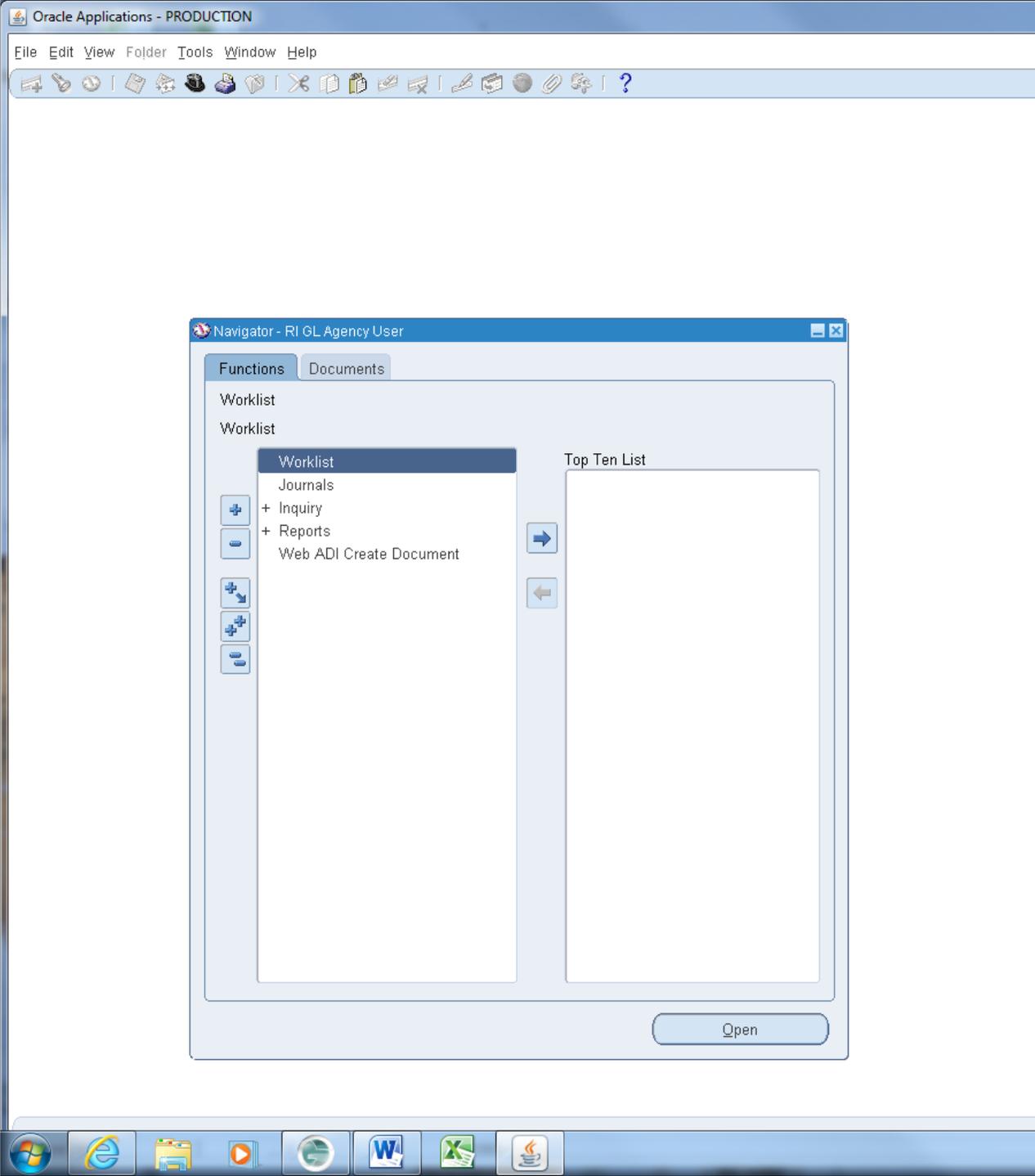
Home | Logout | Preferences | Help

Privacy Statement | Copyright (c) 2006, Oracle. All rights reserved.

Go to the Email Style dropdown menu in the Notifications section, select the style of e-mail you would like to receive, and click on the Apply button. If you would rather not receive e-mail notifications of new worklist items, select "Do not send me mail" and click on Apply.

How to Approve or Reject a Journal Entry (02/24/14)

- To access your worklist in RI-FANS, go to the GL User navigation screen and click on Worklist.



State of Rhode Island-RIFANS

Enterprise Search All Search Results Display Preference Standard

Oracle Applications Home Page

Main Menu

- [0688-Invoice Initiator](#)
- [GL Full Accrual Super User](#)
- [Public Sector General Ledger Super User](#)
- [RI Capital Asset File Maintenance](#)
- [RI Financial Inquiry](#)
- [RI GL A&C Accountant](#)
- [RI GL Agency User](#)
- [RI Journal Final Approvers](#)
- [RI Purchasing Reports](#)
- [RI Special Functions, GL](#)

Worklist

| From | Type | Subject | Sent | Due |
|------|---------------|-------------------------------------------------------------------------------------|-------------|-----|
| | Journal Batch | Journal batch 11480040 24-FEB-2014 10:29:09 requires your approval. | 25-Feb-2014 | |
| | Journal Batch | Journal batch 11480039 24-FEB-2014 10:22:00 requires your approval. | 25-Feb-2014 | |

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Logout Preferences Help

Privacy Statement Copyright

- Click on an underlined item from the worklist. If this is a journal entry that requires your approval, you will be brought to a Notification Details screen that will tell you who initiated the journal entry and who else has taken any action on it thus far.

The screenshot shows a web browser window with the URL http://rifansap.doit.ri.gov:8010/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&N. The page header includes the State of Rhode Island logo and the text "State of Rhode Island-RIFANS". Navigation links include "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help".

The main content area displays a notification: "Journal batch J1480039 24-FEB-2014 10:22:00 requires your approval." Below this, there are four buttons: "Approve", "Reject", "Reassign", and "Request Information".

The notification details are as follows:

- To: **Blazer, Steven**
- Sent: 25-Feb-2014 07:35:50
- ID: 28757840
- Journal batch J1480039 24-FEB-2014 10:22:00 submitted by Cambio, Joann requires your approval.

An "Action History" table is shown below:

| Num | Action Date | Action | From | To | Details |
|-----|----------------------|--------|-----------------|----------------|---------|
| 1 | 25-FEB-2014 07:35:51 | Submit | Workflow System | Blazer, Steven | |

Under the "References" section, there is a link for [Enter Journals](#). Below this is a "Response" section with a "Comment" text area.

At the bottom of the notification area, there is a "Return to Worklist" link and another set of buttons: "Approve", "Reject", "Reassign", and "Request Information".

The footer of the page includes "Privacy Statement", "Home Logout Preferences Help", and "Copyright (c) 2008, Oracle. All rights reserved."

- To see the journal entry so that you may review it, click on the underlined words [Enter Journals](#). On the next screen that opens up, select the Journals button. This will open up the actual journal entry for your review.

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Batch (State of RI Set of Books)

Batch: U1480039 24-FEB-2014 10:22:00

Period: FEB-2014 Balance Type: Actual

Description: []

Control Total: [] []

Batch Totals

| | Debit | Credit |
|-----------|------------|------------|
| Entered | 3495133.39 | 3495133.39 |
| Accounted | 3495133.39 | 3495133.39 |

Status

Posting: Unposted

Funds: Passed

Approval: In Process

Details

Created: 24-FEB-2014

Posted: []

Posted By: []

Journals Autocopy Batch... Check Funds Unreserve Funds View Results

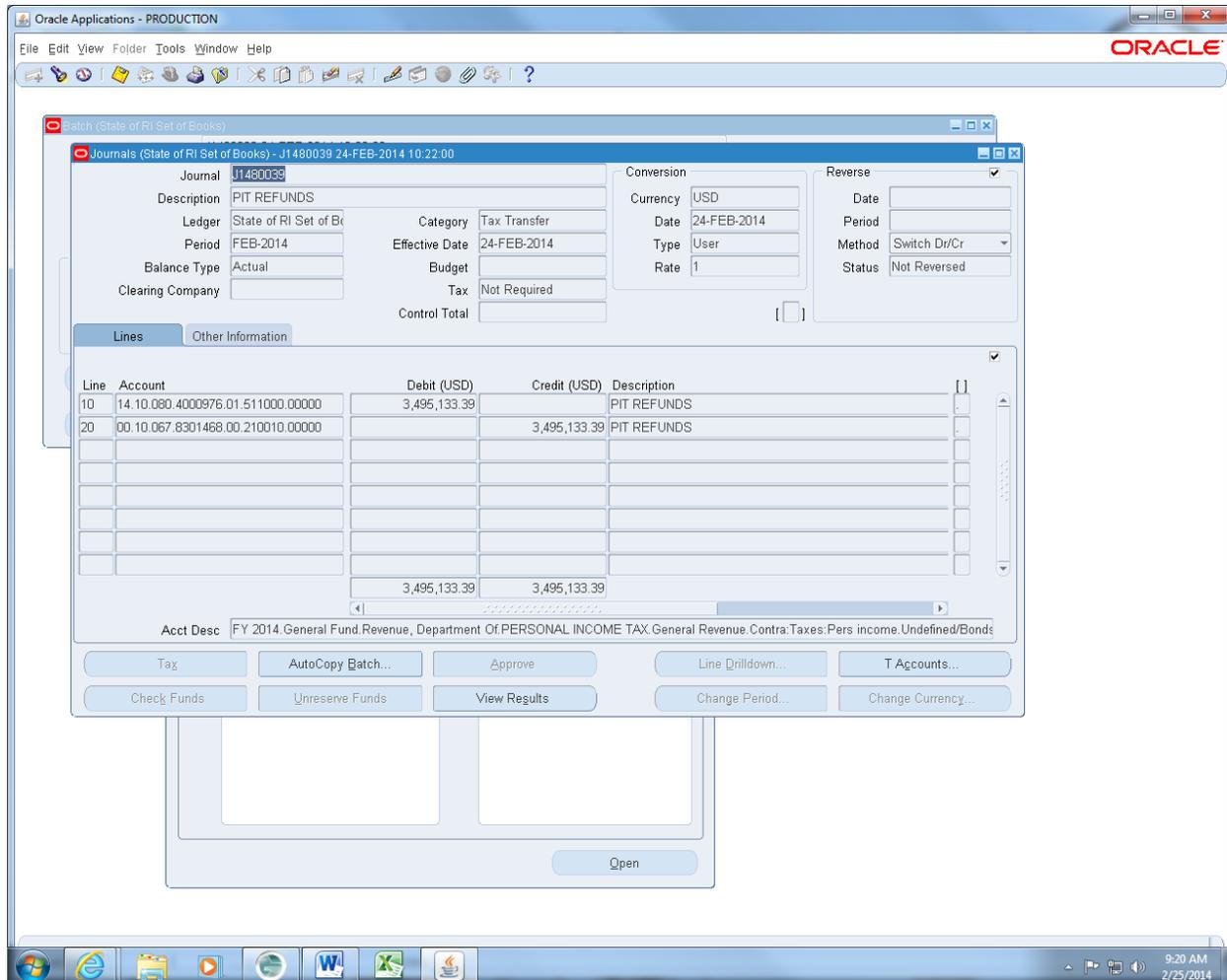
Tag Batch Approve Change Period...

Reports

Web ADI Create Document

Open

Funds have been reserved for this batch



- After reviewing the journal entry, close out the screen and also the one following it. This will bring you back to the original Notification Details screen, which has a series of four buttons in the upper right corner. If you have decided that the journal entry is acceptable for posting, click on the Approve button. This will take you back to your worklist so that you may select the next item to review. If, however, you decided that the journal entry you just reviewed needs to be rejected, you should first type in the reasons for the rejection in the Comment box. Then select the Reject button. This will send the journal entry back to the initiator so that he/she can either correct it or cancel it. You will then be brought back to your worklist so that you can select the next item for review.
- There are two other buttons on the Notification Details screen. The Reassign button is used to send the journal entry to someone else so he/she can review it and make the approval/rejection decision. The Request Information button is used to return the journal entry to the initiator so that he/she can provide you with more information on which to base your approval/rejection decision.

- If an item on your worklist states that someone has either approved or rejected a journal entry that you initiated, clicking on the item will bring you to a new screen. If the new screen states that your journal entry has been approved, just click on the OK button. Otherwise, this message will remain indefinitely on your active worklist. If, however, your journal entry has been rejected, this screen should tell you the reason why. You should then click on OK and call up your original journal for either correction or cancellation.

Use of JUN, ADJ, and GASB Periods

The JUN accounting period is used for all RI-FANS journal entries prepared from June 1 until the final date that State agencies are allowed to initiate journal entries for the old fiscal year. This agency deadline date, which generally falls in the latter part of July, may be found on the State Controller's fiscal closing timetable for the fiscal year in question.

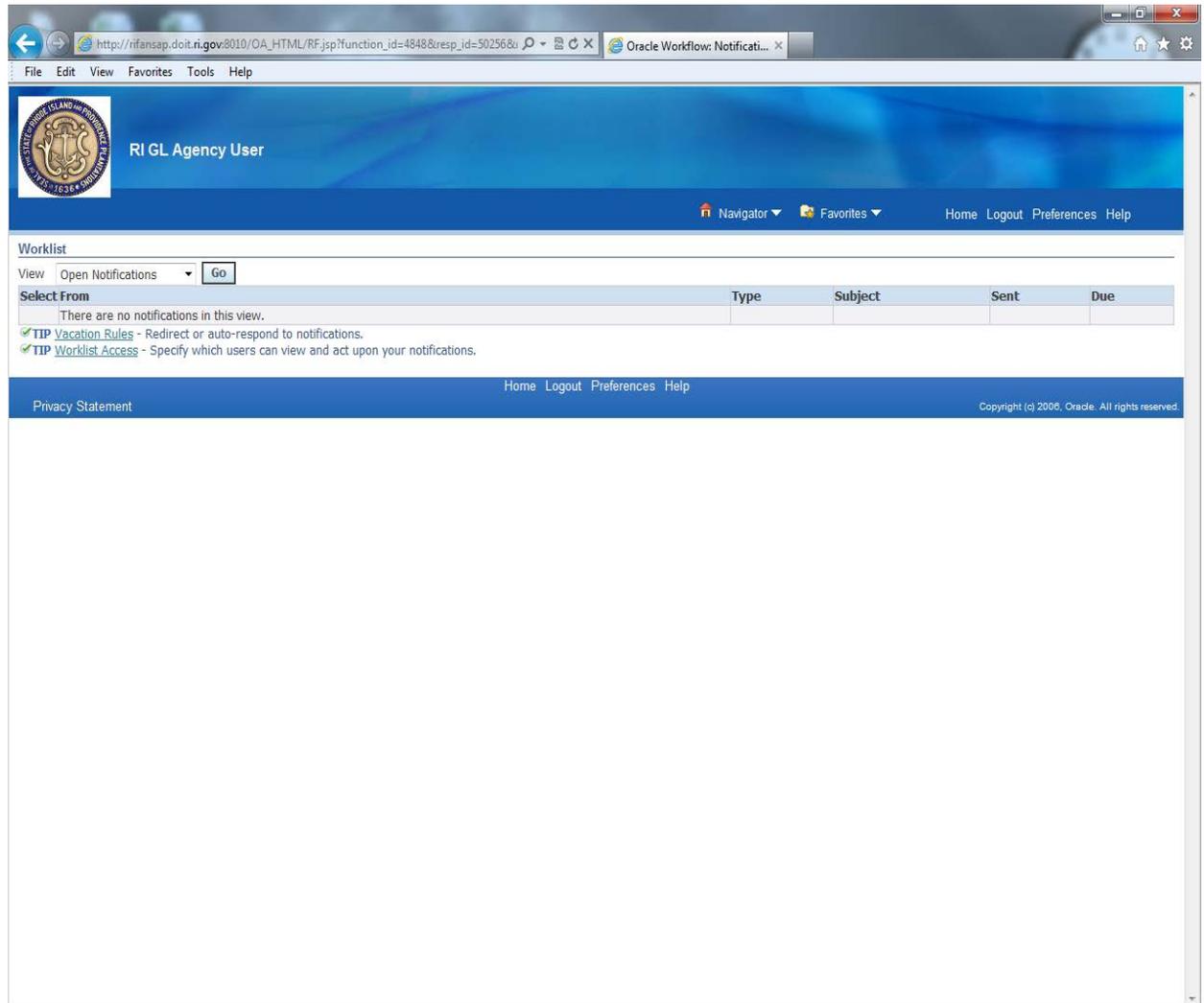
The ADJ period begins once the JUN period is closed. During this period, the staff of the Office of Accounts and Control prepares whatever additional RI-FANS journal entries are required to close out the old fiscal year. Once the ADJ period is closed, the financial statements for the year are generated and presented to the Auditor General's staff for audit.

The GASB period is used to process any additional adjustments proposed by the Auditor General's staff that are agreed to by the State Controller. This period remains open until the audit is complete and the final version of the State's Consolidated Annual Financial Report (CAFR) is approved for publication.

RI-FANS users should keep in mind that the GASB period, not JUN or ADJ, is the final accounting period of any given fiscal year. Using GASB as the ending period of a date range rather than JUN or ADJ is the only way to ensure that all transactions for the fiscal year will be reflected in a standard or financial report.

Setting up a Vacation Rule

- Use the Top Hat icon to select the responsibility GL Agency User.
- Double click Worklist on the navigation screen.



The screenshot shows a web browser window displaying the Oracle Workflow Notifications page. The browser's address bar shows the URL: http://rifansap.doit.ri.gov:8010/OA_HTML/RF.jsp?function_id=4848&resp_id=50256&u. The page header includes the RI State seal and the text "RI GL Agency User". Below the header, there are navigation links: "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help". The main content area is titled "Worklist" and contains a "View" dropdown menu set to "Open Notifications" and a "Go" button. Below this, there is a "Select From" section with a message: "There are no notifications in this view." Two tips are listed: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications." At the bottom of the page, there is a footer with "Privacy Statement" on the left and "Home Logout Preferences Help" and "Copyright (c) 2006, Oracle. All rights reserved." on the right.

- Click on the underlined words Vacation Rules. This will bring you to a screen that lists all the vacation rules that you have created in the past.

The screenshot shows a web browser window with the URL `http://rifansap.doit.ri.gov:8010/OA_HTML/OA.jsp?page=/oracle/apps/fnd/wf/worklist`. The page title is "Vacation Rules". The user is logged in as "RI GL Agency User". The page contains a table of vacation rules and a "Create Rule" button.

| Rule Name | Item Type | Notification | Update | Status |
|--------------------------------------------------------------|-----------|--------------|--------|----------|
| Transfer: Bucci, Robert <small>User/Role Inactive</small> | <All> | <All> | | Inactive |
| Delegate: Araujo, Alicia | <All> | <All> | | Inactive |
| Delegate: Monse Jr., John | <All> | <All> | | Inactive |
| Transfer: Notardonato, Rebecca | <All> | <All> | | Inactive |
| Transfer: Hodosh, Peter | <All> | <All> | | Inactive |
| Transfer: Keenan, Peter | <All> | <All> | | Inactive |

- If you wish to add a new vacation rule to this list, click on the Create Rule button.

- This will open up the Item Type screen. Click on the Next button.

http://rifansap.doit.ri.gov:8010/OA_HTML/OA.jsp?page=/oracle/apps/fnd/wf/worklis

Vacation Rule: Response

RI GL Agency User

Item Type Notification Rule Response

Vacation Rule: Response

* Indicates required field

Item Type **All**

Notification **All**

* Start Date 05-Feb-2014 14:43:30
(example: 05-Feb-2014 14:43:30)

End Date

Message

Comments will display with each routed notification

Reassign All Employees and Users

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

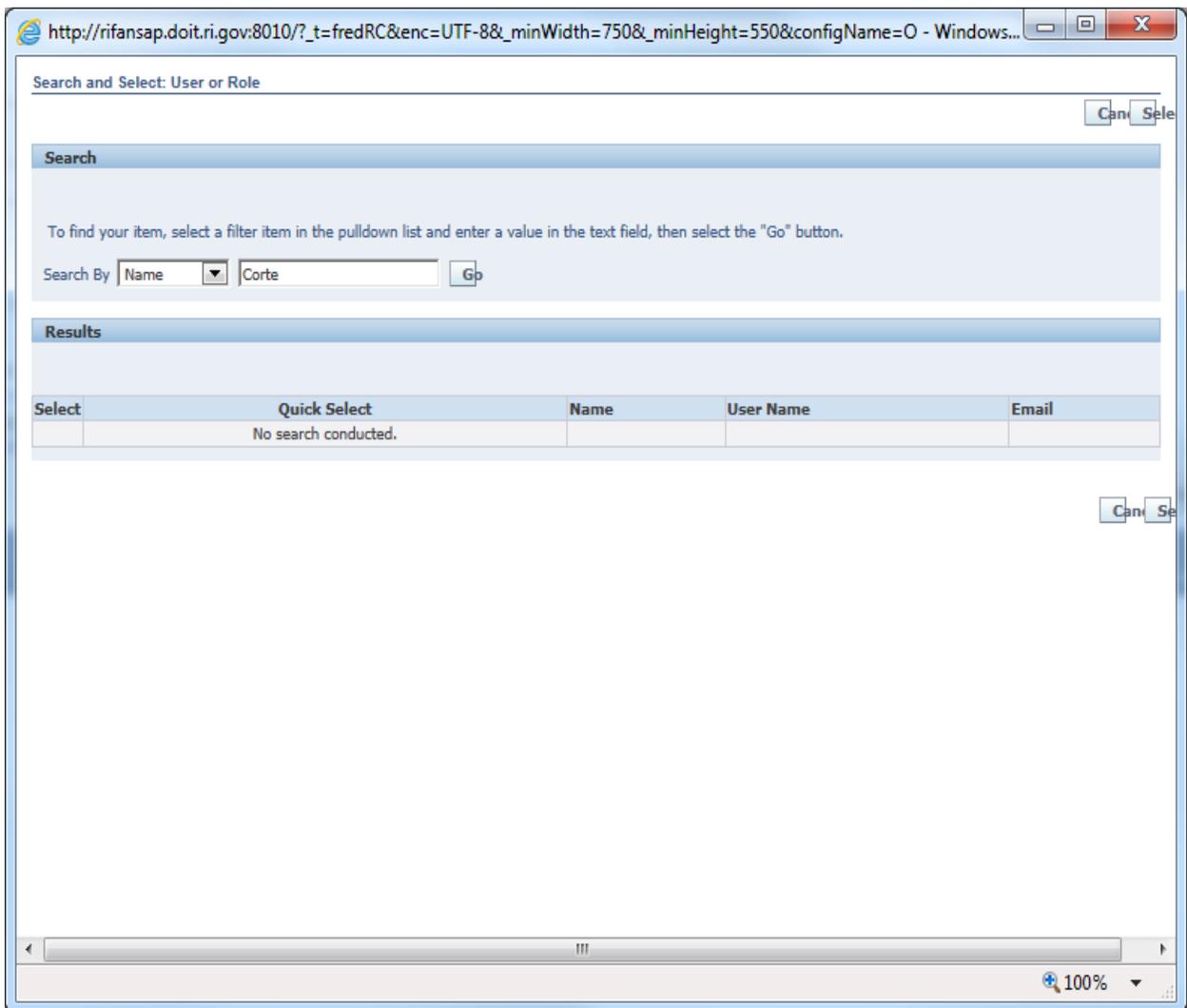
- Enter the starting date and time for your vacation period in the format shown on the screen. Then enter the ending date and time. Then add a message saying when you will be out of the office.

The screenshot shows the 'Vacation Rule: Response' page in the Oracle HR system. The page is titled 'Vacation Rule: Response' and is part of the 'Rule Response' section. The user is logged in as 'RI GL Agency User'. The page contains a form with the following fields and options:

- Item Type:** All
- Notification:** All
- * Start Date:** 15-Jan-2014 16:00:00 (with a calendar icon)
- End Date:** 31-Jan-2014 16:30:00 (with a calendar icon)
- Message:** I will be out of the office from 01/16/14 through 01/31/14.
- Comments will display with each routed notification:**
 - Reassign
 - All Employees and Users (with a search icon)
 - Delegate your response
 - A manager may delegate all notification approvals to an assistant.
 - Transfer notification ownership
 - A manager may transfer a notification for a specific project to the new manager of that project.

At the bottom right of the form, there are buttons for 'Cancel', 'Back', and 'Step 3 of 3'. The footer of the page includes 'Privacy Statement', 'Home Logout Preferences Help', and 'Copyright (c) 2006, Oracle. All rights reserved.'

- Select the Delegate Your Response button.
- Click on the magnifying glass. This will bring you to a screen where you can designate a co-worker to receive your worklist items during your absence. The co-worker you select should be higher than you in your agency's approval hierarchy.
- Enter the co-worker's last name in the field next to Name and click on Go.



- Select the co-worker you wish to designate from the list that pops up and then click on the square Select button in the upper right hand corner of the screen. This will bring you back to the Reassign screen, which will now show the co-worker's name next to the magnifying glass. Click on the Apply button. This will bring you back to the Vacation Rules screen, where you will now see that your new vacation rule has been added to the list.

Search and Select: User or Role

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

| Select | Quick Select | Name | User Name | Email |
|-----------------------|-----------------------------------------------------------------------------------|------------------------|-----------|--------------------------|
| <input type="radio"/> |  | Corte, Carmela | CCORTE | ccorte@ |
| <input type="radio"/> |  | Cortez-Matias, Marlene | MCORTEZ | mcortez- |



http://rifansap.doit.ri.gov:8010/OA_HTML/OA.jsp?page=/oracle/apps/fnd/wf/worklis

Vacation Rule: Response

File Edit View Favorites Tools Help

RI GL Agency User

Navigator Favorites Home Logout Preferences Help

Item Type Notification Rule Response

Vacation Rule: Response

* Indicates required field

Item Type **All**

Notification **All**

* Start Date 15-Jan-2014 16:00:00
(example: 05-Feb-2014 14:53:35)

End Date 31-Jan-2014 16:30:00

Message
I will be out of the office from 01/16/14 through 01/31/14.

Comments will display with each routed notification

Reassign
All Employees and Users Corte, Carmela

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

Home Logout Preferences Help

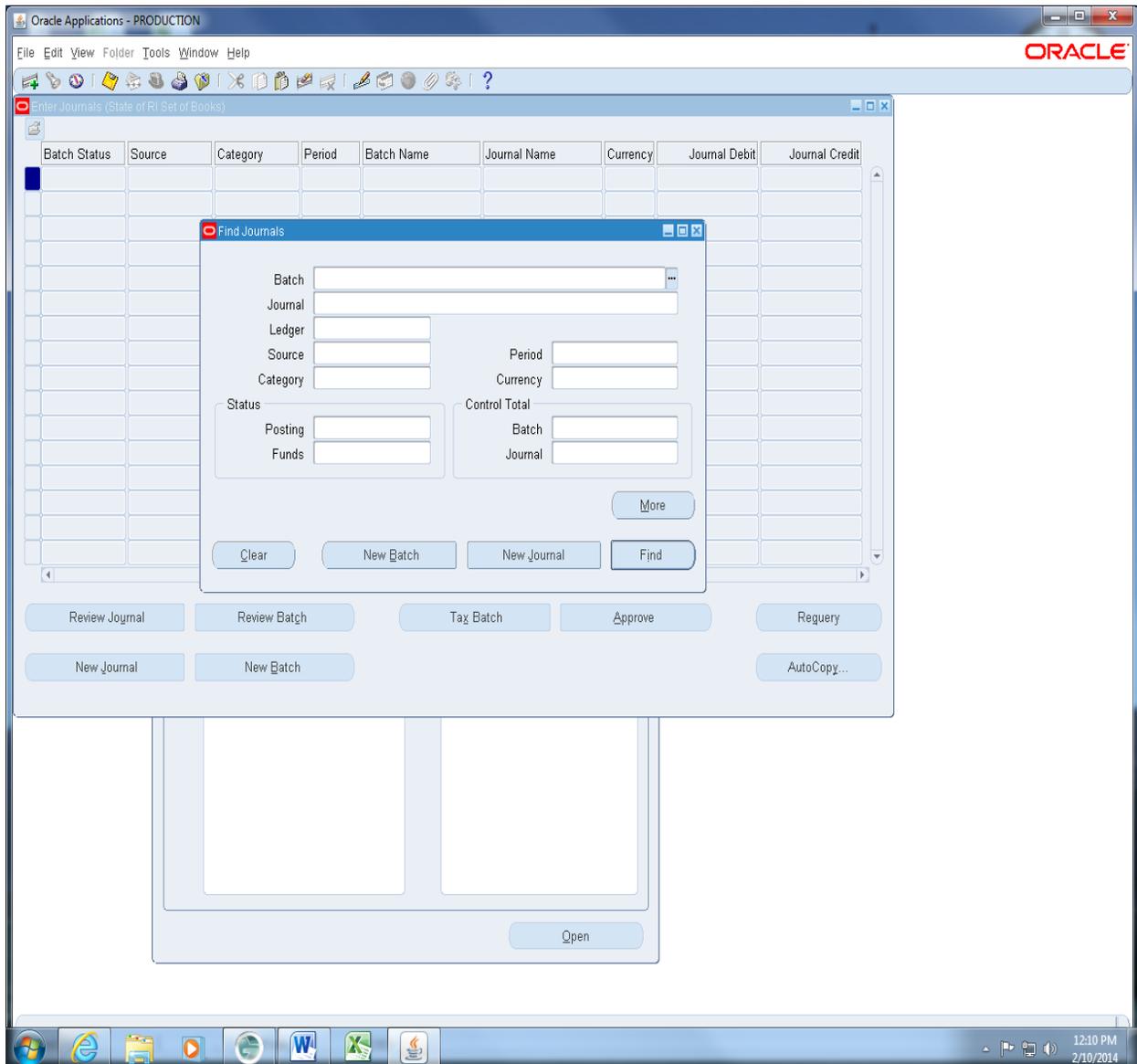
Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

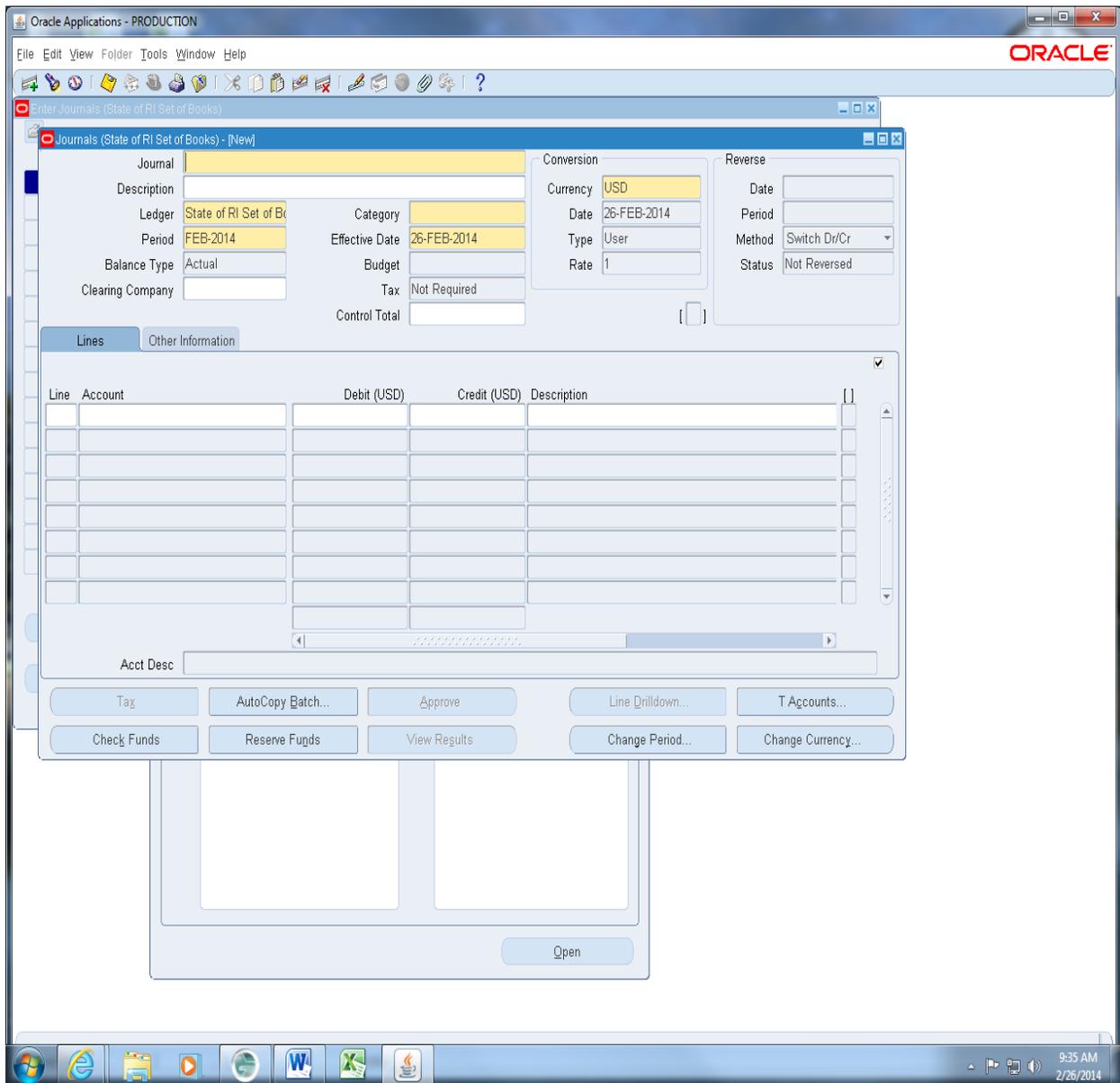
- The effective starting and ending dates of an existing vacation rule can be changed by clicking on the rule's pencil icon in the Update column. This allows the same basic rule to be reused each time you go on vacation. The vacation rule will be in active or inactive status in accordance with whatever vacation time parameters you select.

GENERAL LEDGER INQUIRIES

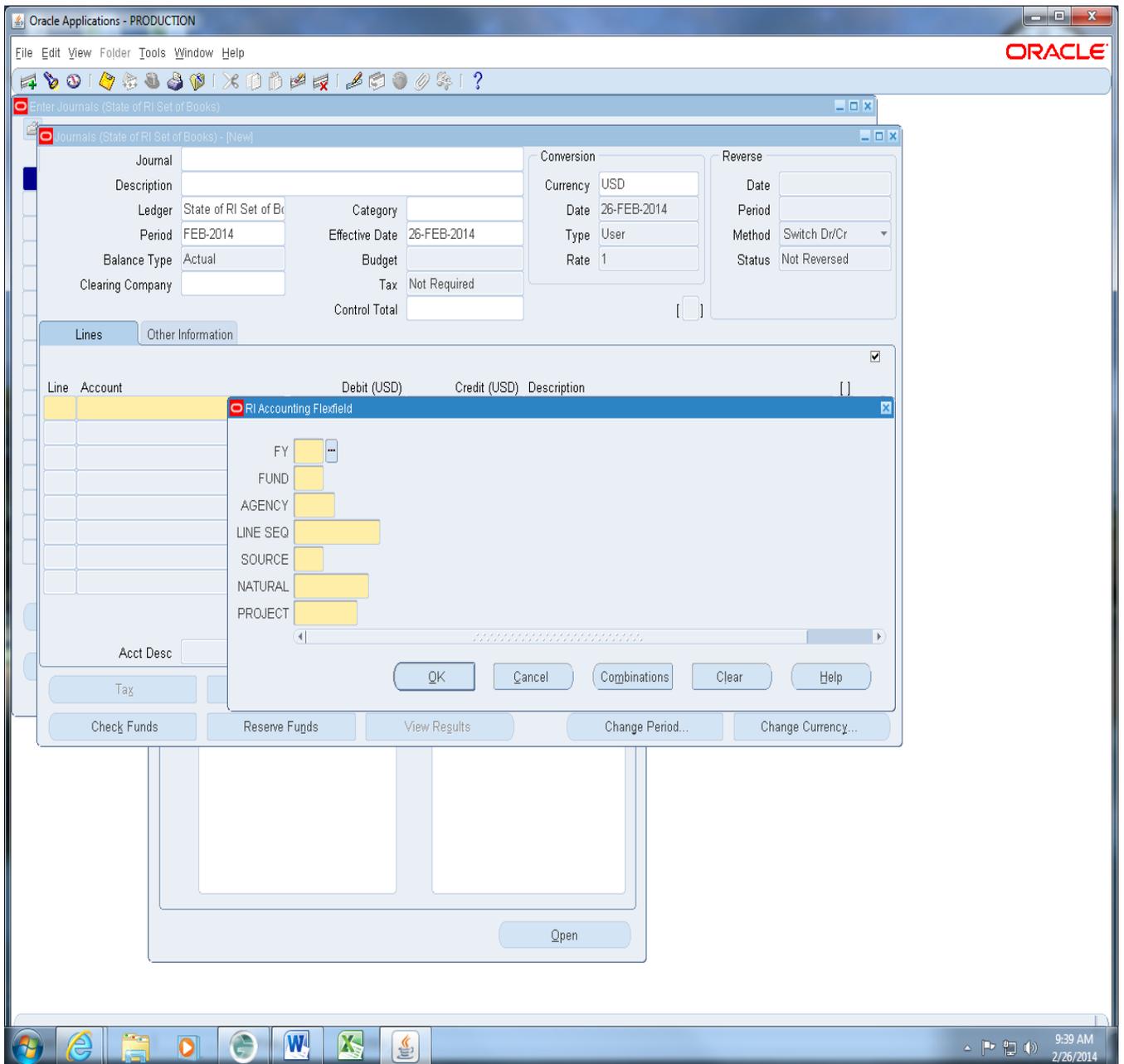
How to Find the Names of Various Segments of a RI-FANS Account Number (02/26/14)

Call up the Journals screen and click on the New Journal button.

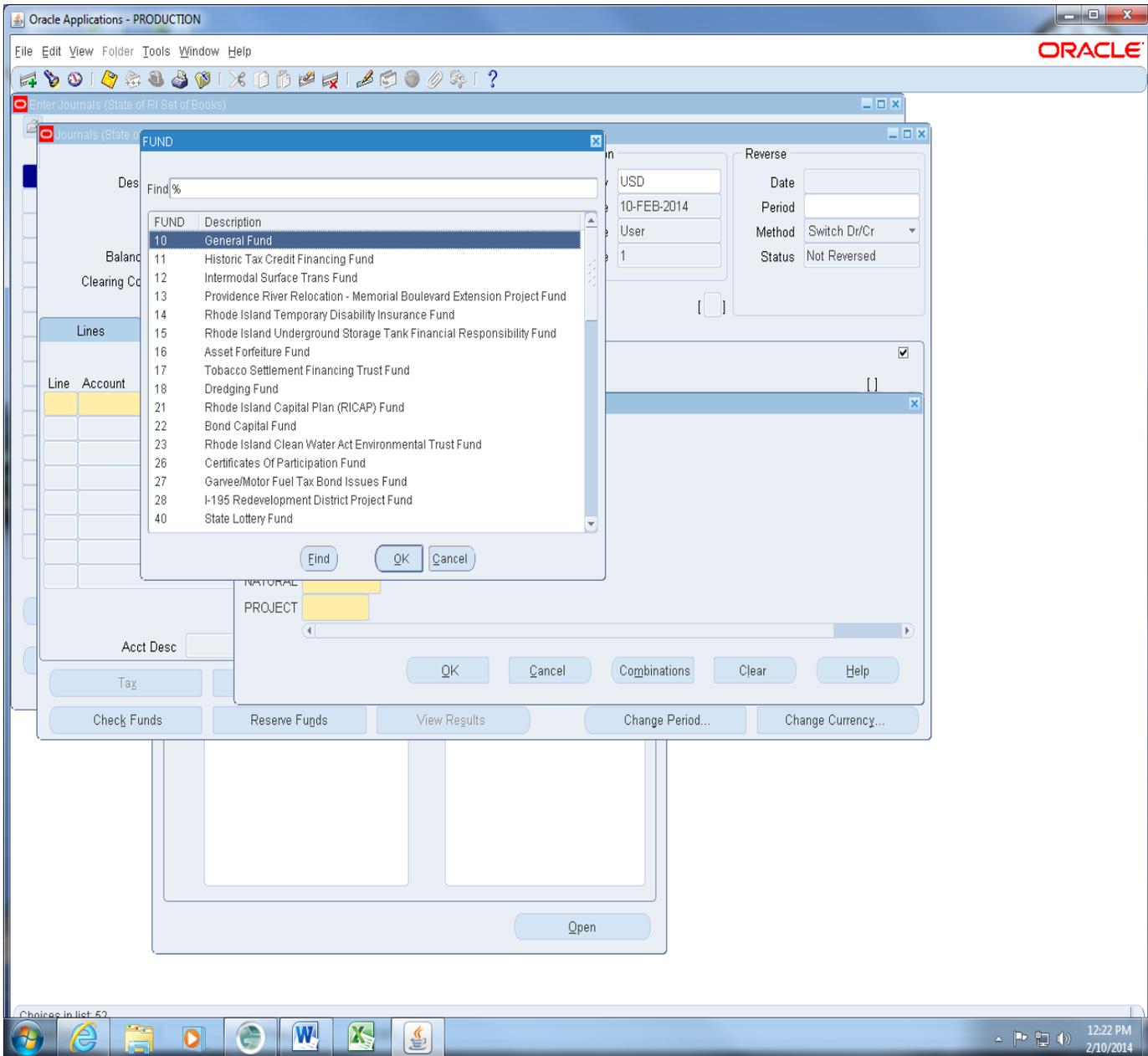




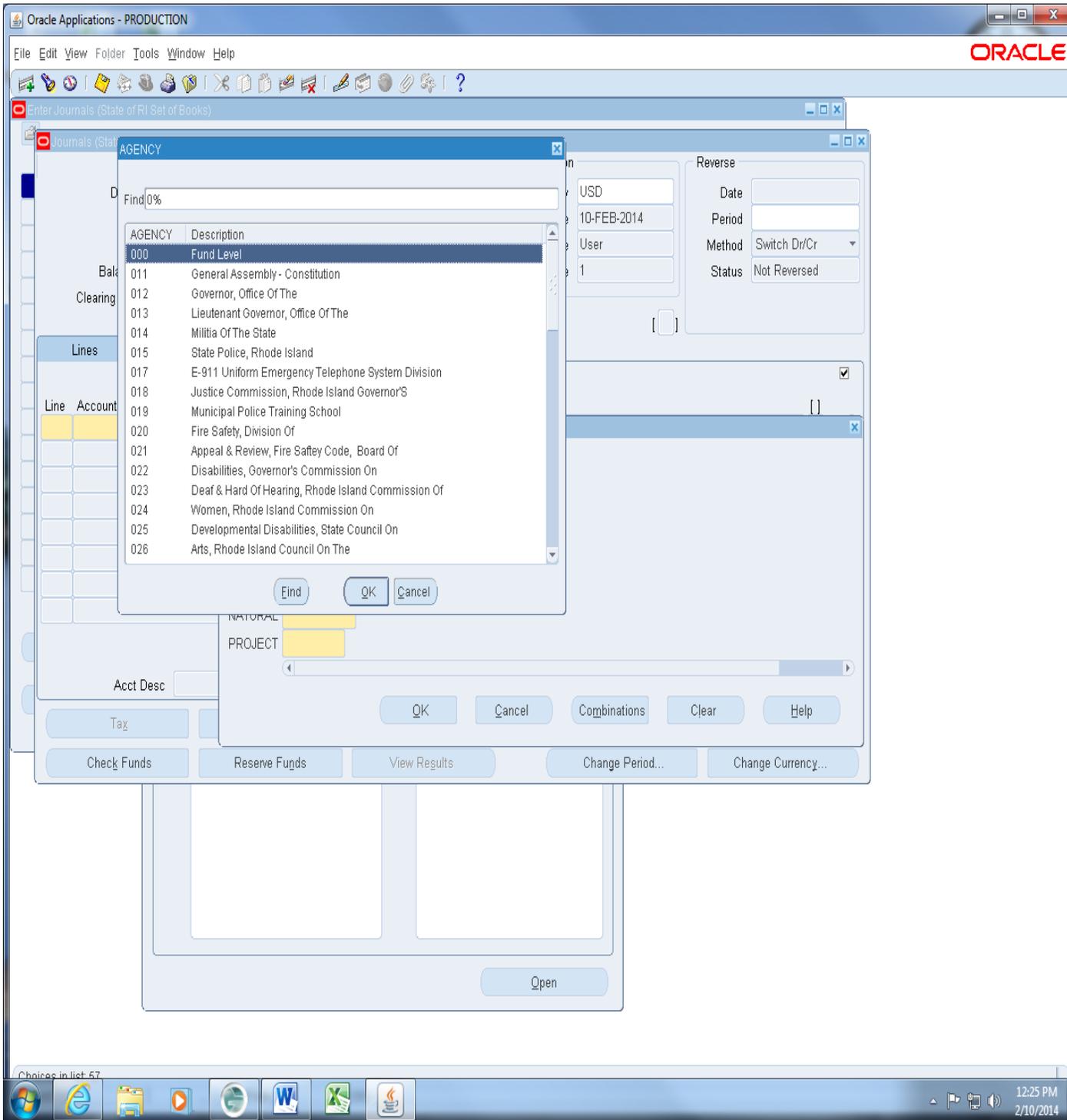
Click in the Account field in the bottom half of the screen and then click on the List of Values (LOV) button. This will cause the RI Accounting Flexfield screen to appear.



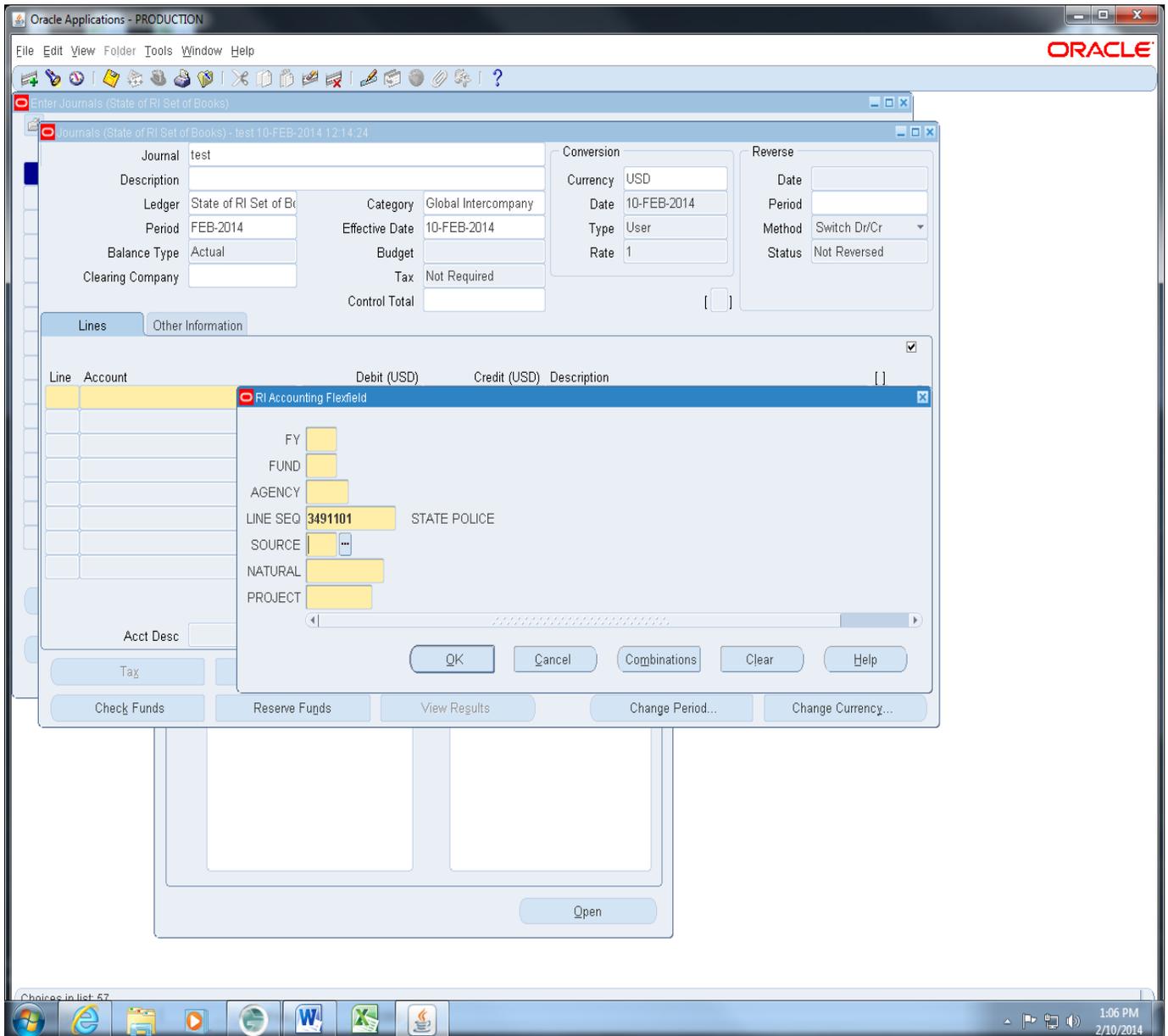
If you want to see the full dropdown menu of valid values for a particular segment of an account number, click the field for that segment and then its LOV button. For example, if you wish to see a complete list of values for Funds, click in the Fund field and then its LOV button.



As another example, here is what clicking on the LOV button for the Agency field will produce.

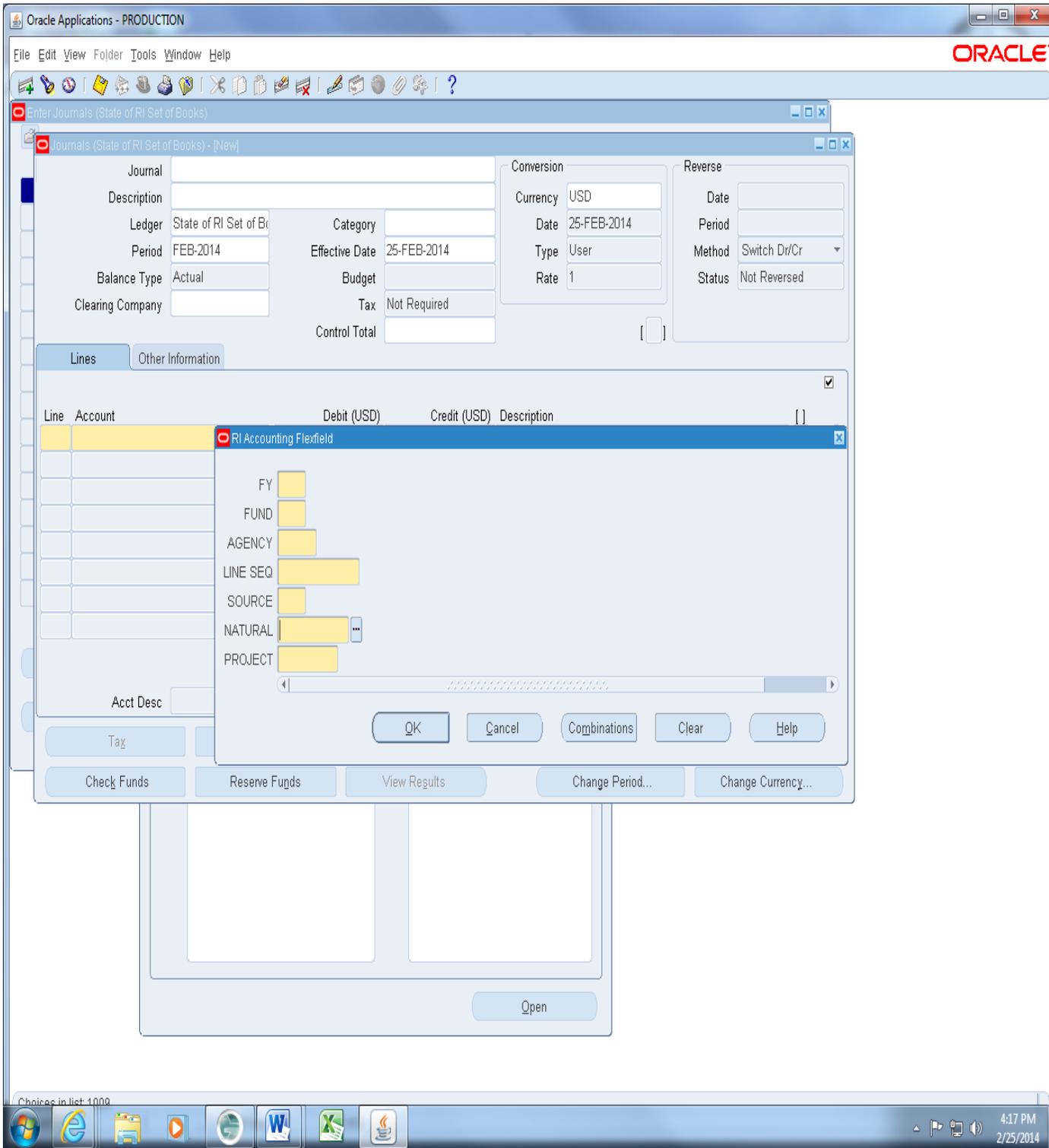


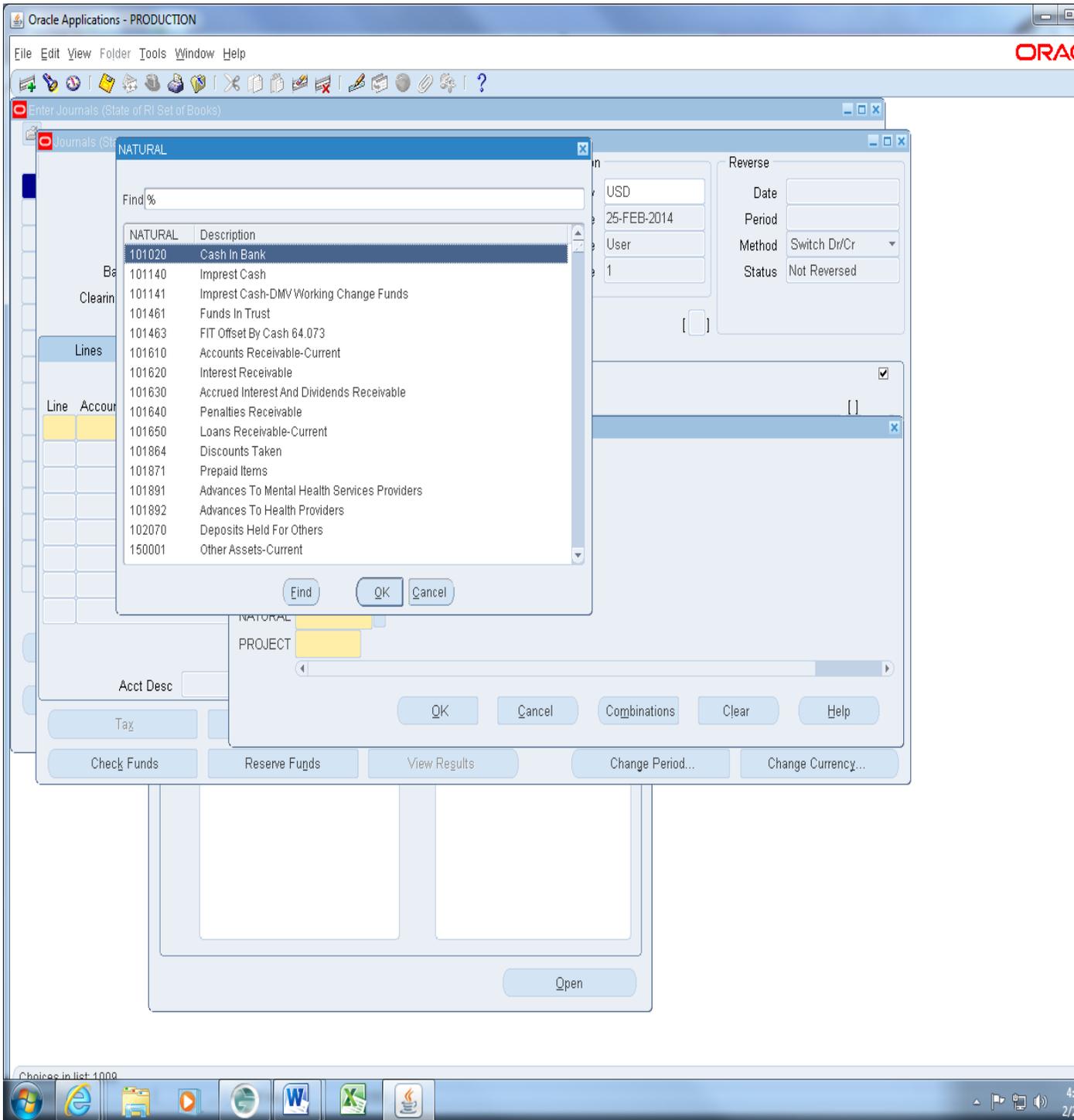
The dropdown list of some fields, like the Line Seq field, is extensive. You can scroll down it until you find the number that you are looking for, or, alternatively, it may be easier to simply type in the number. Its definition will appear immediately to the right of the field.



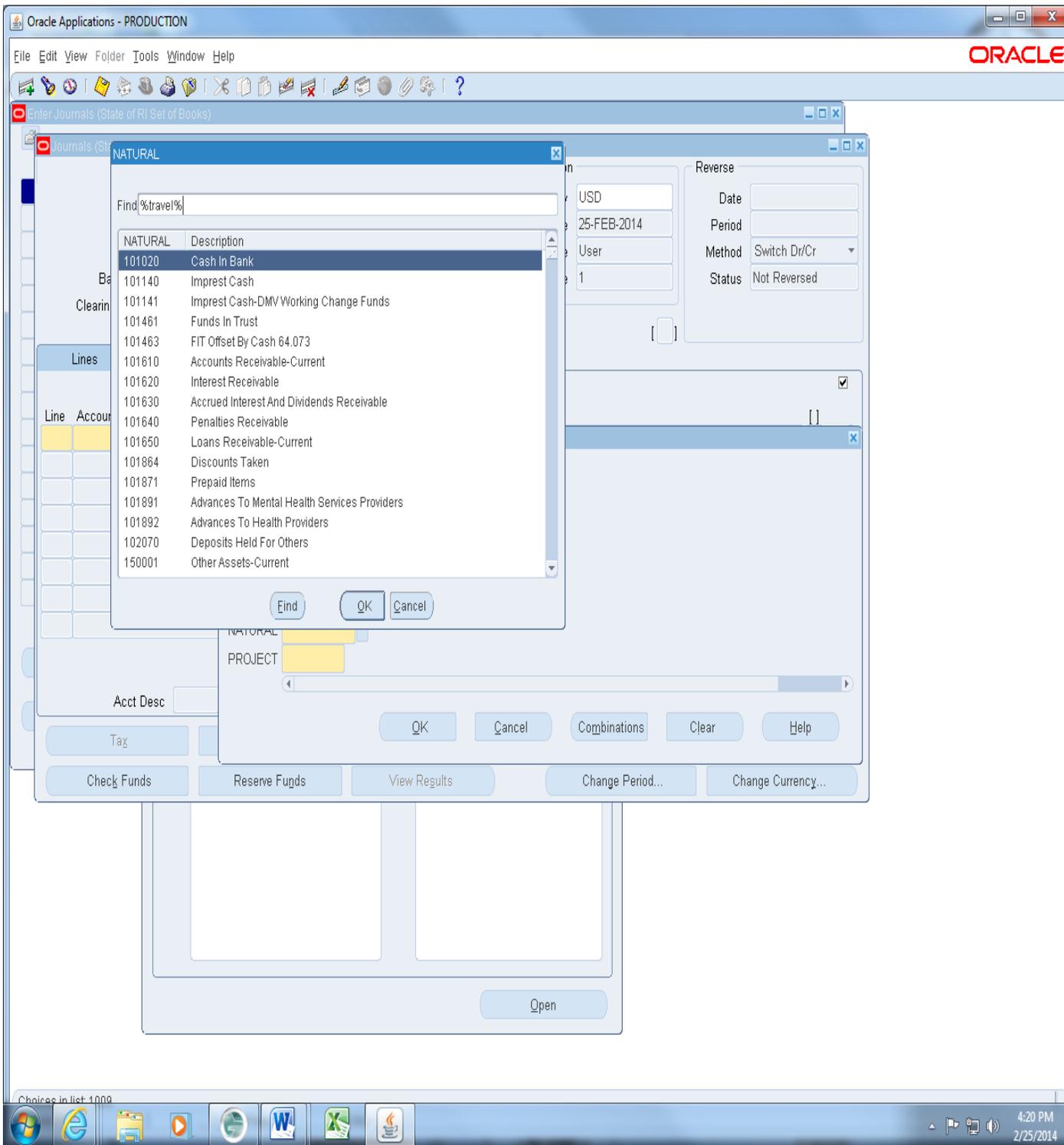
To return to the previous screen, click on the Cancel button.

It is also possible to find the numerical value of an account segment if you know a portion of its name. As an example, say that you want to find a natural account related to travel expense. To do this, you would start by calling up the RI Accounting Flexfield screen, clicking in the Natural field, and clicking on the LOV button.

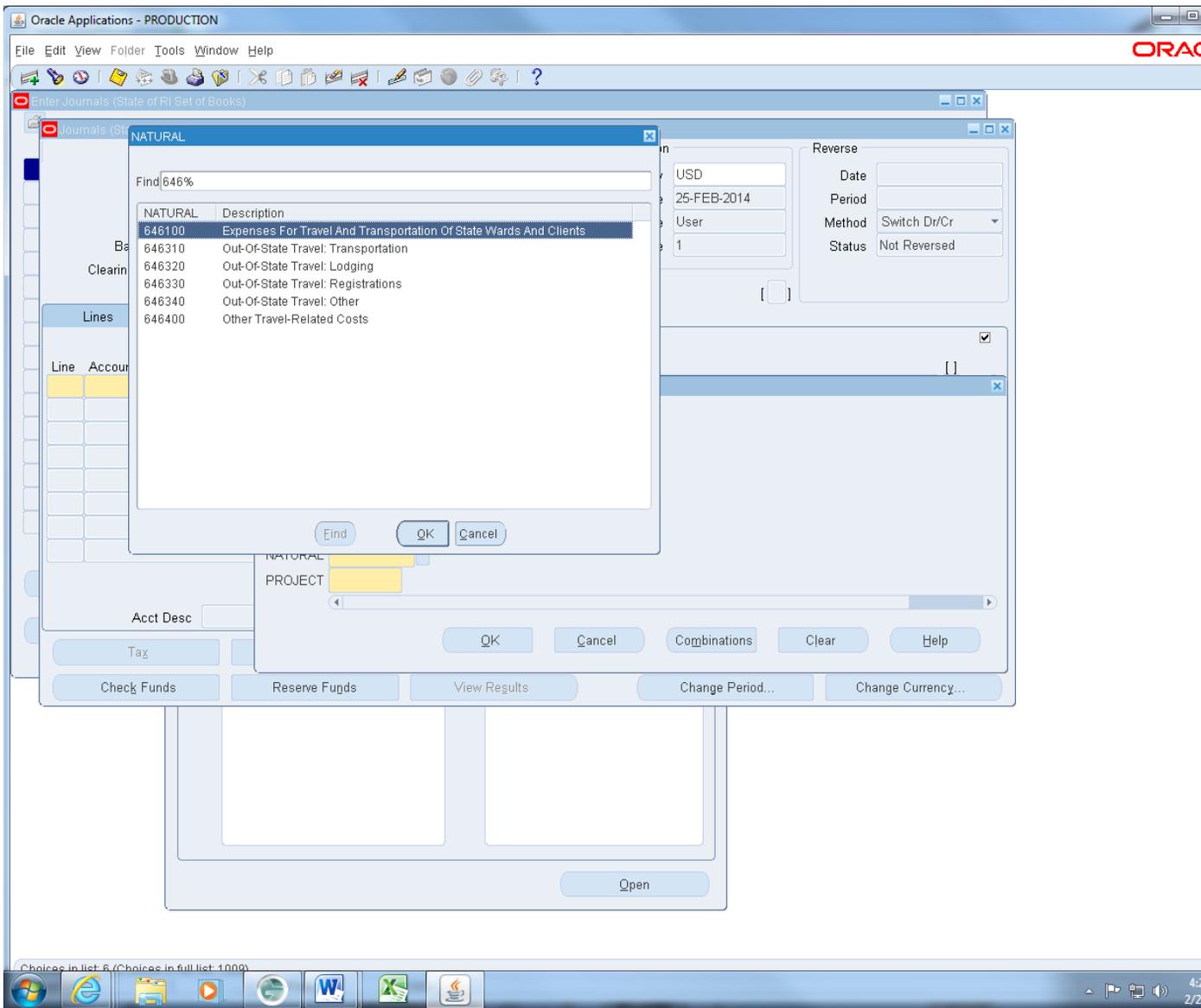




In the Find field at the top of the dropdown list, type in travel after the % and add a % at the end of the word.



Click on the Find button and you will see a list of all the natural accounts in RI-FANS that contain the word travel.

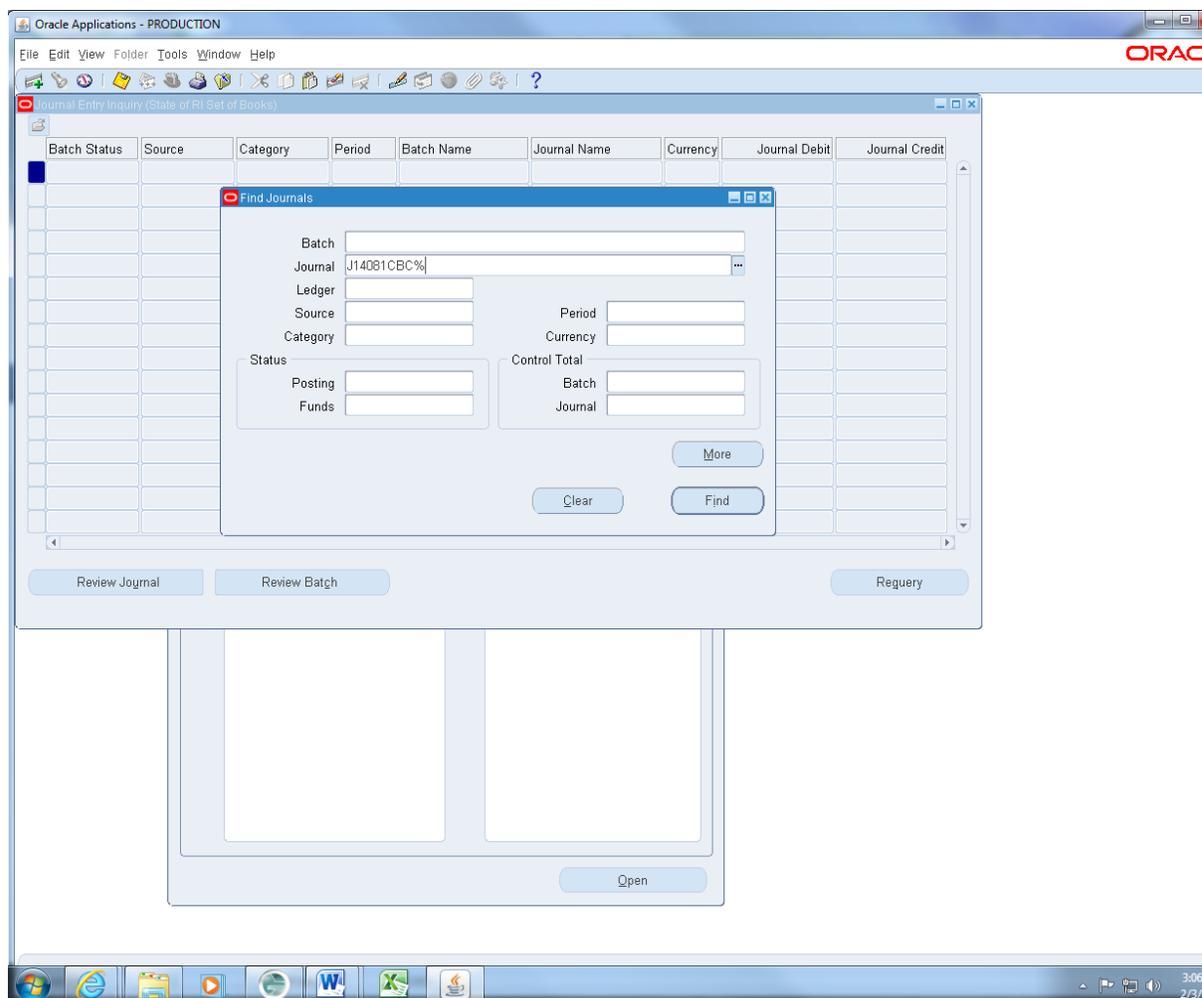


After you finish your account segment research, be sure to X out of each screen that appears until you come back to the Oracle navigation screen.

Journal Inquiry

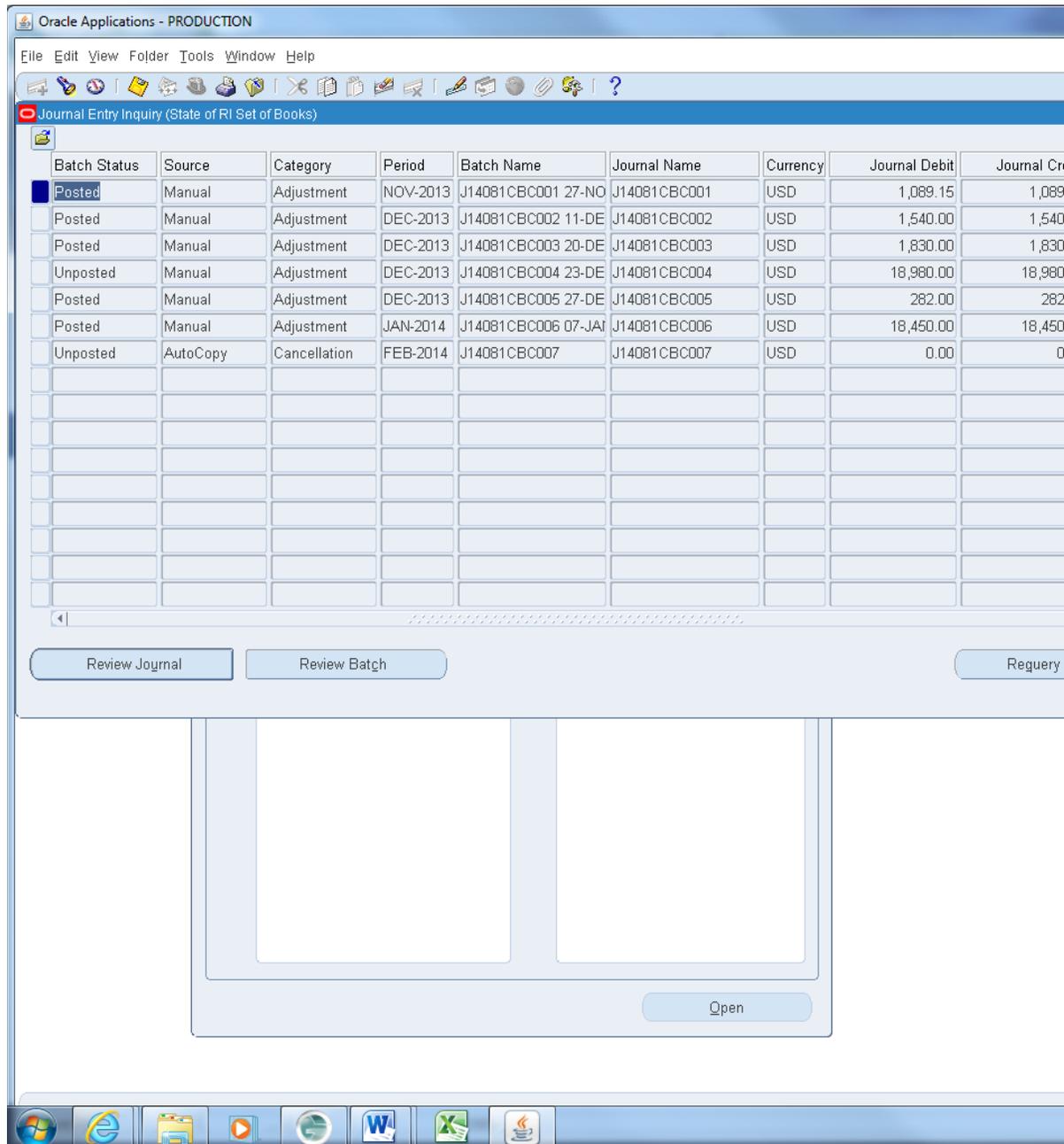
In order to look at a journal entry that has been created, whether or not it has already been posted to the General Ledger, follow these procedures:

- Use the top hat icon to select the responsibility GL Agency User.
- Double click Inquiry on the Navigation screen.
- Double click the subcategory Journal.
- On the next screen that pops up, enter as much of the journal entry name as you know in the Journal field. Use % as a wild card for the elements of the journal name that you do not know.



- If there is any other information you know about the journal, for example, its Source, Category, Period, Posting Status, etc., you may enter this as well if you wish to narrow your search to journal entries with these characteristics.

- Select the Find button.
- A screen with all the journal entries that meet your criteria will open up. You may open up any one of these to look at in detail by selecting the box to the left of its line and then selecting the Review Journal button.



Oracle Applications - PRODUCTION

Journal Entry Inquiry (State of RI Set of Books)

Journals (State of RI Set of Books) - J14081CBC001 27-NOV-2013 12:41:28

Journal: J14081CBC001
 Description: To Adjust Interest Earned on DOJ Grants
 Ledger: State of RI Set of Books
 Period: NOV-2013
 Balance Type: Actual
 Clearing Company:

Category: Adjustment
 Effective Date: 27-NOV-2013
 Budget:
 Tax: Not Required
 Control Total:

Conversion:
 Currency: USD
 Date: 27-NOV-2013
 Type: User
 Rate: 1

Reverse:
 Date:
 Period:
 Method: Switch D
 Status: Not Reve

Lines | Other Information

| Line | Account | Debit (USD) | Credit (USD) | Description |
|------|-----------------------------------|-------------|--------------|-----------------------------------------|
| 10 | 14.10.081.3441103.03.461000.00000 | | 76.10 | To Adjust Interest Earned on DOJ Grants |
| 20 | 14.10.081.3441103.03.461000.00000 | | 429.36 | To Adjust Interest Earned on DOJ Grants |
| 30 | 14.10.081.3441103.03.461000.00000 | | 533.12 | To Adjust Interest Earned on DOJ Grants |
| 40 | 14.10.081.3441101.03.461000.00000 | | 50.43 | To Adjust Interest Earned on DOJ Grants |
| 50 | 14.10.081.3441101.03.461000.00000 | | 0.14 | To Adjust Interest Earned on DOJ Grants |
| 60 | 14.10.067.1910996.01.491100.00000 | 1,089.15 | | To Adjust Interest Earned on DOJ Grants |
| | | 1,089.15 | 1,089.15 | |

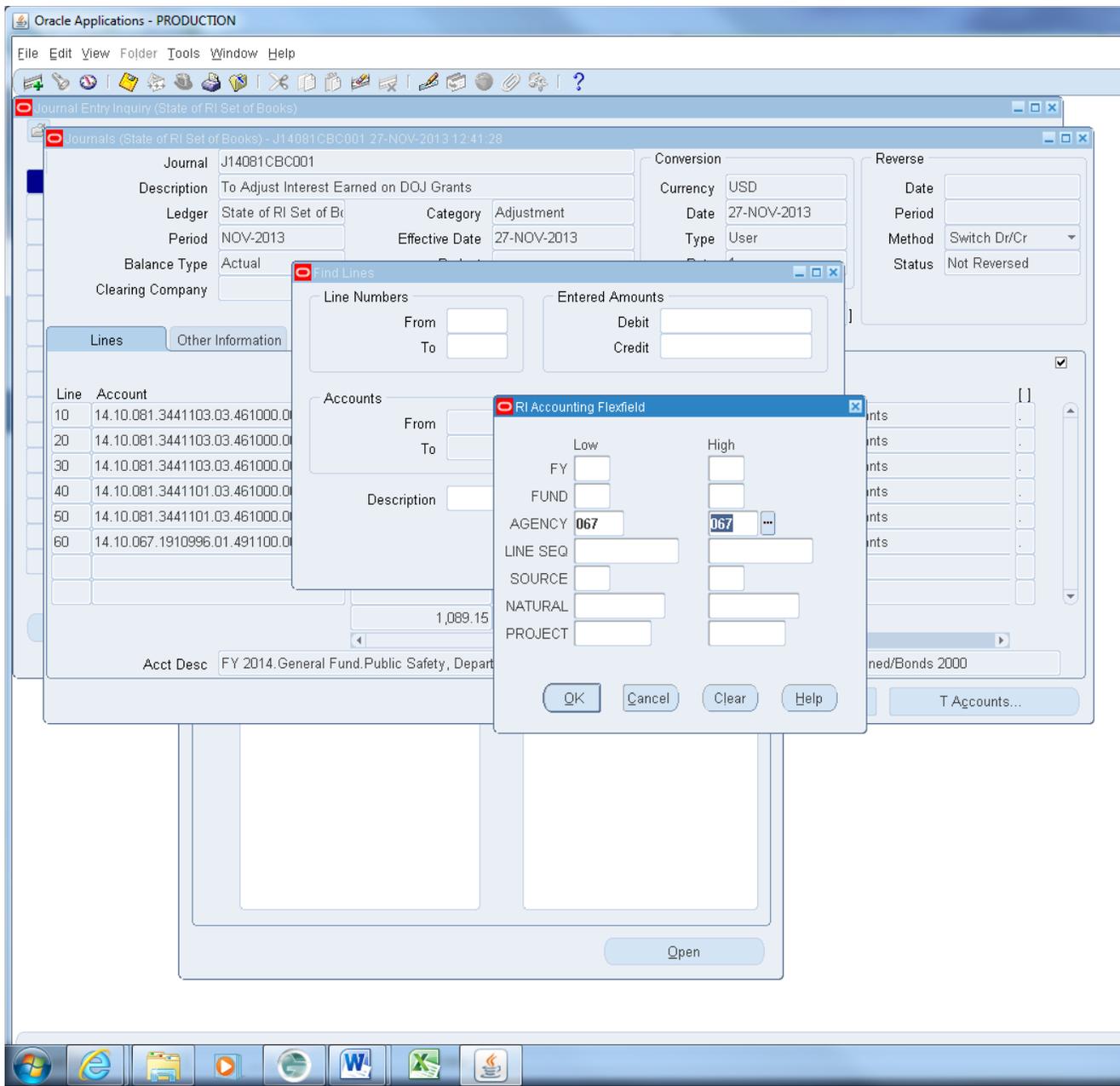
Acct Desc: FY 2014.General Fund.Public Safety, Department.JAG INTEREST.Restricted Revenue.Rst/Fed.Rst.Undefined/Bonds 2000

Line Drilldown... | T Account

Open

This batch has been posted

- If you wish to see only a portion of the journal entry, for example, only those lines where the account number used falls within a certain range, put the cursor in any line of the journal entry, select the flashlight icon and enter your criteria in the screen that opens up. Then select the Find button. Only the portion of the journal entry that you are interested in will then be displayed.



Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Journal Entry Inquiry (State of RI Set of Books)

Journals (State of RI Set of Books) - J14081CBC001 27-NOV-2013 12:41:28

Journal: J14081CBC001
 Description: To Adjust Interest Earned on DOJ Grants
 Ledger: State of RI Set of Books
 Period: NOV-2013
 Balance Type: Actual
 Clearing Company:

Category: Adjustment
 Effective Date: 27-NOV-2013
 Budget:
 Tax: Not Required
 Control Total:

Conversion
 Currency: USD
 Date: 27-NOV-2013
 Type: User
 Rate: 1

Reverse
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Lines Other Information

| Line | Account | Debit (USD) | Credit (USD) | Description |
|------|-----------------------------------|-------------|--------------|-----------------------------------------|
| 20 | 14.10.067.1910996.01.491100.00000 | 1,089.15 | | To Adjust Interest Earned on DOJ Grants |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | 1,089.15 | 1,089.15 | |

Acct Desc: FY 2014.General Fund.General Treasurer, Office.INCOME ON INVESTMENTS.General Revenue.Oth Income:Investment Ear.Undefined/Bk

Line Drilldown... T Accounts...

Open

Windows taskbar: Internet Explorer, File Explorer, Oracle Applications, Word, Excel, Print

Converting Inquiry Output to Excel Format Using Export Command

Whenever the results of a RI-FANS inquiry are displayed in a grid format like the following, the results may be easily converted into Excel format by clicking on File and then clicking on Export on the dropdown commands that appear.

The screenshot displays the Oracle Applications interface for a Journal Entry Inquiry. The window title is "Oracle Applications - PRODUCTION". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The toolbar contains various icons for navigation and actions. The main area shows a table with the following data:

| Batch Status | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit |
|--------------|----------|---------------|----------|--------------------|---------------------|----------|---------------|----------------|
| Posted | ADI | Transfer | MAY-2015 | CSH15BAQ117 ADI A | CSH15BAQ117 Transf | USD | 76,745,387.25 | 76,745,387.25 |
| Posted | AutoCopy | Transfer | MAY-2015 | CSH15BAQ118 | CSH15BAQ118 | USD | 3,636,269.60 | 3,636,269.60 |
| Posted | AutoCopy | Transfer | MAY-2015 | CSH15BAQ119 | CSH15BAQ119 | USD | 372,935.22 | 372,935.22 |
| Posted | AutoCopy | Transfer | MAY-2015 | CSH15BAQ120 | CSH15BAQ120 | USD | 20,270,461.06 | 20,270,461.06 |
| Posted | Manual | Transfer | MAY-2015 | CSH15BAQ121 11-M | CSH15BAQ121 | USD | 200,000.00 | 200,000.00 |
| Posted | ADI | Transfer | MAY-2015 | CSH15FNDBAQ0512 | CSH15FNDBAQ0512 | USD | 10,633,373.24 | 10,633,373.24 |
| Posted | ADI | Transfer | MAY-2015 | CSH15FNDBAQ0513 | CSH15FNDBAQ0513 | USD | 4,952,899.88 | 4,952,899.88 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ165 | J15068BAQ165 | USD | 14,426.56 | 14,426.56 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ166 | J15068BAQ166 | USD | 23,182.48 | 23,182.48 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ167 | J15068BAQ167 | USD | 41,437.39 | 41,437.39 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ168 | J15068BAQ168 | USD | 632.62 | 632.62 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ169 | J15068BAQ169 | USD | 1,203.19 | 1,203.19 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ170 | J15068BAQ170 | USD | 1,502.55 | 1,502.55 |
| Posted | ADI | Payroll | MAY-2015 | J15068BAQ171 ADI A | J15068BAQ171 Payrol | USD | 68,331,697.08 | 68,331,697.08 |
| Posted | AutoCopy | A&C Adjustmer | MAY-2015 | J15068BAQ172 | J15068BAQ172 | USD | 2,600.16 | 2,600.16 |
| Posted | AutoCopy | Payroll | MAY-2015 | J15068BAQ173 | J15068BAQ173 | USD | 1,258,135.14 | 1,258,135.14 |

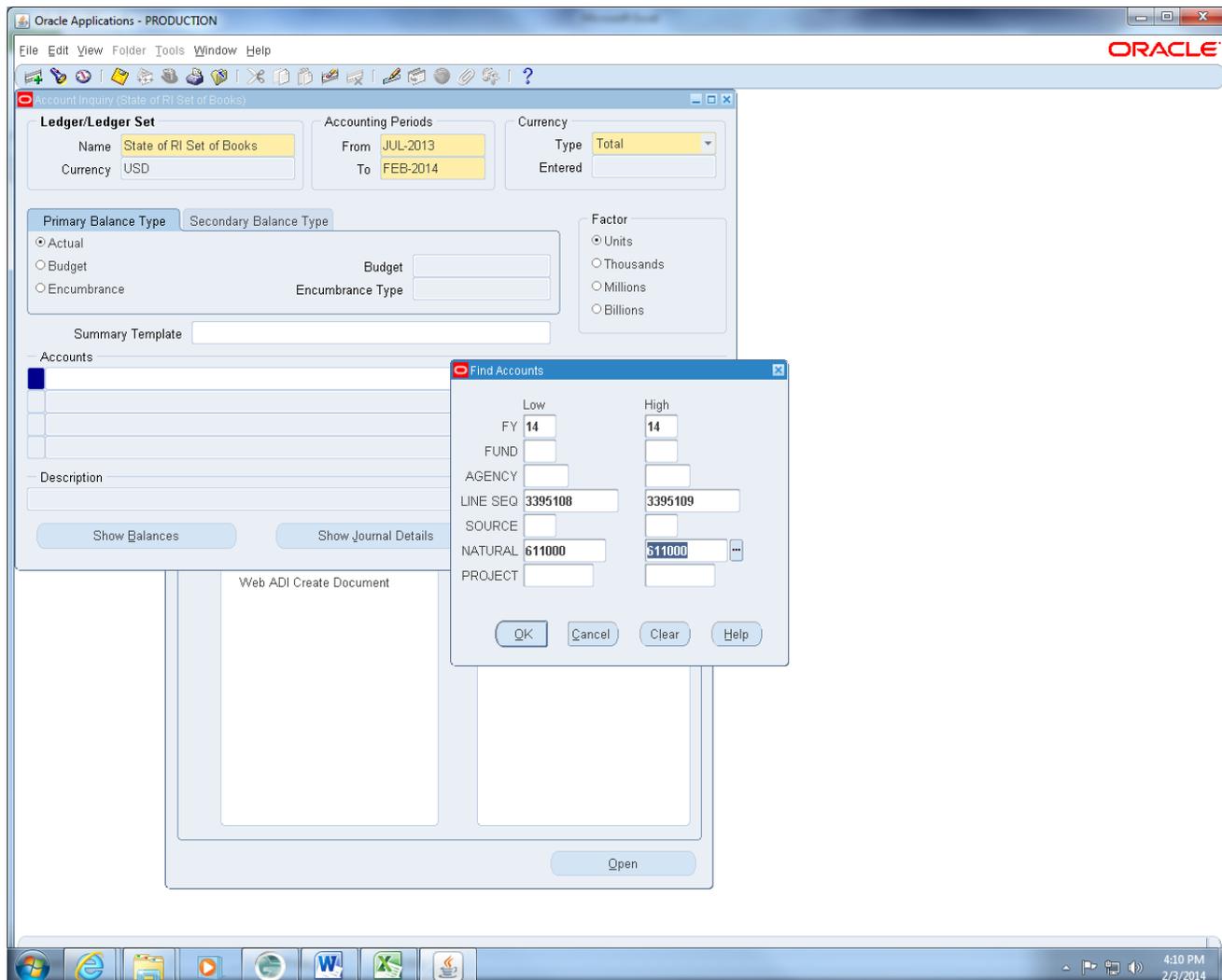
Below the table, there are three buttons: "Review Journal", "Review Batch", and "Reguery". At the bottom of the window, there is an "Open" button. The taskbar at the bottom shows the system clock as 12:16 PM on 5/14/2015.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|------------|----------|----------------|--------|----------------------------------|------------------------------|----------|---------------|----------------|---|---|---|---|
| 1 | Batch Stat | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit | | | | |
| 2 | Posted | ADI | Transfer | May-15 | CSH15BAQ117 ADI A 31316859 | CSH15BAQ117 Transfer USD | USD | 76,745,387.25 | 76,745,387.25 | | | | |
| 3 | Posted | AutoCopy | Transfer | May-15 | CSH15BAQ118 | CSH15BAQ118 | USD | 3,636,269.60 | 3,636,269.60 | | | | |
| 4 | Posted | AutoCopy | Transfer | May-15 | CSH15BAQ119 | CSH15BAQ119 | USD | 372,935.22 | 372,935.22 | | | | |
| 5 | Posted | AutoCopy | Transfer | May-15 | CSH15BAQ120 | CSH15BAQ120 | USD | 20,270,461.06 | 20,270,461.06 | | | | |
| 6 | Posted | Manual | Transfer | May-15 | CSH15BAQ121 11-MAY-2015 11:55:12 | CSH15BAQ121 | USD | 200,000.00 | 200,000.00 | | | | |
| 7 | Posted | ADI | Transfer | May-15 | CSH15FNDBAQ0512 ADI A 31352269 | CSH15FNDBAQ0512 Transfer USD | USD | 10,633,373.24 | 10,633,373.24 | | | | |
| 8 | Posted | ADI | Transfer | May-15 | CSH15FNDBAQ0513 ADI A 31359180 | CSH15FNDBAQ0513 Transfer USD | USD | 4,952,899.88 | 4,952,899.88 | | | | |
| 9 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ165 | J15068BAQ165 | USD | 14,426.56 | 14,426.56 | | | | |
| 10 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ166 | J15068BAQ166 | USD | 23,182.48 | 23,182.48 | | | | |
| 11 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ167 | J15068BAQ167 | USD | 41,437.39 | 41,437.39 | | | | |
| 12 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ168 | J15068BAQ168 | USD | 632.62 | 632.62 | | | | |
| 13 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ169 | J15068BAQ169 | USD | 1,203.19 | 1,203.19 | | | | |
| 14 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ170 | J15068BAQ170 | USD | 1,502.55 | 1,502.55 | | | | |
| 15 | Posted | ADI | Payroll | May-15 | J15068BAQ171 ADI A 31311210 | J15068BAQ171 Payroll USD | USD | 68,331,697.08 | 68,331,697.08 | | | | |
| 16 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ172 | J15068BAQ172 | USD | 2,600.16 | 2,600.16 | | | | |
| 17 | Posted | AutoCopy | Payroll | May-15 | J15068BAQ173 | J15068BAQ173 | USD | 1,258,135.14 | 1,258,135.14 | | | | |
| 18 | Posted | AutoCopy | Payroll | May-15 | J15068BAQ174 | J15068BAQ174 | USD | 7,760.00 | 7,760.00 | | | | |
| 19 | Posted | AutoCopy | Payroll | May-15 | J15068BAQ175 | J15068BAQ175 | USD | 2,788.38 | 2,788.38 | | | | |
| 20 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ176 | J15068BAQ176 | USD | 1,771.50 | 1,771.50 | | | | |
| 21 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ177 | J15068BAQ177 | USD | 202,197.48 | 202,197.48 | | | | |
| 22 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ178 | J15068BAQ178 | USD | 38,881.90 | 38,881.90 | | | | |
| 23 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ179 | J15068BAQ179 | USD | 1,365.70 | 1,365.70 | | | | |
| 24 | Posted | AutoCopy | A&C Adjustment | May-15 | J15068BAQ180 | J15068BAQ180 | USD | 1,218.47 | 1,218.47 | | | | |
| 25 | Posted | AutoCopy | Cash Receipts | May-15 | R15068BAQ0501 | R15068BAQ0501 | USD | 2,181,922.24 | 2,181,922.24 | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | |
| 33 | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | |
| 35 | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | |
| 40 | | | | | | | | | | | | | |
| 41 | | | | | | | | | | | | | |
| 42 | | | | | | | | | | | | | |
| 43 | | | | | | | | | | | | | |

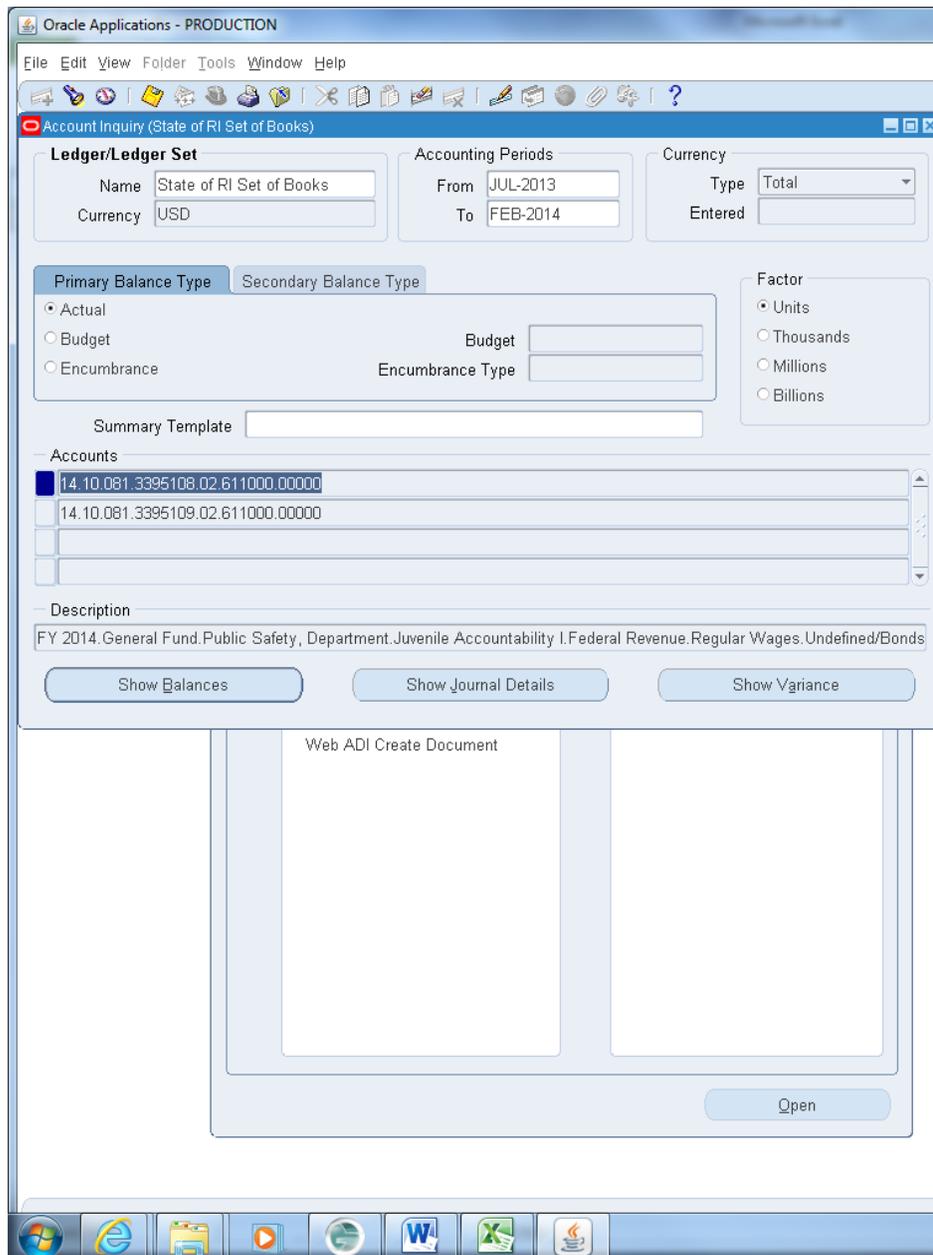
Account Inquiry

In order to see what has been posted to a particular account each month over a particular range of time, follow these procedures:

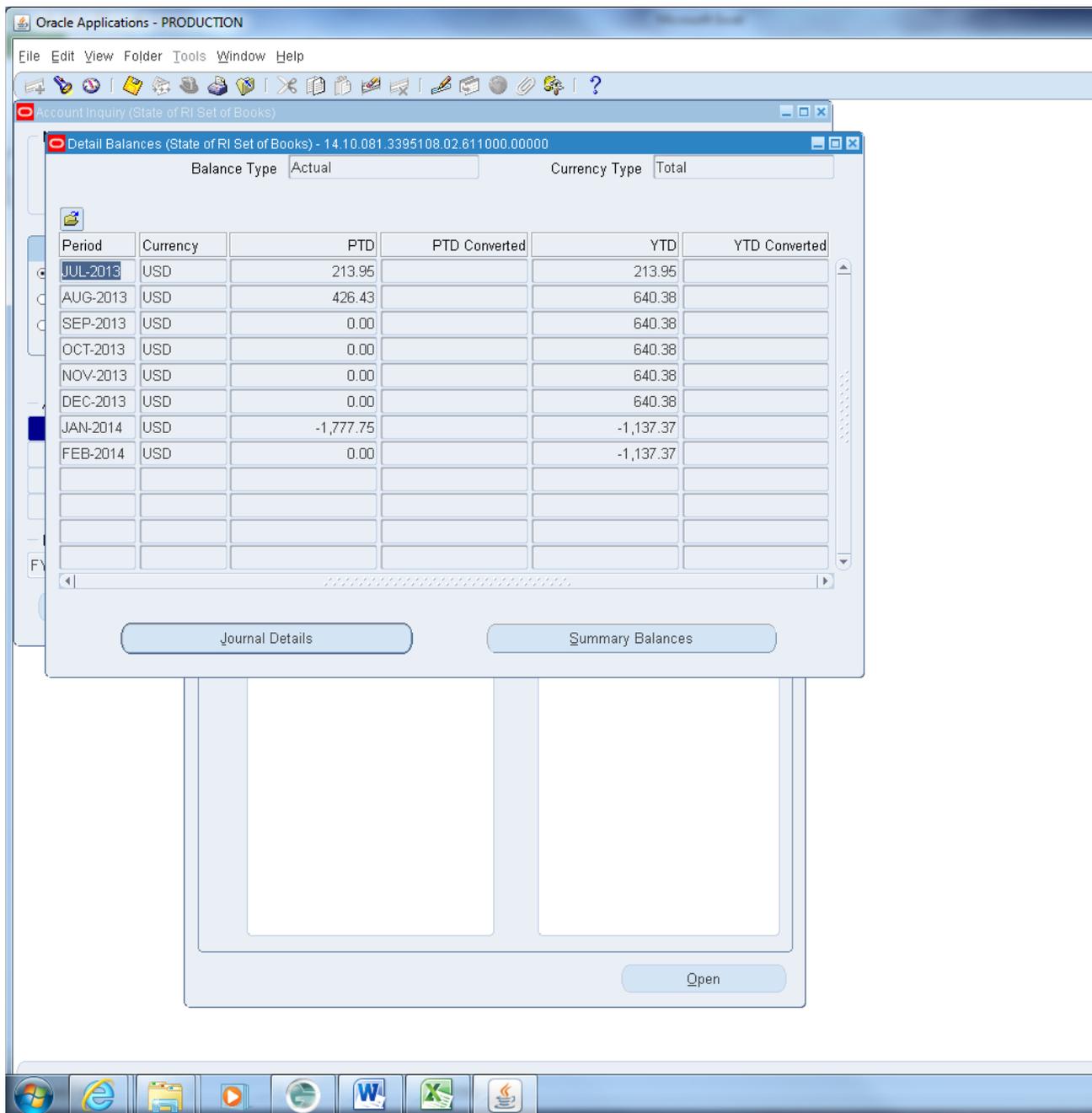
- Use the Top Hat icon to select the responsibility GL Agency User.
- Double click Inquiry on the Navigation screen.
- Double click the subcategory Account.
- On the next screen that pops up, enter the first and last accounting periods you wish to look at. Both of these periods must fall within the same State fiscal year.
- Click in the Accounts field. A screen will open up in which you may enter the criteria that will determine which account information is displayed. Select OK.



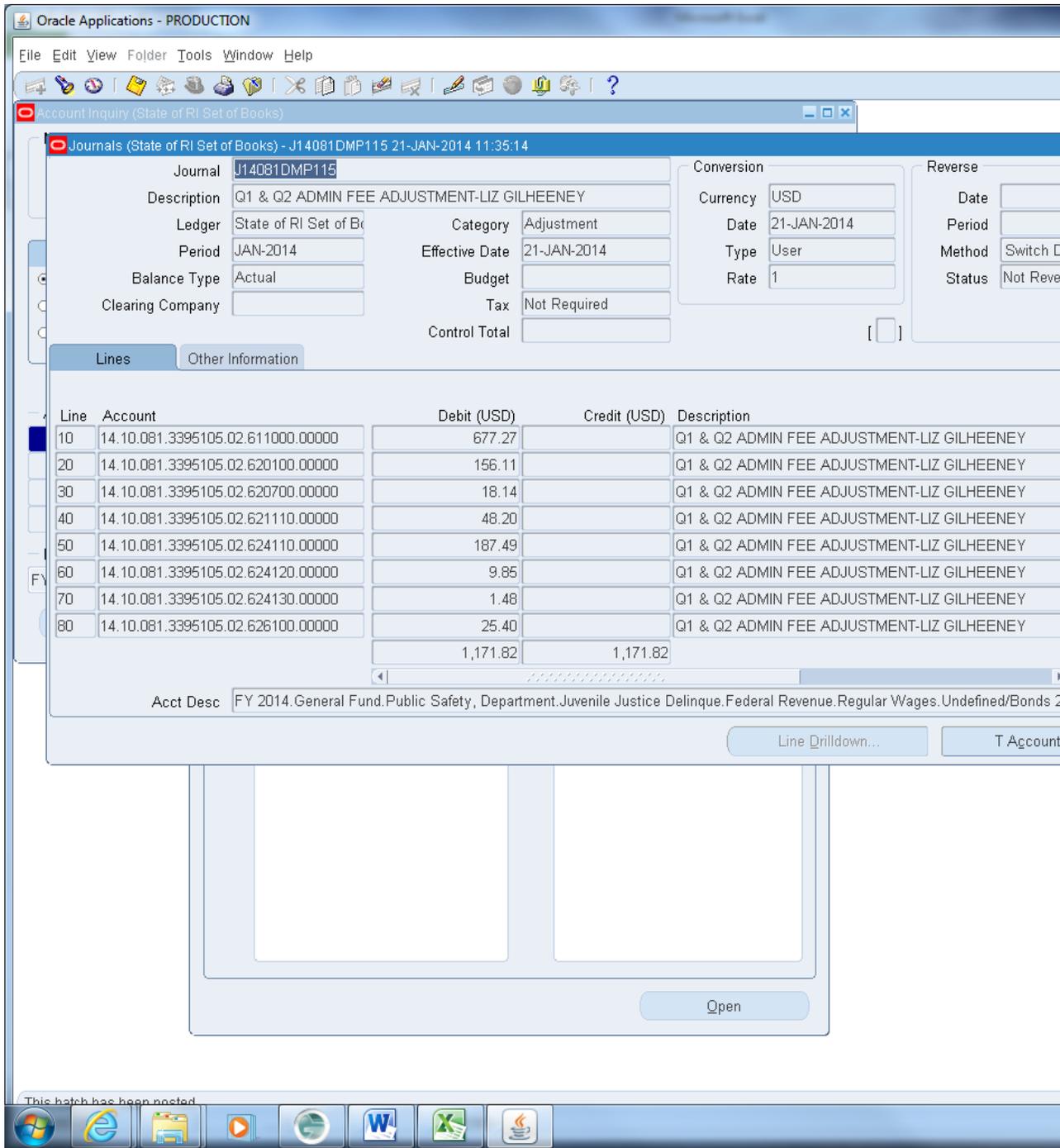
- All of the accounts that meet the criteria you selected in the last step will appear at the bottom of the first screen in the Accounts section. To see the activity for a particular account summarized by period, click on the box to the left of the account and then select the Show Balances button.



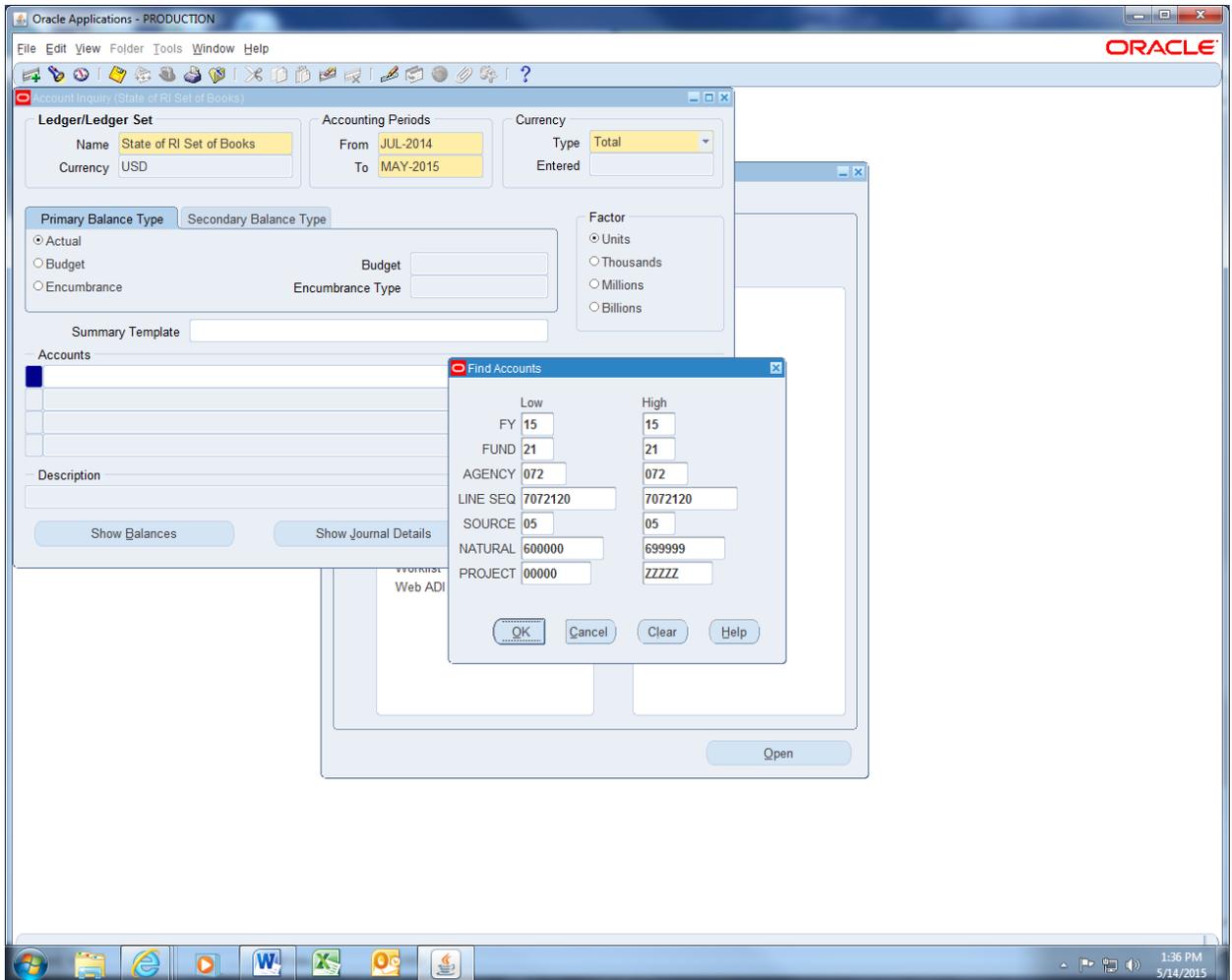
- The next screen that opens up shows the total of all transactions that posted to the selected account both by period to date and by year to date. On this screen, positive amounts always mean debits and negative amounts always mean credits. To see a list of the individual journal entries that resulted in the total amount posted for a particular period, highlight the period and select the Journal Details button.

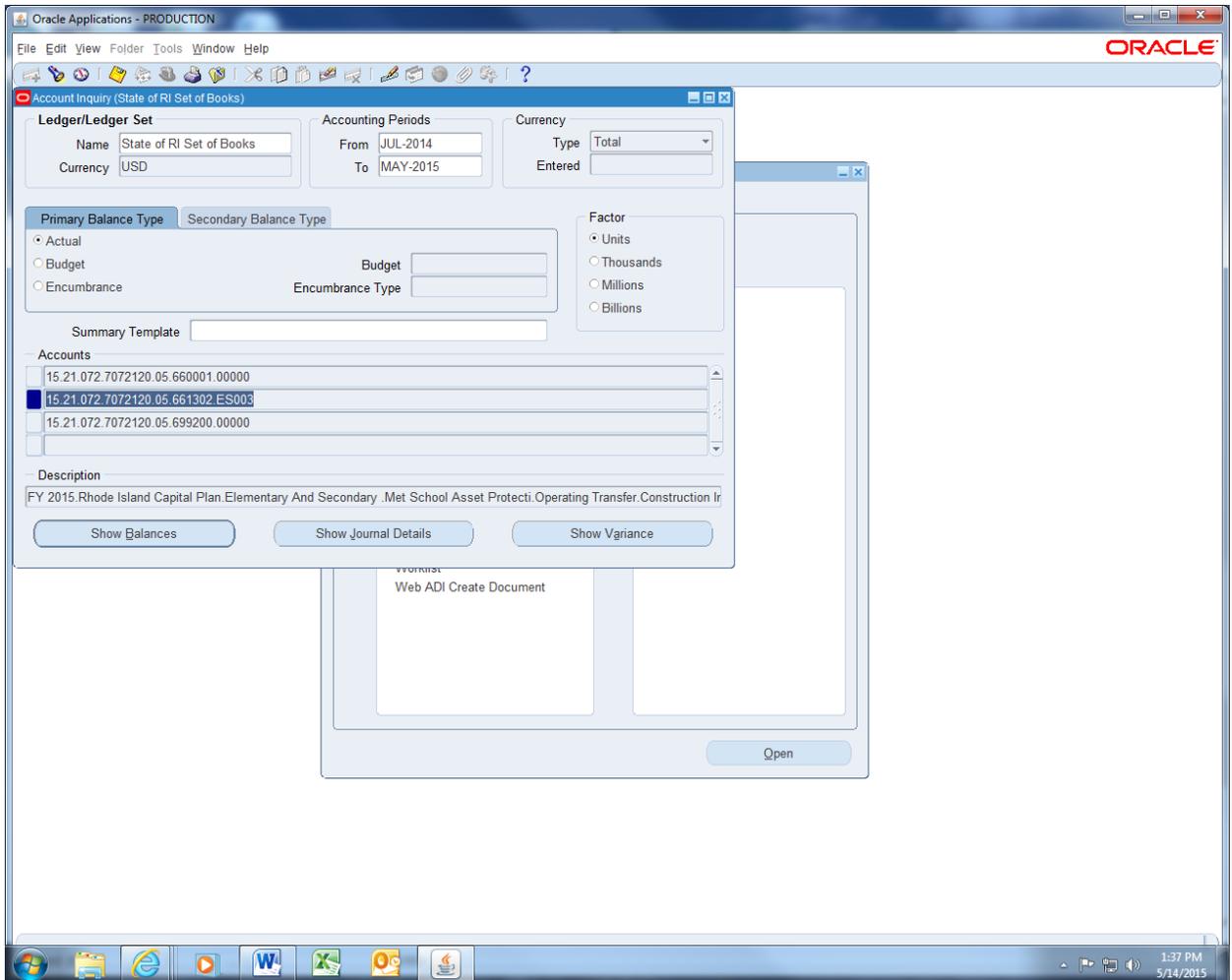


- The next screen that opens up shows the individual debit or credit entries that together combine into the total amount you selected from the previous screen. At this point, you may choose from the buttons at the bottom of the screen to retrieve even more information about a particular entry.



- Following is an example of an account inquiry which leads to an account payable transaction (as opposed to a journal entry). In cases like this, the Drilldown button will become available to use.





http://rifansap.doit.ri.gov:8010/OA_HTML/RF.jsp?function_id=27341&resp_id=50254&resp_... Oracle Applicatio... View Journal Entry... View Journal Entry... View Journal E... x

File Edit View Favorites Tools Help



Navigator Favorites Preferences Help Close Window

View Journal Entry Lines Save Search

Ledger **State of RI Set of Books** GL Batch Name **Payables A 1030036 30625815**
 Period **FEB-2015** GL Journal Entry Name **FEB-2015 Purchase Invoices**
 Currency **USD** Accounted DR **4057.54**
 Account **15.21.072.7072120.05.661302.ES003** Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

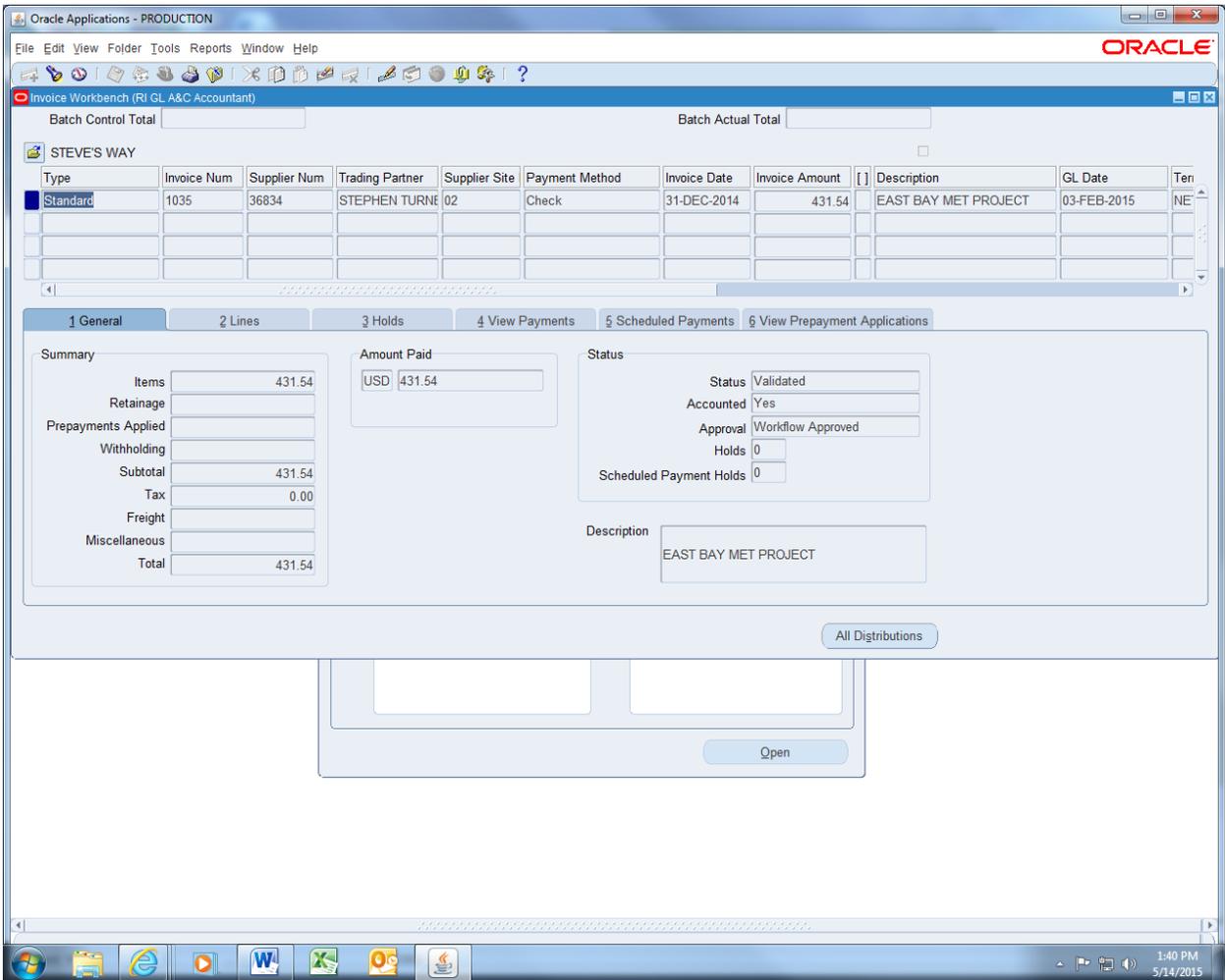
Balancing Segment is
 Natural Account Segment is
 GL Date is

Go Clear Add Another Accounted CR Add

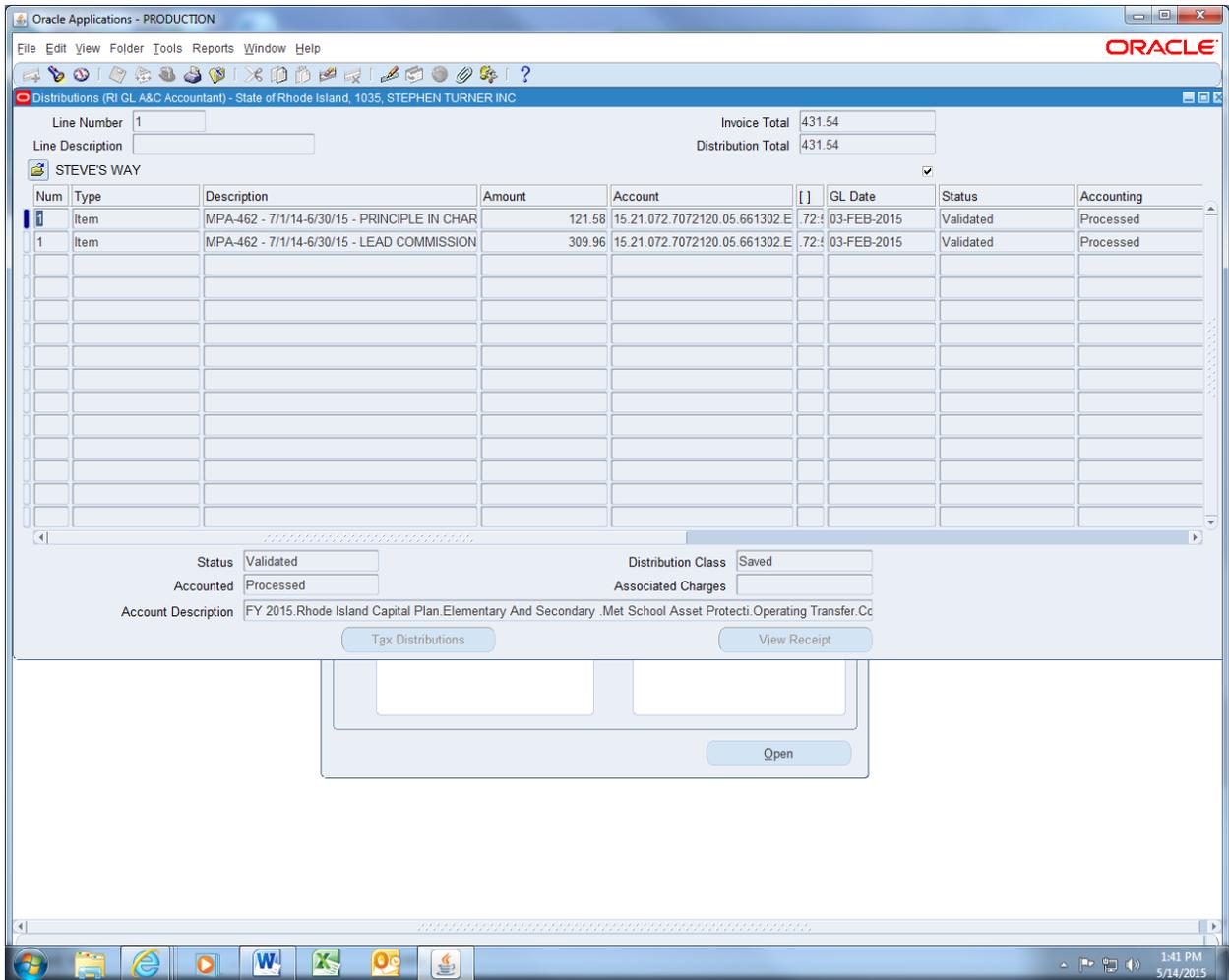
Select Subledger Journal Entry Line: [View Transaction](#) [View Journal Entry](#) | [Export](#)

| Select | Ledger | Account | AccountDescription | GL Date | Accounting Class | Accounted DR | Accounted CR | Supporting References |
|----------------------------------|--------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|--------------|--------------|-----------------------|
| <input checked="" type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 309.96 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 121.58 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 593.20 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 2,376.36 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 121.58 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 413.28 | | 00 |
| <input type="radio"/> | State of RI Set of Books | 15.21.072.7072120.05.661302.ES003 | FY 2015.Rhode Island Capital Plan.Elementary And Secondary .Met School Asset Protecti.Operating Transfer.Construction In Progress.Met School-East Bay Feasi | 03-Feb-2015 | Item Expense | 121.58 | | 00 |

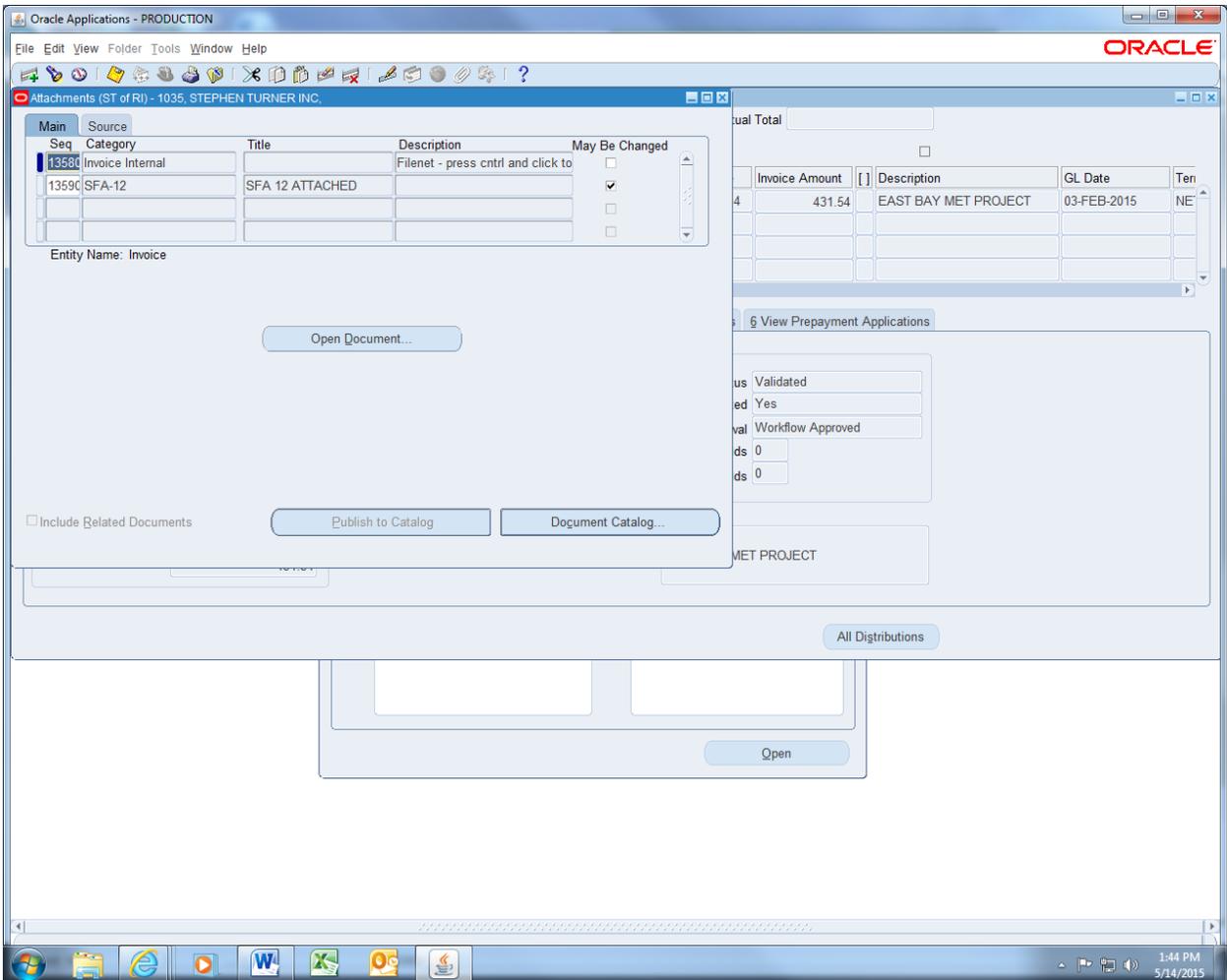
Here is the screen that appears next when you click on the View Transaction button.



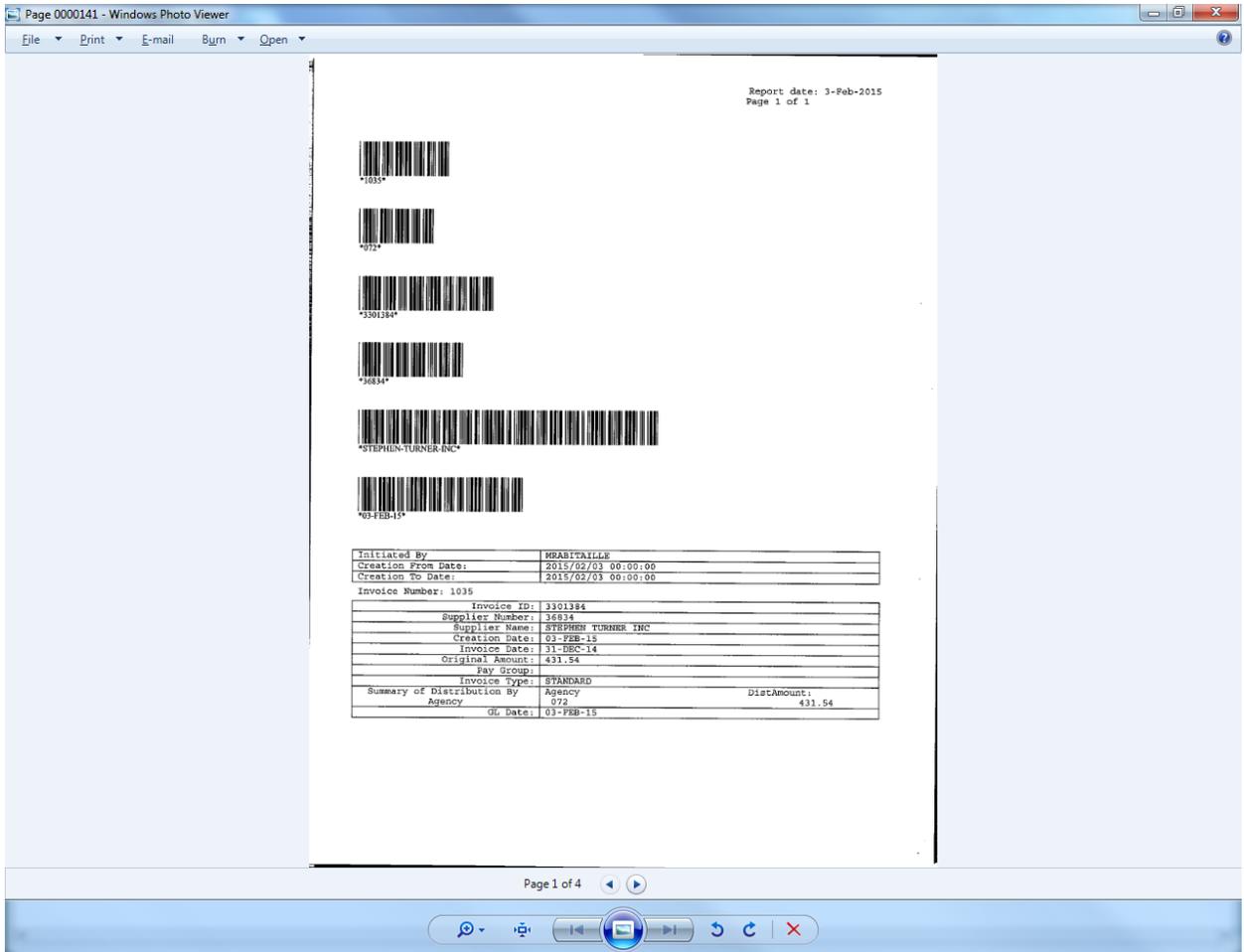
Here is the screen that appears next when you click on the All Distributions button.



Finally, if you wish to see the actual invoice, go back to the previous screen and click on the paper clip icon with the post-it note.



Click on the Open Document button and, on the next screen, click Open.



Using Additional Queries in RIFANS

In RIFANS you have the ability to perform on screen queries in two ways. The type of query you use depends on the detail of the data that you want the system to return.

Before explaining these two types of queries it is important to understand two types of controls that RIFANS utilizes and how the system evaluates accounts relative to these controls.

The first control is "Budgetary Control". As the name implies, Budgetary Control prevents expenditures that are in excess of the appropriation from going forward. For this control, the following levels are utilized:

For Funds Source 01 (General Revenue), Source 07 (Debt) and Source 09 (Other Funds), funds are controlled at the line item level. That means that all 7-digit sequences that are built on a particular line item (defined as the first four digits of a 7-digit line item sequence segment) are grouped together for budgetary control purposes.

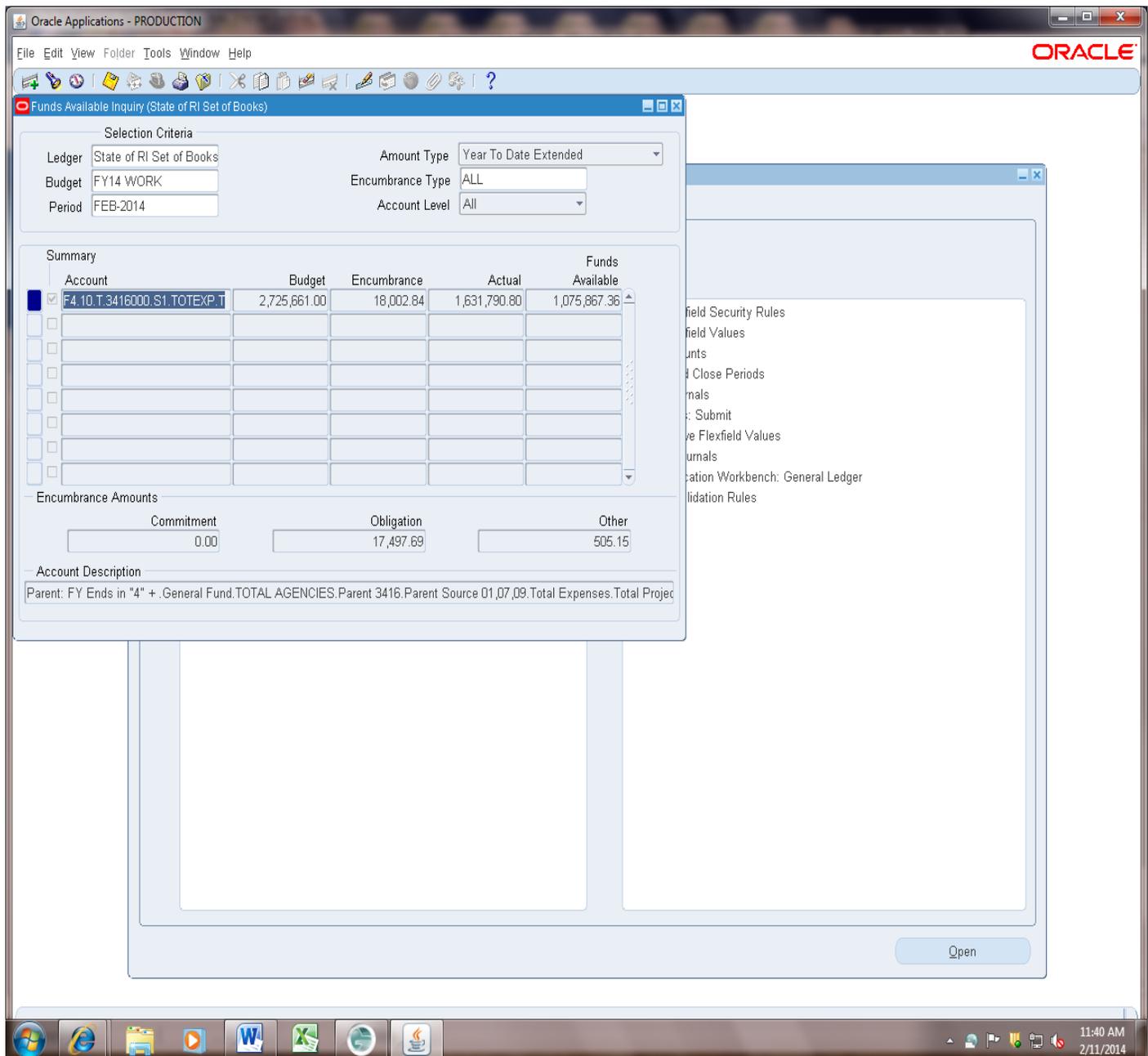
For Funds Source 02 (Federal), 03 (Restricted) and 05 (Operating Transfer), the budgets are controlled at the 7-digit line item sequence level.

The second control is "Lesser of Cash or Program". This control limits the amount of expense that the system will allow against the cash balance for that account. This control is limited to Funds Sources 02, 03 and 05 and happens at the 7-digit line item sequence level.

These controls utilize summary accounts that are used as follows:

For Funds Availability for Source 01, 07 or 09 the following would be used:

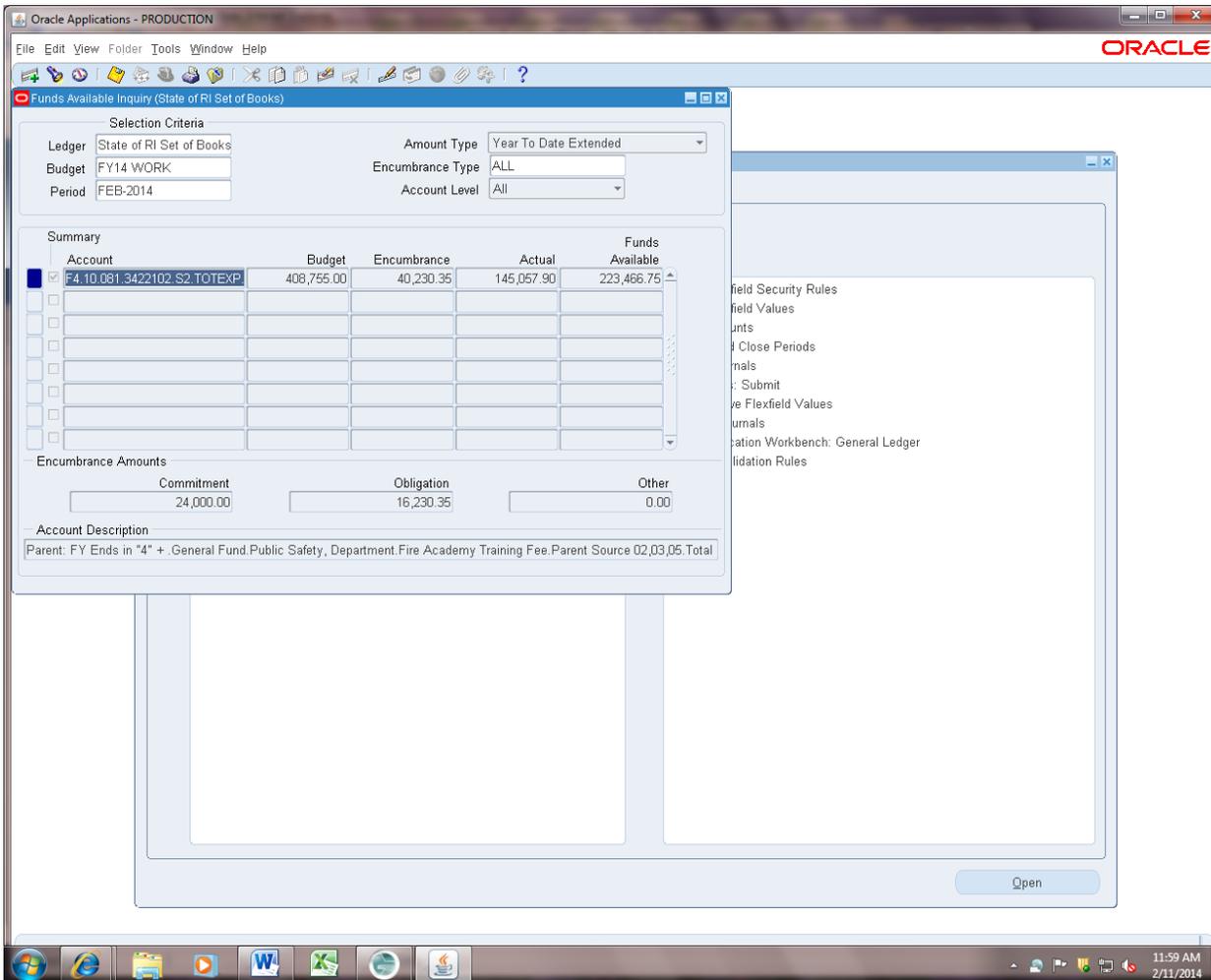
Step 1 – Access the Inquiry Screen: Inquiry>Fund



When the screen opens, change the period to the current period. Click in the account box and enter F4 for the fiscal year for FY14 (it is F plus the last digit of the fiscal year) and enter the 4-digit line item plus 000 (in this example 3416000) and click OK. This query returns a budget of \$2,725,661, encumbrances of \$ 18,002.84, and actual expenses of \$1,631,790.80 (this amount includes journals that have been reserved but not yet approved or posted) and an available balance of \$1,075,867.36. At the bottom of the screen there is an encumbrance breakdown that shows Commitments (Requisitions) of \$0.00, Obligations (Purchase Orders) of \$ 17,497.69 and Other (in most cases this is for invoices) of \$ 505.15 for a total of \$ 18,002.84.

For Funds Availability for Source 02, 03 or 05 the following would be used:

Step 1 – Access the Inquiry Screen: Inquiry>Fund



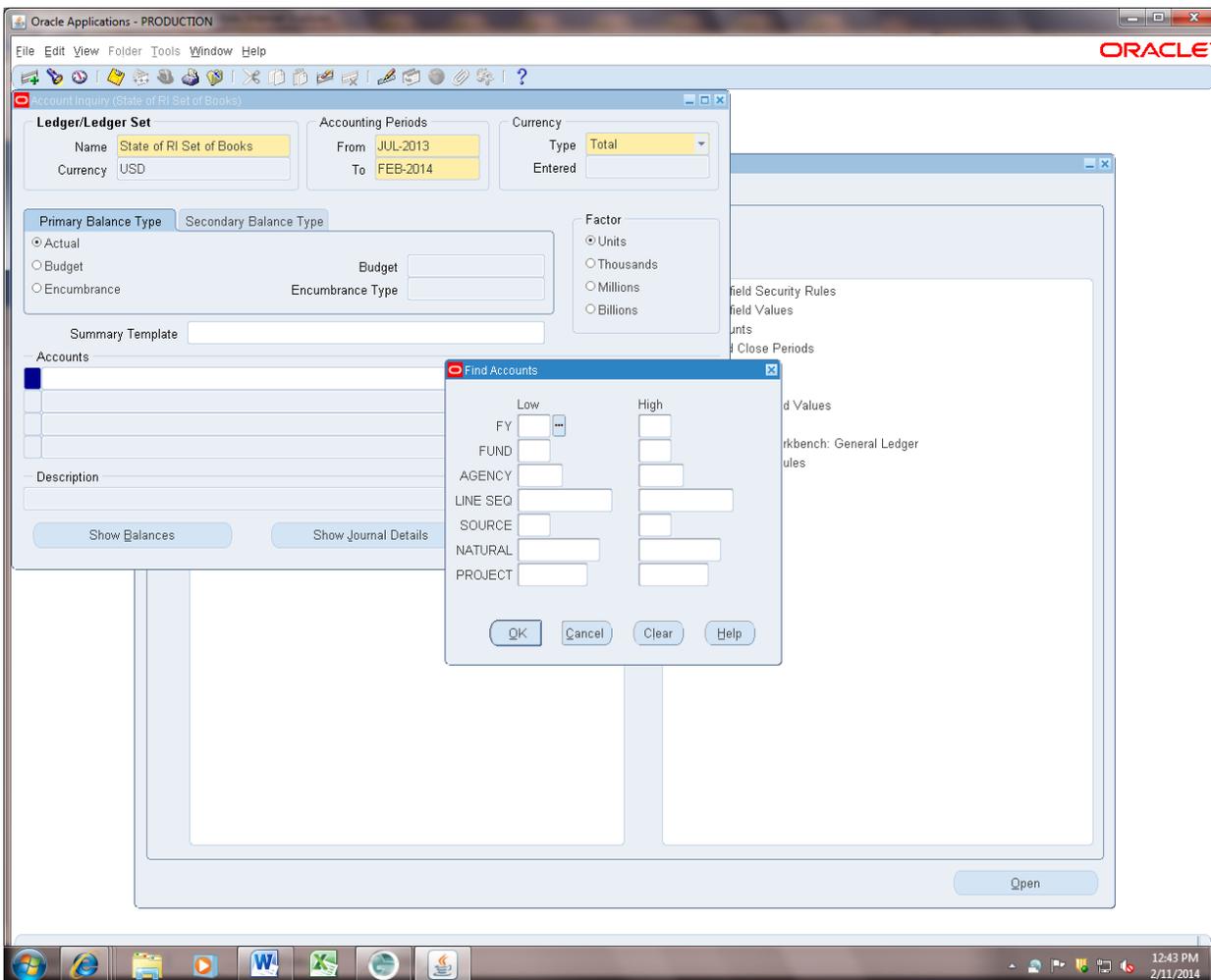
When the screen opens, change the period to the current period. Click in the account box and enter F4 for the fiscal year for FY14 (it is F plus the last digit of the fiscal year) and enter the 7-digit line item sequence (in this example 3422102) and click OK.

This query returns a budget of \$ 408,755.00, encumbrances of \$40,230.35, and actual expenses of \$ 145,057.90 (this amount includes journals that have been reserved but not yet approved or posted) and an available balance of \$ 223,466.75. At the bottom of the screen there is an encumbrance breakdown that shows Commitments (Requisitions) of \$ 24,000.00, Obligations (Purchase Orders) of \$ 16,230.35, and Other (in most cases this is for invoices) of \$0.00 for a total of \$ 40,230.35.

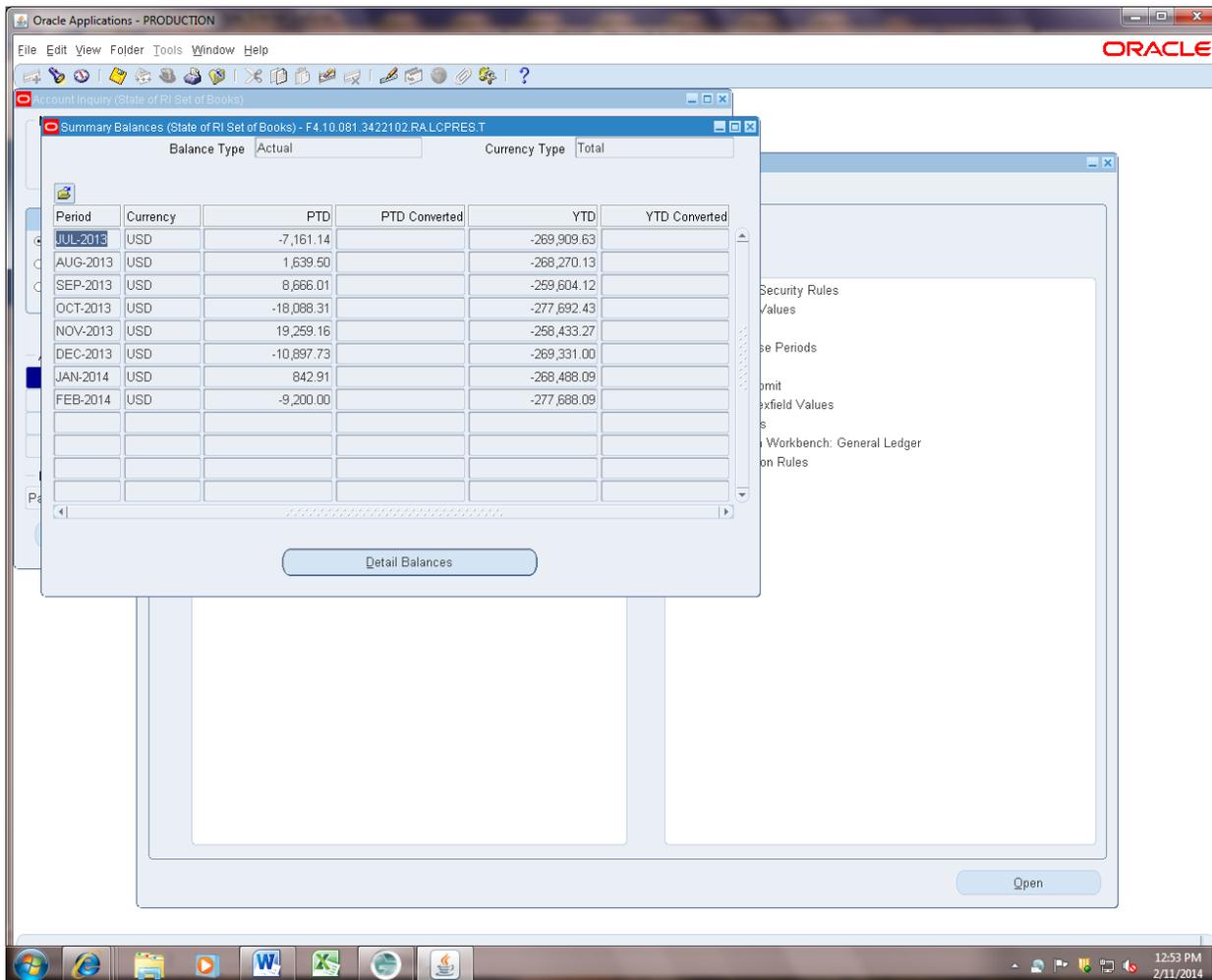
Another query that is available in RIFANS is an account inquiry. This type of query is much more versatile than the funds inquiry and even allows the user to drill down to the transaction level of the account charges.

For Cash Availability for Source 02, 03 or 05 the following would be used:

Step 1 – Access the Inquiry Screen: Inquiry>Account

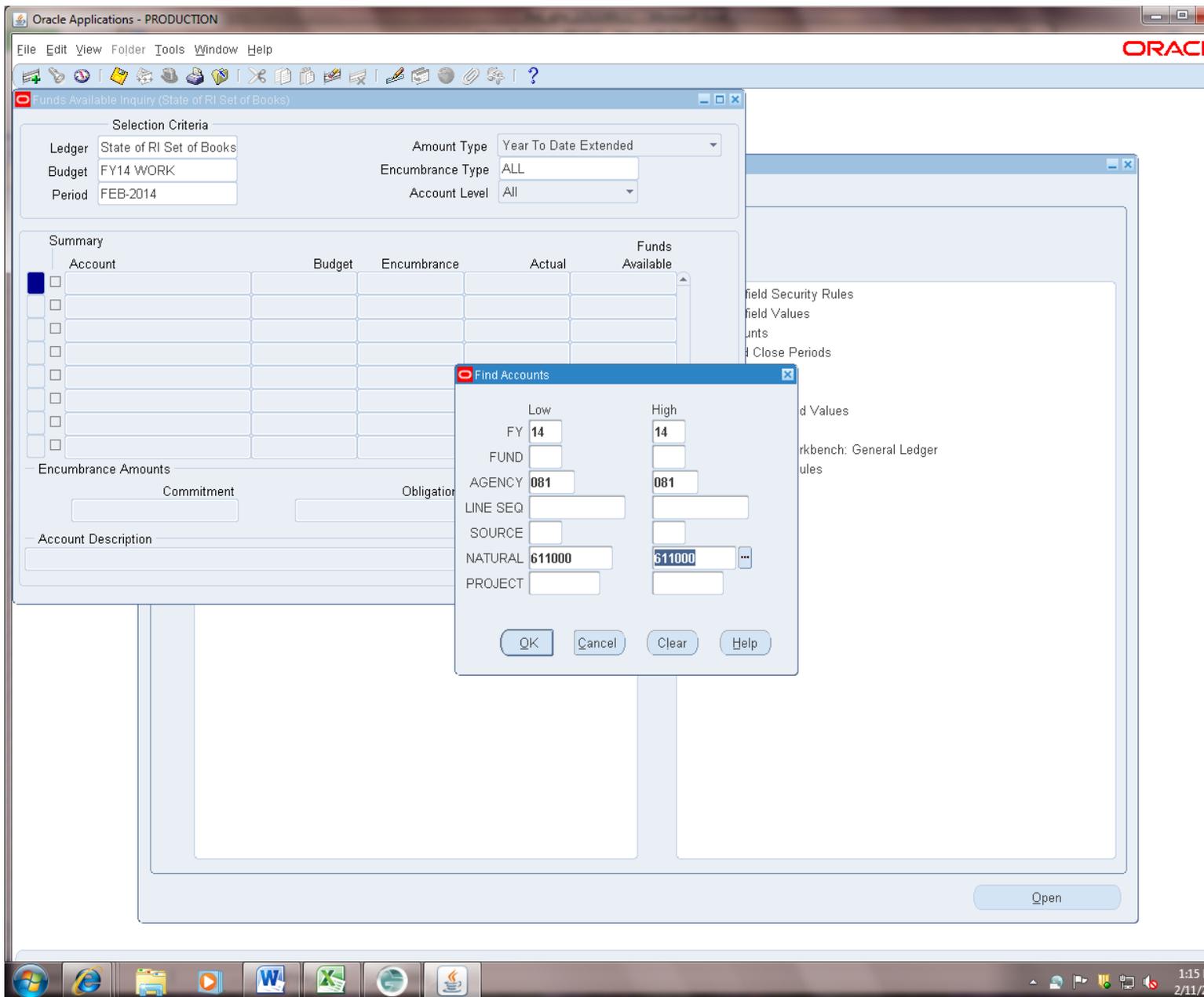


When the screen opens it will have the From and To Accounting Periods populated with the current period. Change these to the desired values and click in the account box for the account parameter to open. Enter F4 for the fiscal year for FY14 (it is F plus the last digit of the fiscal year) and enter the 7-digit line item sequence (in this example 3422102) and either enter RA in the source box (for restricted accounts) or enter FA in the source box for federal or operating transfer accounts) and click OK. Then click on Show Balances.



The amount presented in the current period for YTD represents the current amount of cash available in this account that is used for the Lesser of Cash or Program Control. Since this is on a debit/credit basis, the negative amount shown here for revenue is a positive cash balance. This cash balance is a combination of the balance forward, posted receipts, booked expenses (accrual basis) and Cash ARB's. This balance should not be used to draw federal funds and, in most cases, will differ from the amounts displayed in the RI Cash Resources Report – Federal.

An additional use of the Funds inquiry is to inquire on a particular group of accounts. For example, if DPS wanted to look at all of their regular wage accounts this year they would access the Funds Inquiry screen, change the period and enter the accounts desired:



This will return all Agency 081 line item sequence numbers using natural account 611000 this fiscal year.

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

ORACLE

Funds Available Inquiry (State of RI Set of Books)

Selection Criteria

Ledger: State of RI Set of Books Amount Type: Year To Date Extended

Budget: FY14 WORK Encumbrance Type: ALL

Period: FEB-2014 Account Level: All

Summary

| Account | Budget | Encumbrance | Actual | Funds Available |
|---------------------------------------------------------|------------|-------------|------------|-----------------|
| <input type="checkbox"/> 14.10.081.3390101.01.611000.00 | 748,488.00 | 0.00 | 412,246.78 | 336,241.22 |
| <input type="checkbox"/> 14.10.081.3395102.02.611000.00 | 7,500.00 | 0.00 | 1,837.84 | 5,662.16 |
| <input type="checkbox"/> 14.10.081.3395103.02.611000.00 | 31,644.00 | 0.00 | 15,750.71 | 15,893.29 |
| <input type="checkbox"/> 14.10.081.3395104.02.611000.00 | 108,679.00 | 0.00 | 21,503.16 | 87,175.84 |
| <input type="checkbox"/> 14.10.081.3395105.02.611000.00 | 43,549.00 | 0.00 | 30,208.32 | 13,340.68 |
| <input type="checkbox"/> 14.10.081.3395106.02.611000.00 | 2,138.00 | 0.00 | 1,837.84 | 300.16 |
| <input type="checkbox"/> 14.10.081.3395107.02.611000.00 | 94,793.00 | 0.00 | 37,599.88 | 57,193.12 |
| <input type="checkbox"/> 14.10.081.3395108.02.611000.00 | 291.00 | 0.00 | -1,137.37 | 1,428.37 |

Encumbrance Amounts

| Commitment | Obligation | Other |
|------------|------------|-------|
| 0.00 | 0.00 | 0.00 |

Account Description

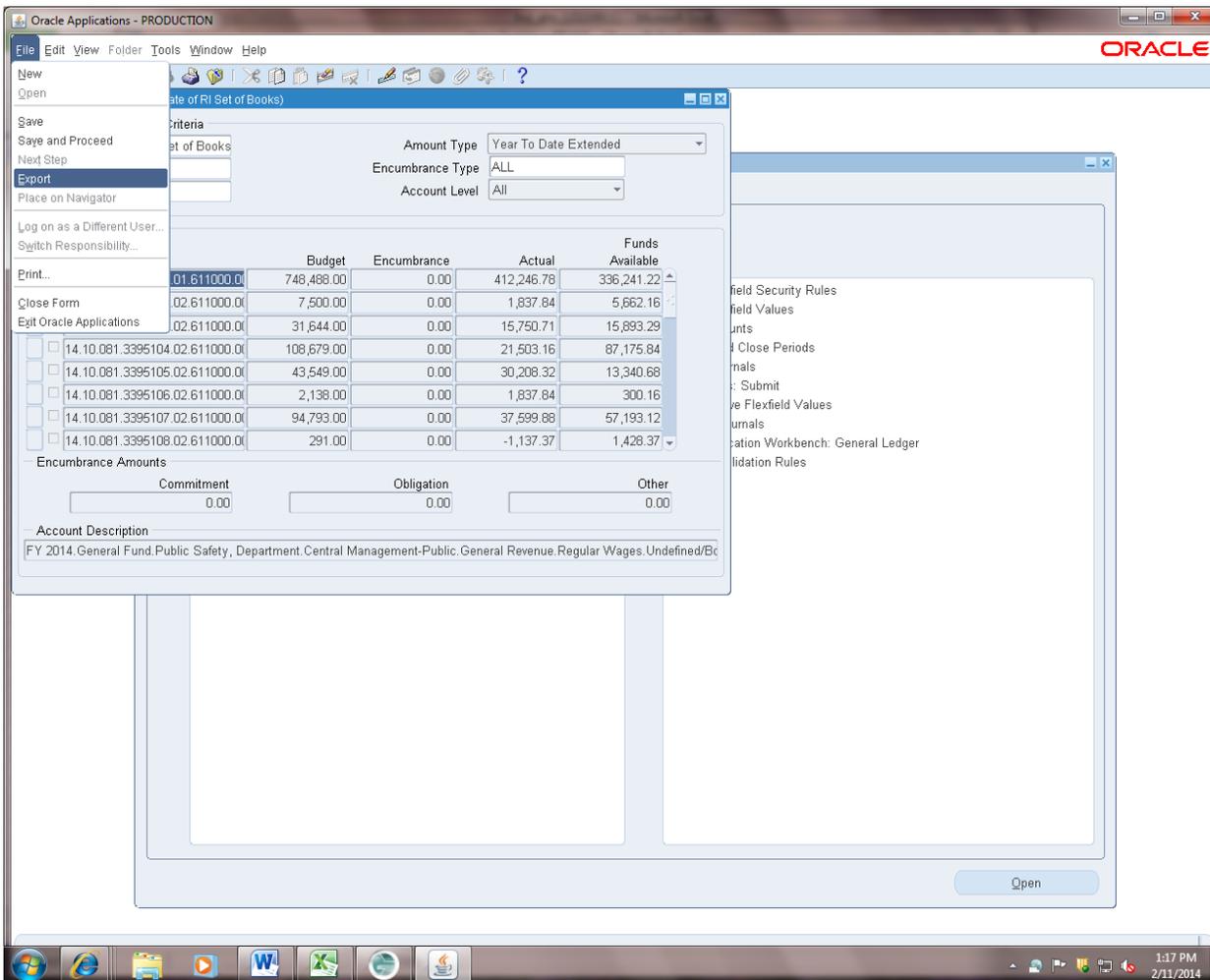
FY 2014.General Fund.Public Safety , Department.Central Management-Public.General Revenue.Regular Wages.Undefined/Bc

field Security Rules
field Values
units
Close Periods
imals
Submit
ve Flexfield Values
urnals
ation Workbench: General Ledger
lidation Rules

Open

1:16 PM
2/11/2014

To export this data to Excel, click in the account box and go to File>Export.



Set your system to open the file in Excel and you will get the following result in an Excel spreadsheet:

| Funds Available (USD): | Budget | Encumbrance | Actual | Funds Available |
|-----------------------------------|---------|-------------|------------|-----------------|
| 14.10.081.3390101.01.611000.00000 | 748488 | 0 | 412246.78 | 336241.22 |
| 14.10.081.3395102.02.611000.00000 | 7500 | 0 | 1837.84 | 5662.16 |
| 14.10.081.3395103.02.611000.00000 | 31644 | 0 | 15750.71 | 15893.29 |
| 14.10.081.3395104.02.611000.00000 | 108679 | 0 | 21503.16 | 87175.84 |
| 14.10.081.3395105.02.611000.00000 | 43549 | 0 | 30208.32 | 13340.68 |
| 14.10.081.3395106.02.611000.00000 | 2138 | 0 | 1837.84 | 300.16 |
| 14.10.081.3395107.02.611000.00000 | 94793 | 0 | 37599.88 | 57193.12 |
| 14.10.081.3395108.02.611000.00000 | 291 | 0 | -1137.37 | 1428.37 |
| 14.10.081.3395109.02.611000.00000 | 8100 | 0 | 681.18 | 7418.82 |
| 14.10.081.3395110.02.611000.00000 | 6047 | 0 | 44032.92 | -37985.92 |
| 14.10.081.3395111.02.611000.00000 | 5473 | 0 | 10.02 | 5462.98 |
| 14.10.081.3395112.02.611000.00000 | 9563 | 0 | 2305.12 | 7257.88 |
| 14.10.081.3401101.01.611000.00000 | 2294489 | 0 | 1293679.84 | 1000809.16 |
| 14.10.081.3416101.01.611000.00000 | 1407898 | 0 | 839342.66 | 568555.34 |
| 14.10.081.3416101.01.611000.Z0001 | 0 | 0 | 155.76 | -155.76 |
| 14.10.081.3416102.01.611000.00000 | 37766 | 0 | 21157.66 | 16608.34 |
| 14.10.081.3422102.03.611000.00000 | 142092 | 0 | 29359.14 | 112732.86 |

| | | | | |
|-----------------------------------|----------|---|------------|------------|
| 14.10.081.3427101.05.611000.00000 | 36622 | 0 | 0 | 36622 |
| 14.10.081.3445101.01.611000.00000 | 9523847 | 0 | 5217180.12 | 4306666.88 |
| 14.10.081.3445101.01.611000.Z0001 | 0 | 0 | 1465.56 | -1465.56 |
| 14.10.081.3445102.01.611000.00000 | 1827699 | 0 | 1054792.65 | 772906.35 |
| 14.10.081.3451101.01.611000.00000 | 110944 | 0 | 61881.97 | 49062.03 |
| 14.10.081.3482101.05.611000.00000 | 669411 | 0 | 244029.64 | 425381.36 |
| 14.10.081.3483101.09.611000.00000 | 98946 | 0 | 36947.5 | 61998.5 |
| 14.10.081.3486101.05.611000.00000 | 2100000 | 0 | 1027949.32 | 1072050.68 |
| 14.10.081.3491101.01.611000.00000 | 3701587 | 0 | 2423019.05 | 1278567.95 |
| 14.10.081.3491101.01.611000.Z0001 | 0 | 0 | 6.48 | -6.48 |
| 14.10.081.3491102.01.611000.00000 | 5696333 | 0 | 3707200.4 | 1989132.6 |
| 14.10.081.3491102.01.611000.Z0001 | 0 | 0 | 75 | -75 |
| 14.10.081.3491103.01.611000.00000 | 10478376 | 0 | 5550807.68 | 4927568.32 |
| 14.10.081.3491105.01.611000.00000 | 1142462 | 0 | 622934.34 | 519527.66 |
| 14.10.081.3496101.02.611000.00000 | 571892 | 0 | 110067.91 | 461824.09 |
| 14.10.081.4581101.02.611000.00000 | 0 | 0 | 17956.05 | -17956.05 |
| 14.59.081.3448101.09.611000.00000 | 490663 | 0 | 209119.64 | 281543.36 |

GENERAL LEDGER REPORTS

Oracle Reports, General Principles

Account managers have available a large menu of Oracle reports that can be run and printed. These reports fall into two major categories: standard and financial. The way to access either type of report is to click on the Top Hat icon to select the responsibility GL Agency User, double click Reports on the Navigation screen, and then double click either the subcategory Standard or the subcategory Financial, as desired.

The key fact to remember with any type of Oracle report is that, as with the journal entry screens, any field in yellow is a field that the Oracle system requires you to populate in order to progress further. Fields in white are generally optional, but they are often used to specify additional parameters that will serve to narrow down the scope of the data generated. Most of the report fields provide a List of Values (LOV) button that may be used to help you select the most appropriate parameters for the report you are about to generate.

The menu of Oracle reports available includes many reports that State agencies, including the Office of Accounts and Control, rarely, if ever, use. Following is a list of what may be considered the “top ten” **standard** reports that most agencies find useful. Afterward, you will see a set of screen shots that show what the reports actually look like. Some of the more recently developed programs give you the option of producing reports in an Oracle screen format or in Excel format. In such cases, the screen shots show the Excel format, which is likely to be the more useful to you because of the ability it gives you to “slice and dice” the data into even more meaningful formats and summarizations.

Of course, nothing prevents you from trying out any other report listed on the menu that you think might be useful to your agency or to the Office of Accounts and Control. If you find such a report, we encourage you to tell other agencies about it so they can benefit from using it as well. Your top ten list could well end up looking very different from this one.

Here is the “top ten” list:

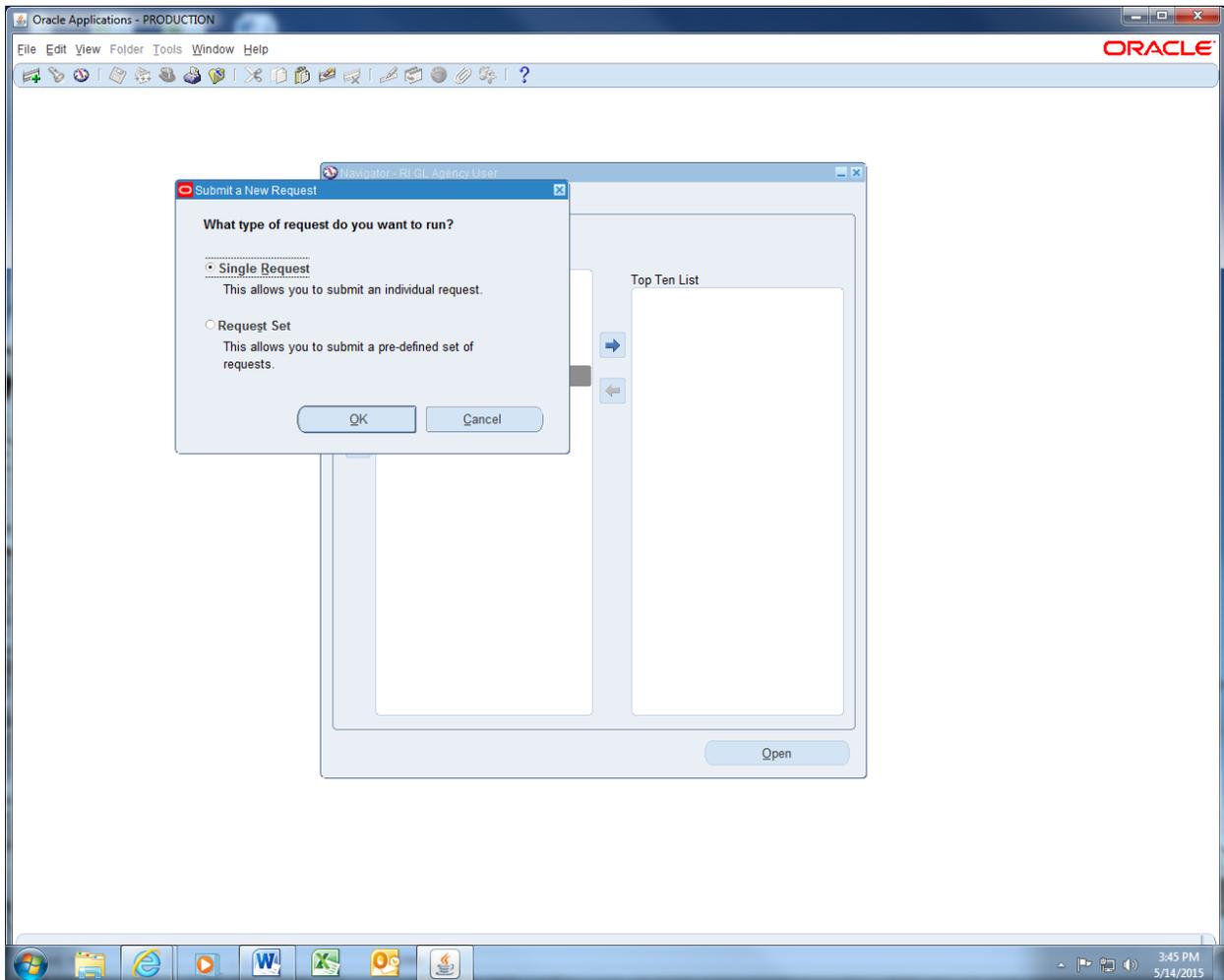
1. RI Archive Registers – this is a set of six reports that currently can be used to list transactions that occurred between the implementation of the RI-SAIL system on 07/01/2001 through 06/30/2011. Each fiscal year the oldest year available in the RI Register (see #2 below) is transferred into the RI Archive Register. The search may be performed by RI-FANS account number, Document ID / Source ID, Check Number, Purchase Order Number, Cost Center, or Vendor Number.
2. RI Registers – this is a set of six reports that currently can be used to list RI-FANS transactions that occurred between 07/01/2011 through the present. The search may be performed by any of the same six parameters described above in RI Archive Registers (see #1 above).
3. RI Statement 2 – Free Balance by Line Sequence - Export – this is a report in real time that provides a budget amount, expensed amount, encumbered amount, and pre-encumbered amount for any range of accounts desired, along with the residual balance available.
4. RI GL Journal Approval Status Report – this is a report in real time that tells when a still unposted journal was initiated, the name of the initiator, the period name, the document

name, the funds status (e.g., Need to Reserve Funds, Passed Funds Check), the approval status (e.g., In Process, Approved, Rejected, Required), and the name of the pending approver (i.e., the person on whose worklist the journal currently resides).

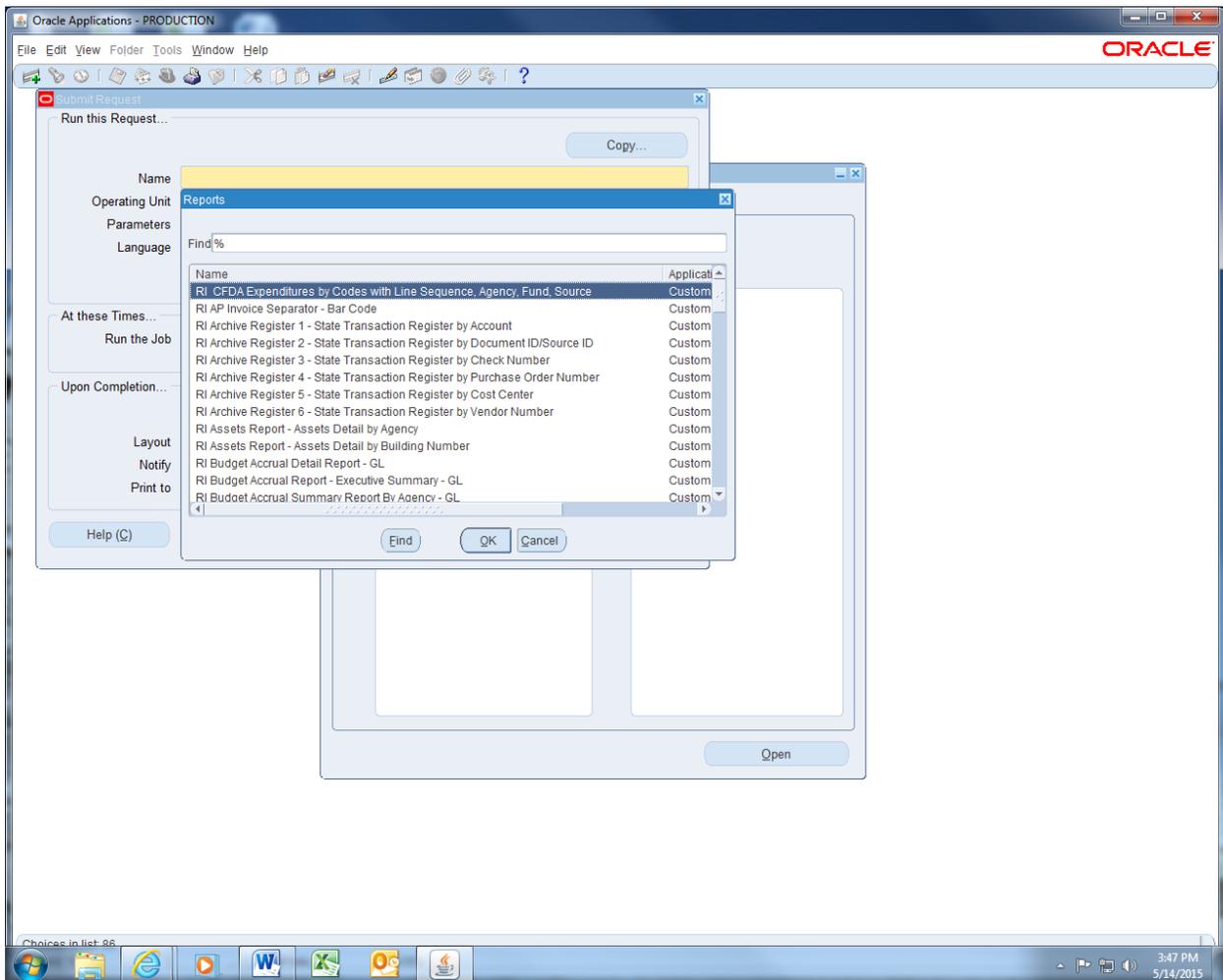
5. Account Analysis – (180 Char) – this generates a separate report, by period, of all parameter-defined transactions that posted in each period of the date range chosen. The data shown is in real time.
6. General Ledger – (180 Char) – this generates a report with the same information as the Account Analysis report described above, but arranged and summarized in a different way. The data shown is in real time. Which of the two reports you choose to generate will depend on personal preference and on the nature of the information you are trying to retrieve.
7. Journals – (180 Char) – this is a report in real time that prints out all the lines of any RI-FANS journal you select, whether posted or unposted.
8. Trial Balance - Detail – this is a report in real time that produces a trial balance either by fiscal year, fund, agency, line sequence, source, or project code. State agencies will usually run it either by fund, agency, or by line item sequence number. It may be produced for either year to date balances or period to date balances.
9. RI Cash Resources Report Federal – this report provides a good deal of information regarding federal account transactions. Keep in mind, however, that the data it shows is as of the close of business the previous business day.
10. RI Assets Report – Assets Detail by Agency – this is a report in real time that provides information regarding the capital assets owned by a particular agency.

Standard Oracle Reports

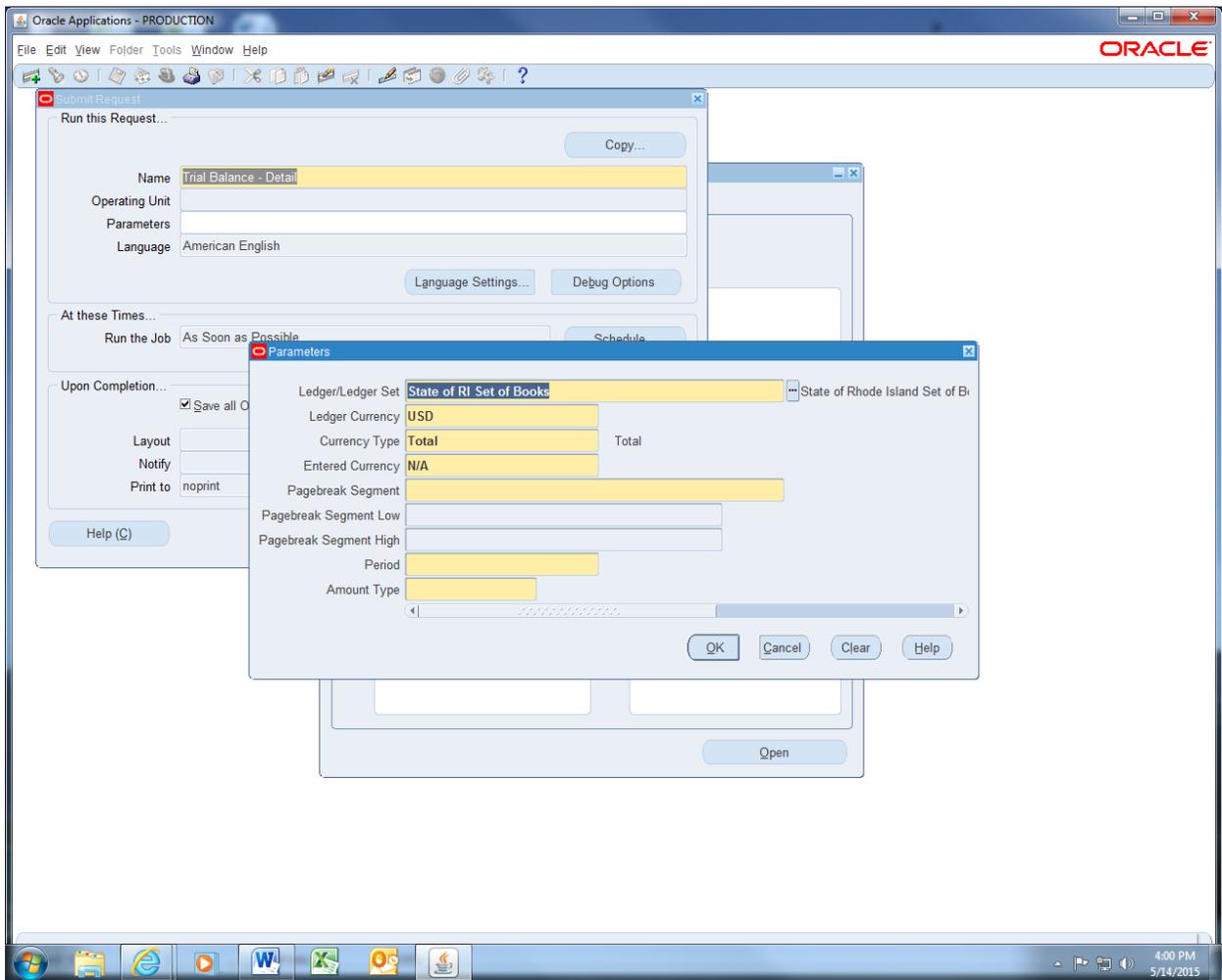
In order to access the dropdown menu of standard Oracle reports, select Reports – Standard from the Oracle navigation screen. The next screen to appear will ask you if you want to run a Single Request or a Request Set. Select Single Request.

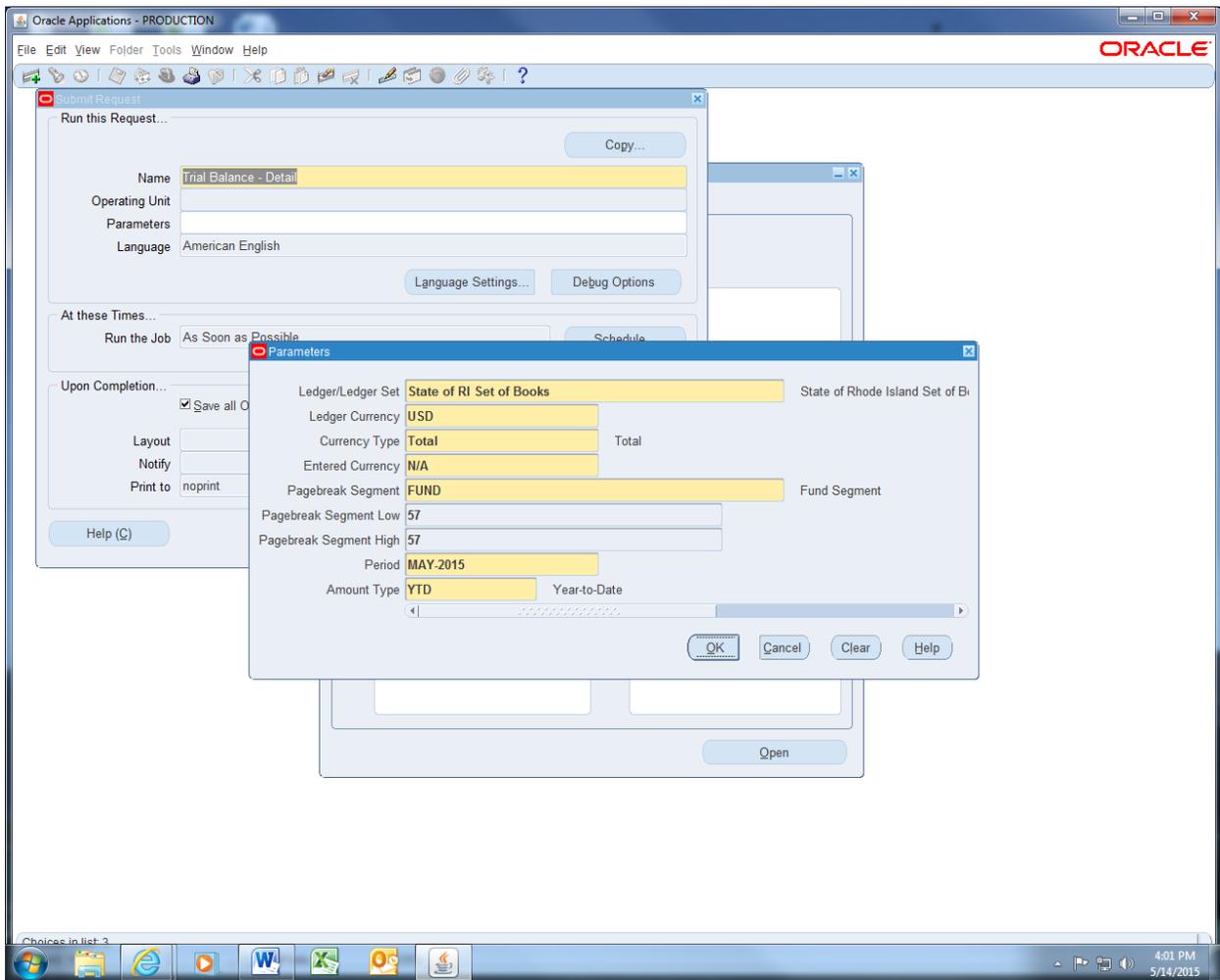


Click in the Name field on the next screen to access the list of values of all standard reports currently available in RI-FANS.

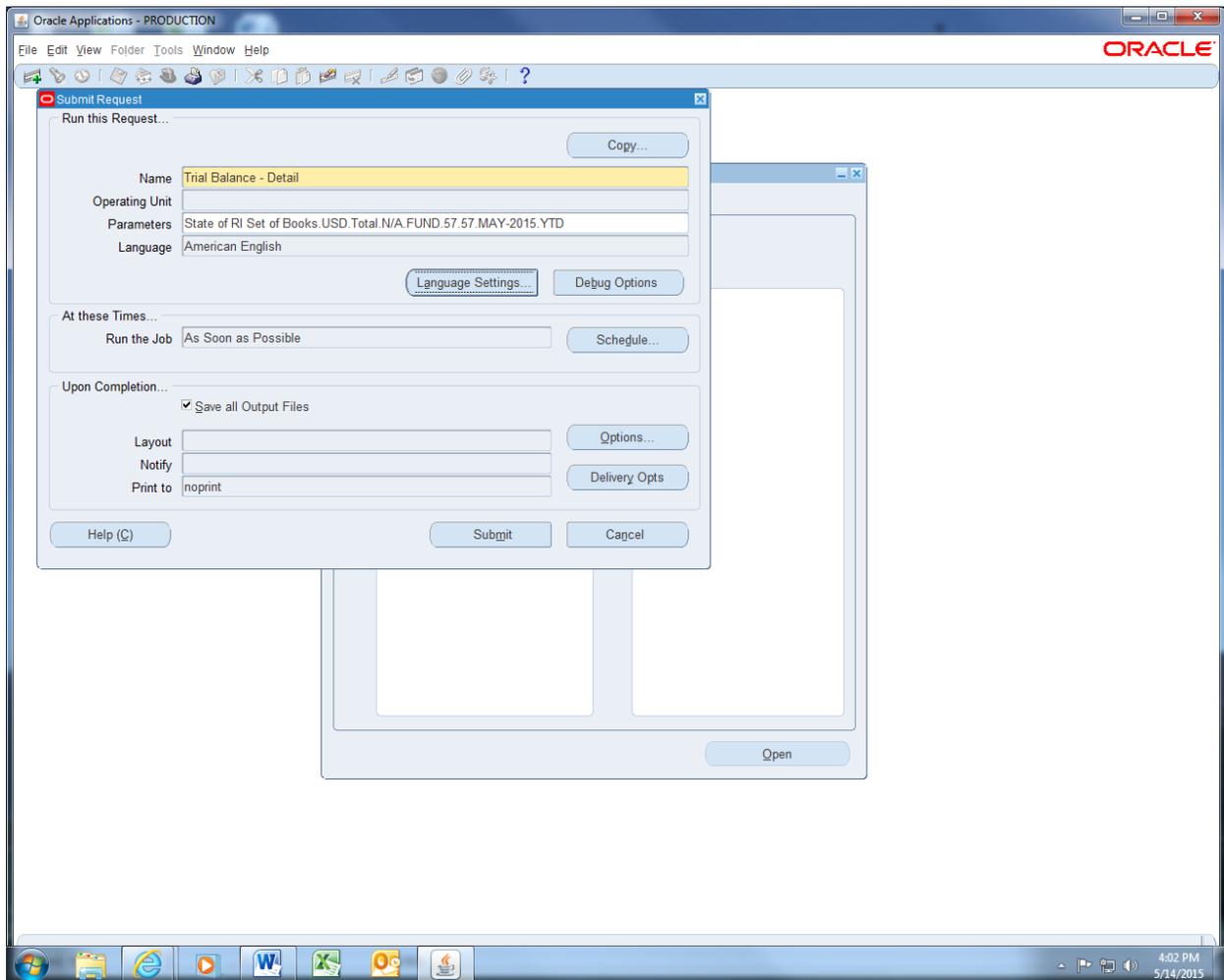


Double click on the name of the report you wish to run. In this example, the report selected is called Trial Balance - Detail. The next screen to appear will ask you to put in specific parameters that will result in a report with the output you require. After entering the parameters, click on OK.





Click the Submit button on the next screen.



The next screen will show in real time the phase and status of your request. Click on the Refresh Data button every few seconds until the phase and status of your request says Completed Normal. At that point, you may click on the View Output button to view the completed report.

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help ORACLE

Requests

Refresh Data Find Requests Submit a New Request...

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|----------------------------|--------|-----------|--------|--------------------------------|
| 31368789 | Trial Balance - Detail | | Pending | Normal | 1000, ST of RI, 1001, 50268, U |
| 31357706 | RI Statement 1 - Free Bala | | Completed | Normal | 1001, FY15 WORK, 15, JUL-2 |
| 31352649 | Reprints output from concu | | Completed | Normal | 31352623 |
| 31352623 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31352251 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350464 | Reprints output from concu | | Completed | Normal | 31350454 |
| 31350454 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350315 | Reprints output from concu | | Completed | Normal | 31350308 |
| 31350308 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350189 | Reprints output from concu | | Completed | Normal | 31350182 |

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Open

FRM-40400: Transaction complete: 1 records applied and saved

4:04 PM 5/14/2015

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

ORACLE

Requests

Refresh Data Find Requests Submit a New Request...

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|----------------------------|--------|-----------|--------|--------------------------------|
| 31368789 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31357706 | RI Statement 1 - Free Bala | | Completed | Normal | 1001, FY15 WORK, 15, JUL-2 |
| 31352649 | Reprints output from concu | | Completed | Normal | 31352623 |
| 31352623 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31352251 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350464 | Reprints output from concu | | Completed | Normal | 31350454 |
| 31350454 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350315 | Reprints output from concu | | Completed | Normal | 31350308 |
| 31350308 | Trial Balance - Detail | | Completed | Normal | 1000, ST of RI, 1001, 50268, U |
| 31350189 | Reprints output from concu | | Completed | Normal | 31350182 |

Hold Request View Details... View Output

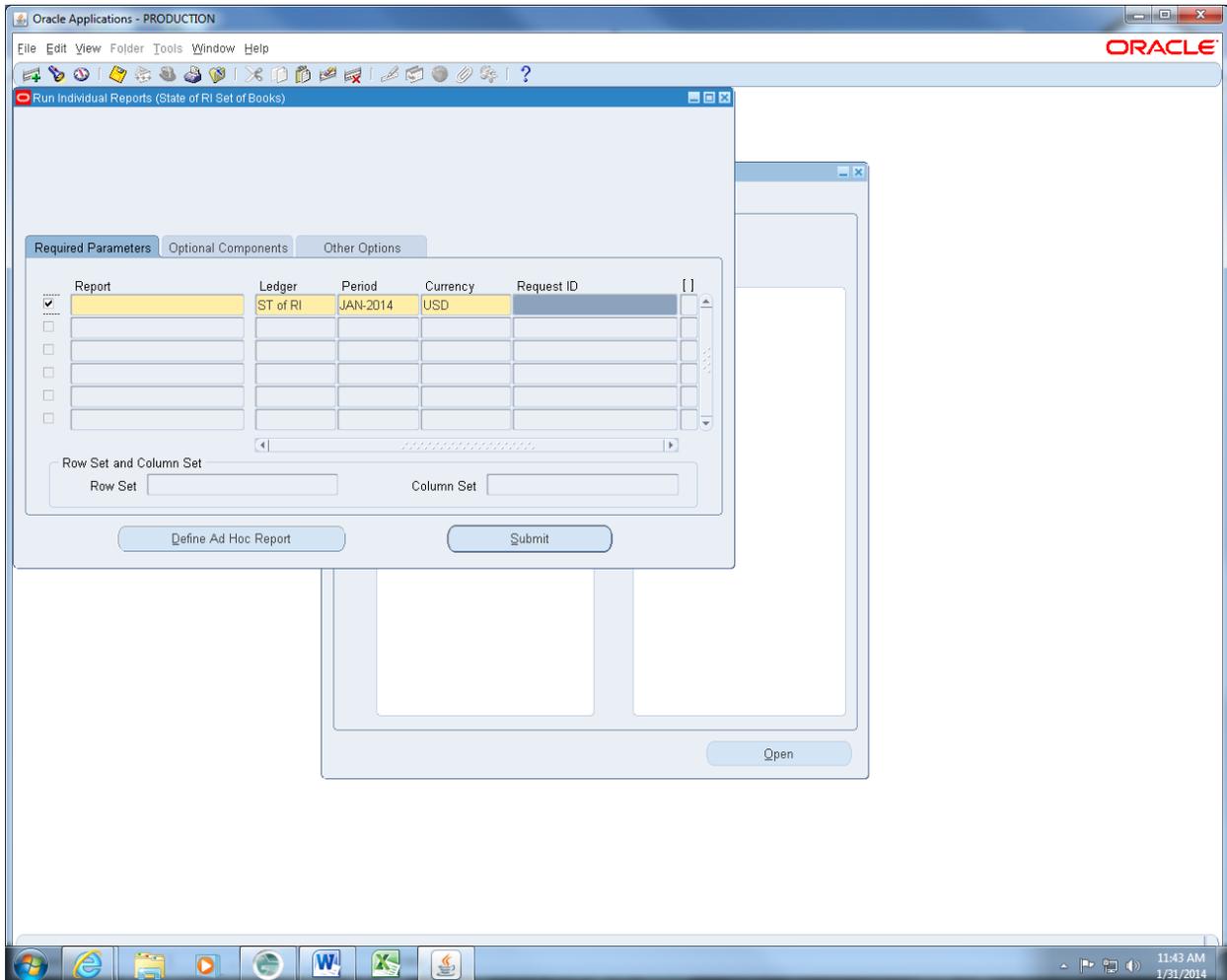
Cancel Request Diagnostics View Log...

Open

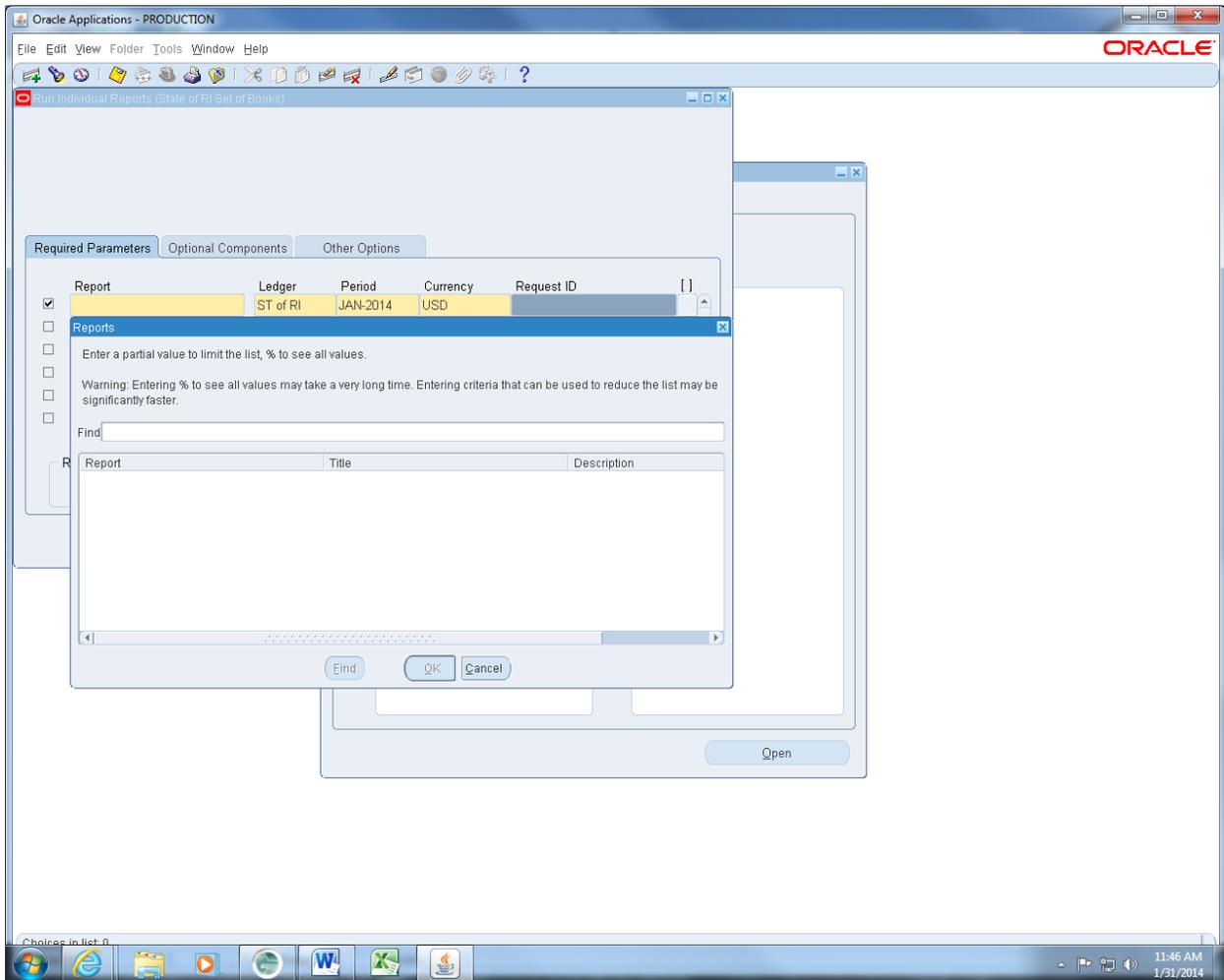
4:07 PM
5/14/2015

Financial Oracle Reports

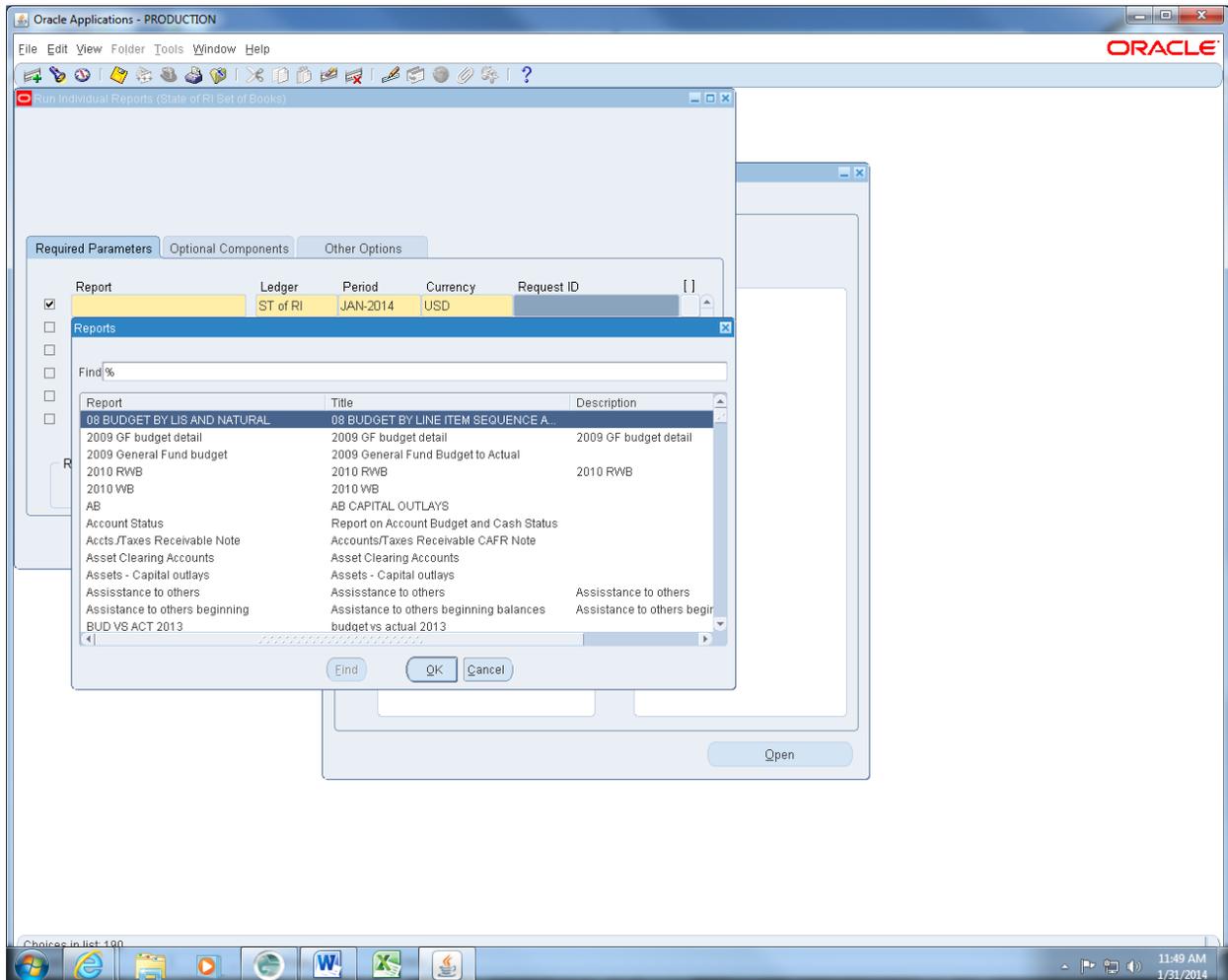
In order to access the dropdown menu of financial Oracle reports (as opposed to standard Oracle reports), select Reports – Financial from the Oracle navigation screen. Below is a screen shot of the screen that shows up next.



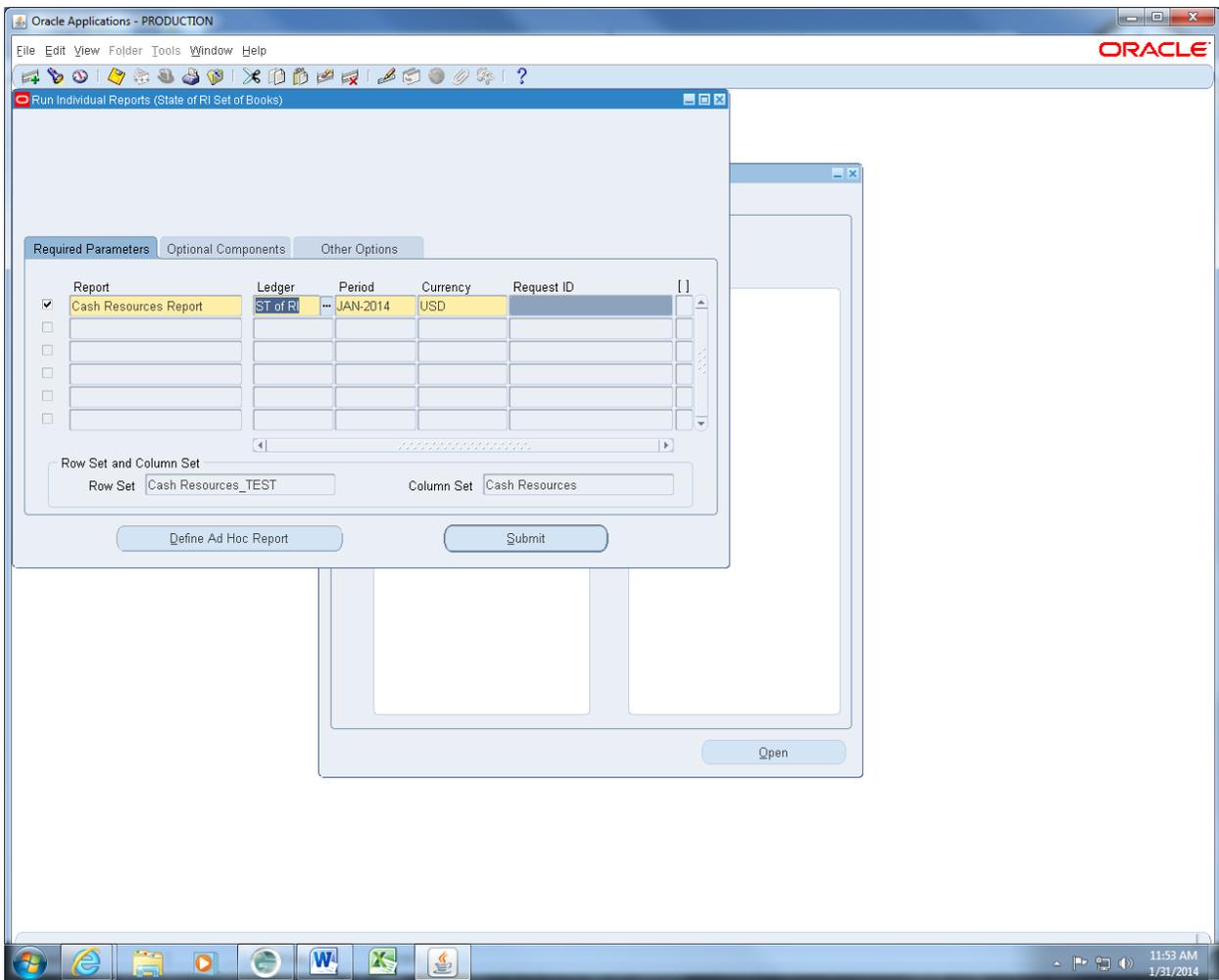
By clicking in the Report field, you will have access to a List of Values (LOV) button, which when clicked will bring you to the following screen.



Enter % in the Find field, click on the Find button, and the list of all financial reports available in Oracle will appear.

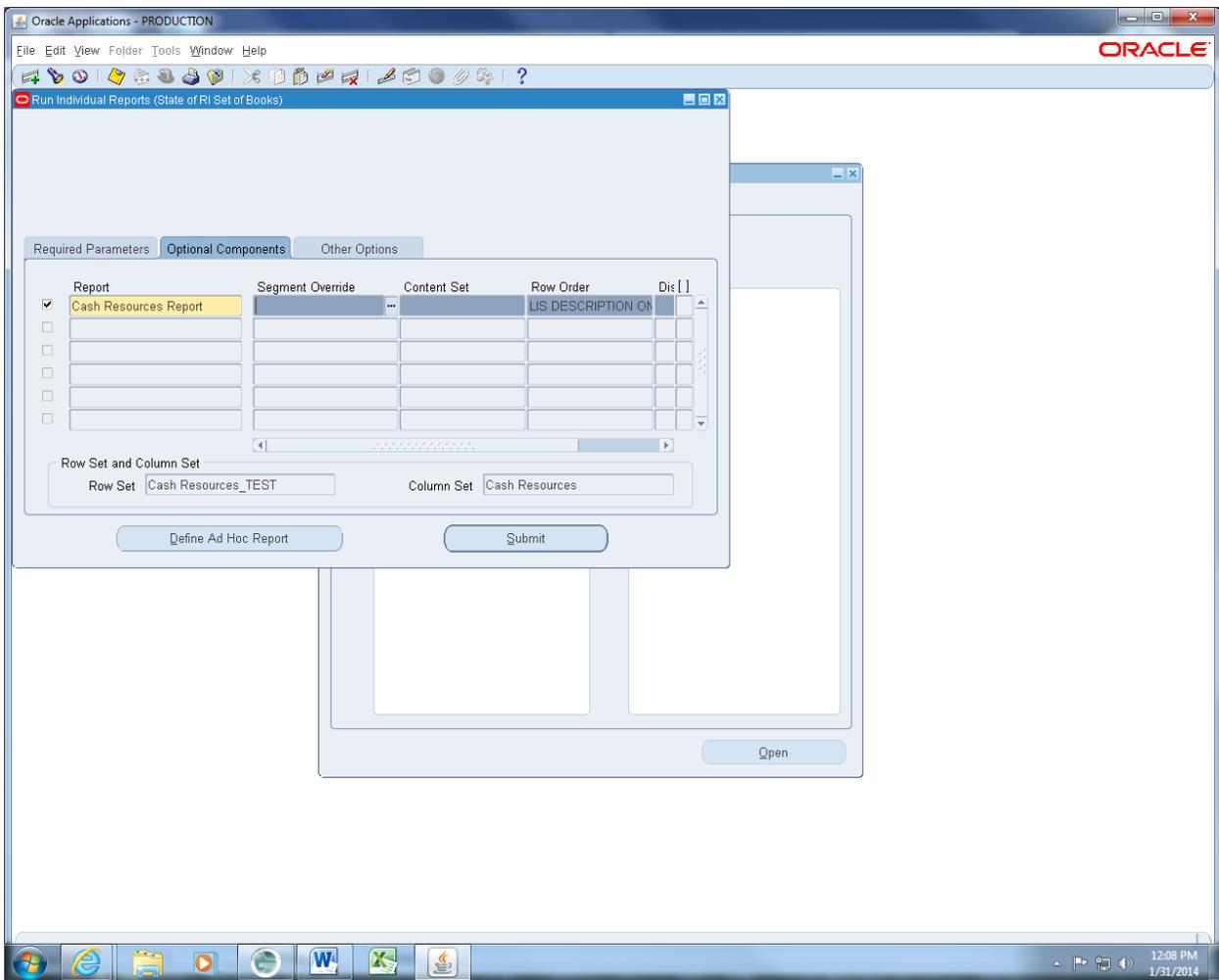


One of the financial reports used most often by State agencies is the Cash Resources Report. If you select that choice from the dropdown menu, the next screen that appears will look like this.

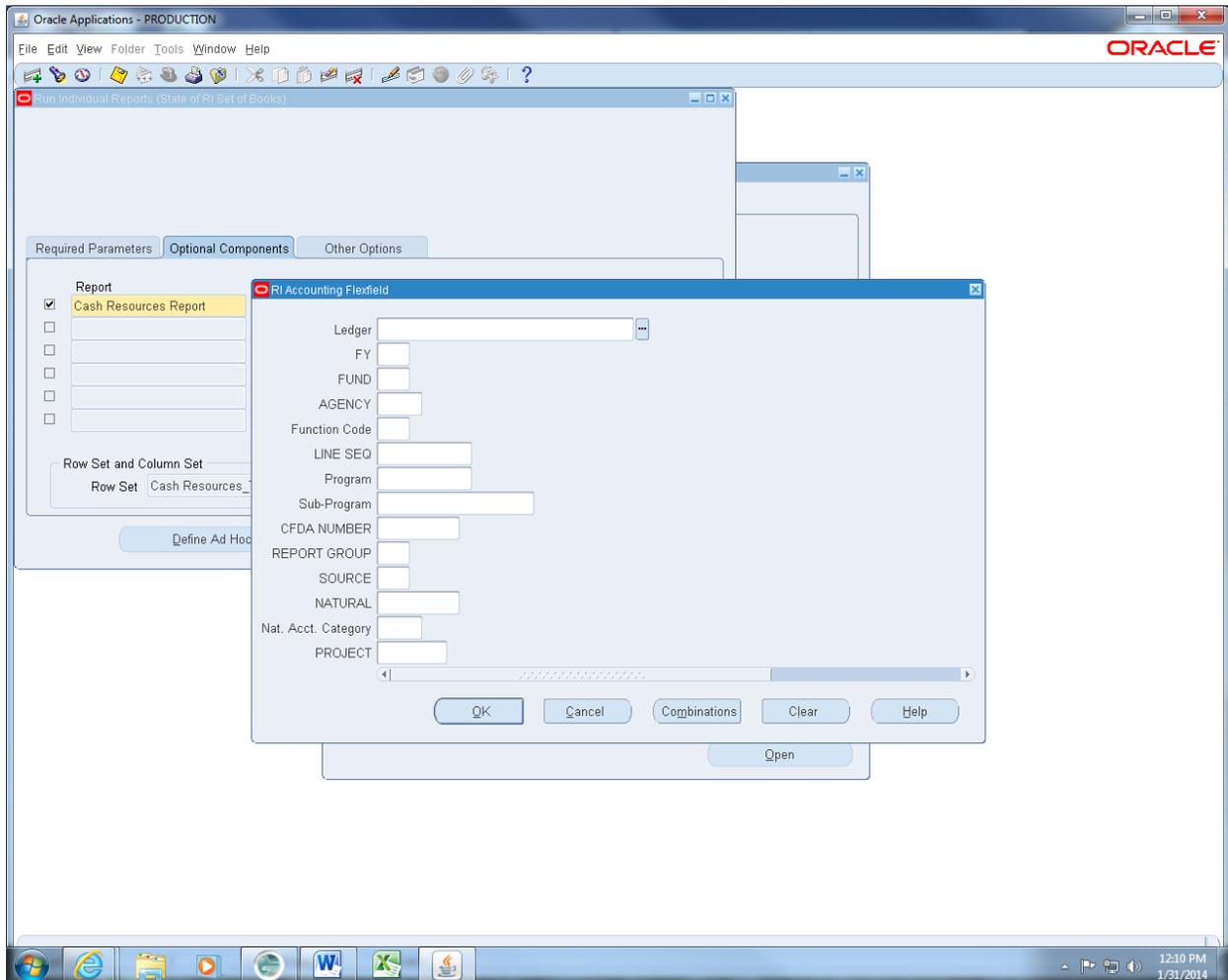


The period that comes up automatically in the Period field will be the current accounting period. While this period is most likely to be the one you wish to base your report on, you may change the field to an earlier period if that is the one you wish to look at instead.

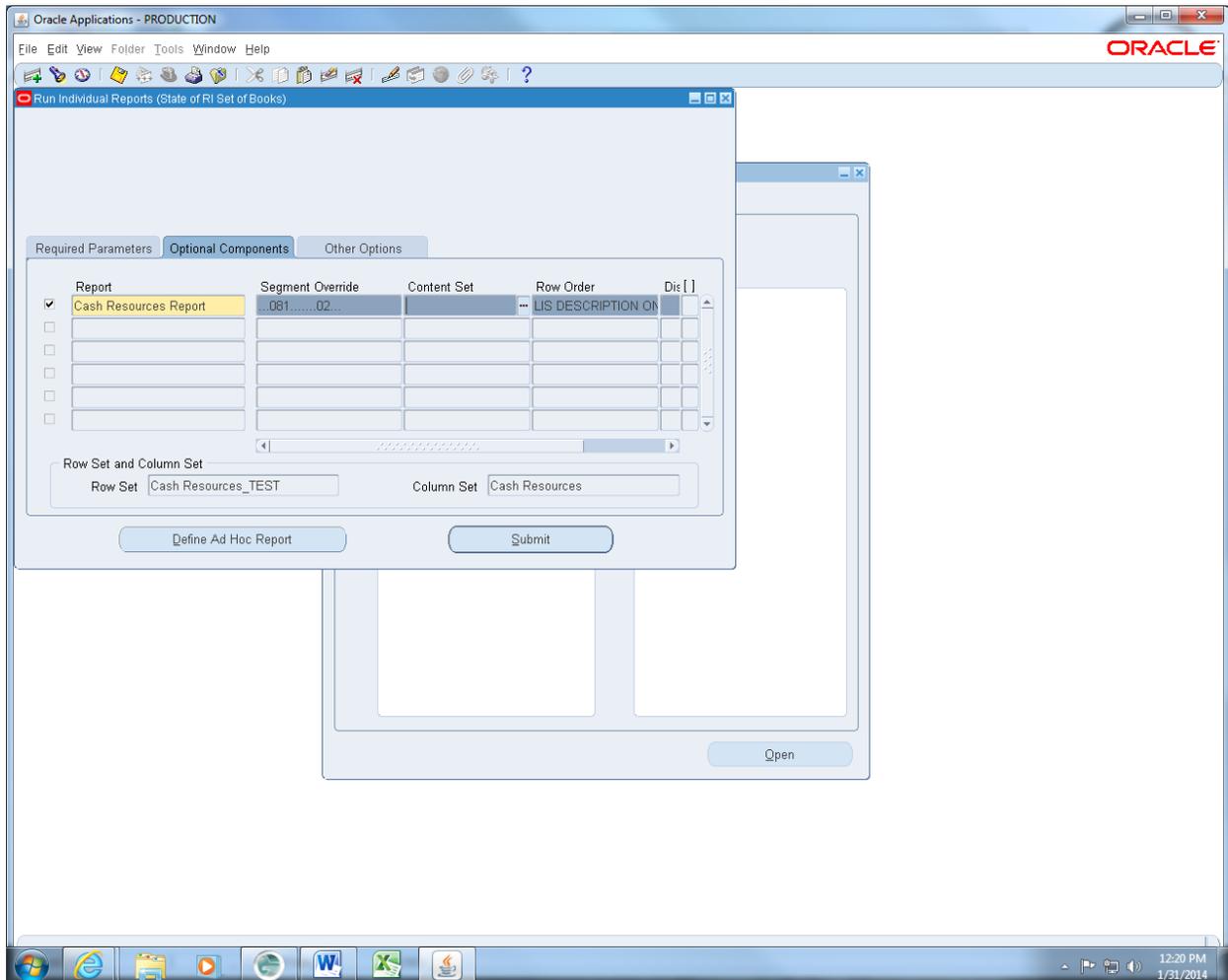
The next step is to click on the Optional Components tab. This will result in a display of different fields, one of which is the Segment Override field. When that field is clicked, a LOV button will appear.



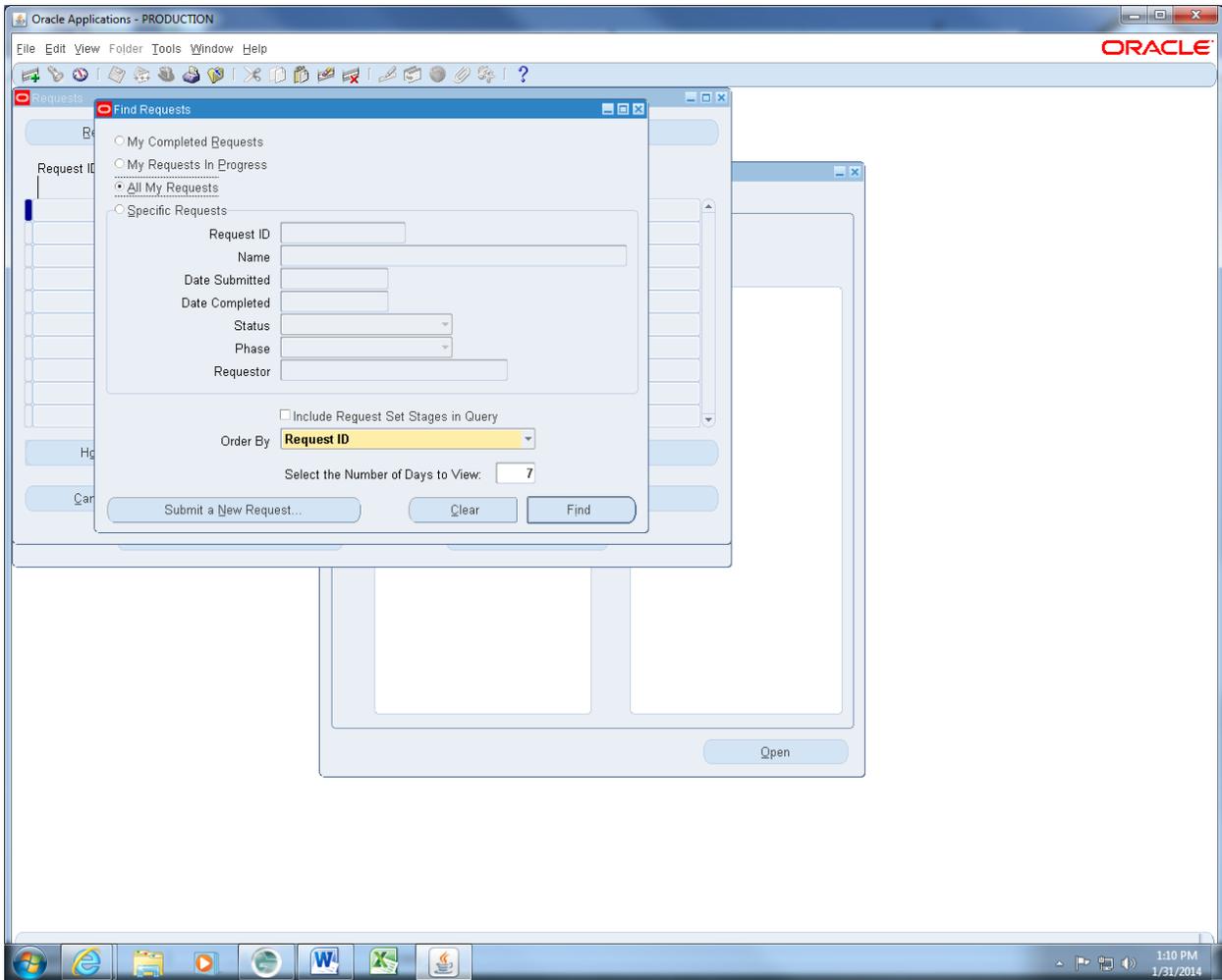
Clicking on the LOV button will bring up the following screen.



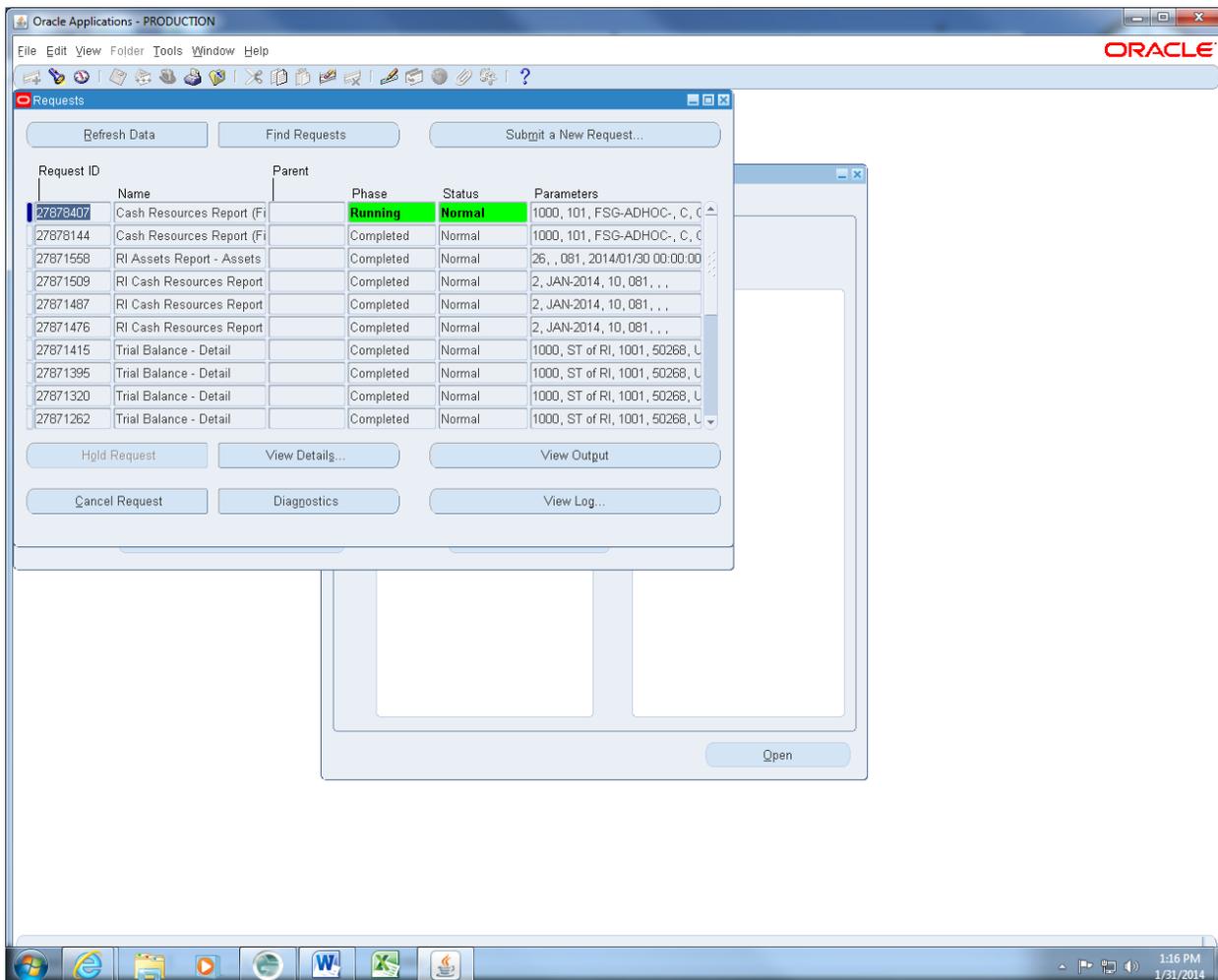
At this point you have any number of choices to make. If you wish to look at the report for one particular line item sequence number, you need only enter that seven-digit number in the Line Seq field. If you wish to generate a report that lists all of the federal or all of the restricted accounts for your agency, enter your three-digit agency number in the Agency field and either 02 or 03 in the source field, as appropriate. Note how the parameter screen will look when you choose to generate a report showing all federal accounts of agency 081.



The steps involved in retrieving a financial report like this one from the Oracle system are somewhat more involved than the steps involved in retrieving an Oracle standard report. Once you click on the Submit button, it will then be necessary to click on View at the very top of the Oracle screen. A dropdown will open up. Click on Requests at the bottom of the dropdown and the next screen you see will look like this.



Click on the Find button and the regular pending report screen will appear.



Following is what the actual report will look like.

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27878407

Page 1

Font Size 10

State of RI Set of Books
Cash Resources Report
Current Period: JAN-2014

Currency: USD
SOURCE=02 (Federal Revenue), AGENCY=081 (Public Safety, Department Of)

| LINE SEQ | SRCE | FUND | AGENCY | CFDA NUMBER | Balance Forward | Receipts (DR) CR | Expenditures (DR) (CR) | Cash (SI) Overage |
|------------------|---------------------------------------|--------------------|--------|-------------|-----------------|------------------|------------------------|-------------------|
| Federal Balances | | | | | | | | |
| 3395102 | Byrne Formula Grant Program | 02 Federal Revenue | 10 | 081 16.579 | 689.92 | 3,114.38 | 2,300.86 | 1,493.44 |
| 3395103 | State Justice Statistics Program | 02 Federal Revenue | 10 | 081 16.550 | -17,013.18 | 39,285.45 | 25,753.24 | -3,480.97 |
| 3395104 | Crime Victim Assistance | 02 Federal Revenue | 10 | 081 16.575 | -37,488.78 | 929,226.96 | 844,233.72 | 47,504.46 |
| 3395105 | Juvenile Justice Delinquent Pgm | 02 Federal Revenue | 10 | 081 16.540 | -4,315.65 | 158,207.52 | 133,620.40 | 20,282.57 |
| 3395106 | Narcotics Control Assistance Pgm | 02 Federal Revenue | 10 | 081 16.579 | -7,836.61 | 48,493.19 | 34,984.52 | 5,662.06 |
| 3395107 | Narcotics Cntrl Assist Pgm Yr II | 02 Federal Revenue | 10 | 081 16.588 | 24,115.63 | 552,524.65 | 512,806.66 | 63,833.62 |
| 3395108 | Juvenile Accountability Incentive Blo | 02 Federal Revenue | 10 | 081 16.523 | 74,997.83 | 75,513.65 | -1,789.89 | 152,711.59 |
| 3395109 | National Criminal Histories Improve | 02 Federal Revenue | 10 | 081 16.554 | -3,496.76 | 4,052.44 | 1,203.53 | -2,937.85 |
| 3395110 | Juvenile Accountability | 02 Federal Revenue | 10 | 081 16.738 | 1,570,365.38 | 440,362.76 | 428,676.80 | 1,582,051.34 |
| 3395111 | RI Grants To Encourage Arrest Policie | 02 Federal Revenue | 10 | 081 16.590 | 2,593.58 | 181,073.21 | 165,165.67 | 18,910.12 |
| 3395112 | RI Forensic Improvement Program | 02 Federal Revenue | 10 | 081 16.742 | -7,626.28 | 18,068.64 | 17,955.84 | -7,513.48 |
| 3406101 | Pictometry Project-Homeland Security | 02 Federal Revenue | 10 | 081 97.005 | 3,626.89 | 0.00 | 0.00 | 3,626.89 |
| 3407101 | Pictometry Project - Homeland Securit | 02 Federal Revenue | 10 | 081 97.072 | 2,503.46 | 0.00 | 0.00 | 2,503.46 |
| 3407102 | Access/Intervention Equip - Homeland | 02 Federal Revenue | 10 | 081 97.004 | -9,608.20 | 0.00 | 0.00 | -9,608.20 |
| 3420110 | FY 2012 Hazardous Materials Emergency | 02 Federal Revenue | 10 | 081 20.703 | 0.00 | 0.00 | -5,130.10 | -5,130.10 |
| 3421101 | FY 2008 Homeland Security Grant - Uas | 02 Federal Revenue | 10 | 081 97.067 | -47.47 | 0.00 | 0.00 | -47.47 |
| 3421102 | SERC Grant | 02 Federal Revenue | 10 | 081 20.703 | 6,566.97 | 0.00 | 0.00 | 6,566.97 |
| 3421103 | Terrorism Preparedness Training | 02 Federal Revenue | 10 | 081 97.043 | 7,153.78 | 0.00 | 0.00 | 7,153.78 |
| 3421105 | FY 2008 Homeland Security Grant - Ied | 02 Federal Revenue | 10 | 081 97.067 | 1,041.06 | 0.00 | 0.00 | 1,041.06 |
| 3421106 | Homeland Security | 02 Federal Revenue | 10 | 081 16.585 | 1,825.23 | 0.00 | 0.00 | 1,825.23 |
| 3421107 | Fire Prevention And Safety | 02 Federal Revenue | 10 | 081 97.044 | 4,445.48 | 0.00 | 0.00 | 4,445.48 |
| 3421110 | Hazardous Materials Emergency Program | 02 Federal Revenue | 10 | 081 97.067 | 10,235.97 | 0.00 | 3,045.70 | 7,190.27 |
| 3421112 | FY 2009 Urban Area Security Initiativ | 02 Federal Revenue | 10 | 081 97.065 | 701.87 | 0.00 | 0.00 | 701.87 |
| 3421113 | FY 2009-2010 Hazardous Materials Emer | 02 Federal Revenue | 10 | 081 30.001 | 3,290.85 | 0.00 | 0.00 | 3,290.85 |
| 3421114 | FY 2010 State Homeland Security - Bo | 02 Federal Revenue | 10 | 081 97.067 | 1,521.62 | 0.00 | 0.00 | 1,521.62 |
| 3421115 | FY 10-11 Hazardous Materials Prepared | 02 Federal Revenue | 10 | 081 20.703 | -3,989.99 | 0.00 | 0.00 | -3,989.99 |
| 3421116 | FY 10 Homeland Security - Ied | 02 Federal Revenue | 10 | 081 97.067 | -131.55 | 0.00 | 0.00 | -131.55 |
| 3421117 | FY 2011 State Fire Training Systems G | 02 Federal Revenue | 10 | 081 97.043 | -69.49 | 0.00 | 0.00 | -69.49 |
| 3421118 | Phmsa Grant | 02 Federal Revenue | 10 | 081 20.703 | 2,314.31 | 0.00 | 0.00 | 2,314.31 |
| 3421119 | FY 2012 State Fire Training Systems G | 02 Federal Revenue | 10 | 081 97.043 | 0.00 | 19,792.31 | 19,792.31 | 19,792.31 |

Go To... First Previous Next Last

1:18 PM 1/31/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27878407

Page 1

Font Size 10

State of RI Set of Books
Cash Resources Report
Current Period: JAN-2014

Date: 31-JAN-14 13:11:17
Page: 1

AGENCY=081 (Public Safety, Department Of)

| SRCE | FUND | AGENCY | CFDA NUMBER | Balance | Receipts | | Expenditures | | Cash (Shortage)CASH | |
|----------------|--------------------|--------|-------------|---------|--------------|------|--------------|------------|---------------------|-----------|
| | | | | Forward | (DR) | (CR) | (DR) | (CR) | Overage | ARB |
| gram | 02 Federal Revenue | 10 | 081 | 16.579 | 689.92 | | 3,114.38 | 2,300.86 | 1,503.44 | 1,338.60 |
| s Program | 02 Federal Revenue | 10 | 081 | 16.550 | -17,013.18 | | 39,285.45 | 25,753.24 | -3,480.97 | 2,616.90 |
| | 02 Federal Revenue | 10 | 081 | 16.575 | -37,488.78 | | 929,226.96 | 844,233.72 | 47,504.46 | 78,486.00 |
| ent Pgm | 02 Federal Revenue | 10 | 081 | 16.540 | -4,315.65 | | 158,207.52 | 133,620.40 | 20,271.47 | 9,520.55 |
| ance Pgm | 02 Federal Revenue | 10 | 081 | 16.579 | -7,836.61 | | 48,493.19 | 34,984.52 | 5,672.06 | 3,198.65 |
| Pgm Yr II | 02 Federal Revenue | 10 | 081 | 16.588 | 24,115.63 | | 552,524.65 | 512,806.66 | 63,833.62 | 59,051.05 |
| Incentive Blo | 02 Federal Revenue | 10 | 081 | 16.523 | 74,997.83 | | 75,513.65 | -1,789.89 | 152,301.37 | 8,239.55 |
| ries Improve | 02 Federal Revenue | 10 | 081 | 16.554 | -3,498.76 | | 4,052.44 | 1,203.53 | -649.85 | 619.75 |
| | 02 Federal Revenue | 10 | 081 | 16.738 | 1,570,365.38 | | 440,362.76 | 428,676.80 | 1,582,051.34 | 30,030.70 |
| Arrest Policie | 02 Federal Revenue | 10 | 081 | 16.590 | 2,593.58 | | 181,073.21 | 165,165.67 | 18,501.12 | 5,335.15 |
| Program | 02 Federal Revenue | 10 | 081 | 16.742 | -7,626.28 | | 18,068.64 | 17,955.84 | -7,513.48 | 3,171.10 |
| land Security | 02 Federal Revenue | 10 | 081 | 97.005 | 3,626.89 | | 0.00 | | 3,626.89 | |
| eland Securit | 02 Federal Revenue | 10 | 081 | 97.072 | 2,503.46 | | 0.00 | | 2,503.46 | |
| ip - Homeland | 02 Federal Revenue | 10 | 081 | 97.004 | -9,608.20 | | 0.00 | | -9,608.20 | |
| ials Emergency | 02 Federal Revenue | 10 | 081 | 20.703 | 0.00 | | 0.00 | -5,130.10 | 5,130.10 | |
| ty Grant - Us | 02 Federal Revenue | 10 | 081 | 97.067 | -47.47 | | 0.00 | | -47.47 | |
| | 02 Federal Revenue | 10 | 081 | 20.703 | 6,566.97 | | 0.00 | | 6,566.97 | |
| Training | 02 Federal Revenue | 10 | 081 | 97.043 | 7,153.78 | | 0.00 | | 7,153.78 | |
| ty Grant - Ied | 02 Federal Revenue | 10 | 081 | 97.067 | 1,041.06 | | 0.00 | | 1,041.06 | |
| | 02 Federal Revenue | 10 | 081 | 16.585 | 1,825.23 | | 0.00 | | 1,825.23 | |
| sty | 02 Federal Revenue | 10 | 081 | 97.044 | 4,445.48 | | 0.00 | | 4,445.48 | |
| gency Program | 02 Federal Revenue | 10 | 081 | 97.067 | 10,235.97 | | 0.00 | 3,045.70 | 7,190.27 | 5,300.00 |
| ity Initiativ | 02 Federal Revenue | 10 | 081 | 97.065 | 701.87 | | 0.00 | | 701.87 | |
| Materials Emer | 02 Federal Revenue | 10 | 081 | 30.001 | 3,290.85 | | 0.00 | | 3,290.85 | |
| Security - Bo | 02 Federal Revenue | 10 | 081 | 97.067 | 1,521.62 | | 0.00 | | 1,521.62 | |
| rials Prepared | 02 Federal Revenue | 10 | 081 | 20.703 | -3,989.99 | | 0.00 | | -3,989.99 | |
| - Ied | 02 Federal Revenue | 10 | 081 | 97.067 | -131.55 | | 0.00 | | -131.55 | |
| ing Systems G | 02 Federal Revenue | 10 | 081 | 97.043 | -69.49 | | 0.00 | | -69.49 | |
| | 02 Federal Revenue | 10 | 081 | 20.703 | 2,314.31 | | 0.00 | | 2,314.31 | |
| ing Systems G | 02 Federal Revenue | 10 | 081 | 97.043 | 0.00 | | 19,792.31 | 19,792.31 | | 21,400.00 |

Go To... First Previous Next Last

1:18 PM
1/31/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27878407

Page 1

Font Size 10

| | | | | | | | | | | |
|---------|---------------------------------------|----|-----------------|----|-----|--------|-------------|------------|------------|------|
| 3407102 | Access/Intervention Equip - Homeland | 02 | Federal Revenue | 10 | 081 | 97.004 | -9,608.20 | 0.00 | | -9, |
| 3420110 | FY 2012 Hazardous Materials Emergency | 02 | Federal Revenue | 10 | 081 | 20.703 | 0.00 | 0.00 | -5,130.10 | 5, |
| 3421101 | FY 2008 Homeland Security Grant - Uas | 02 | Federal Revenue | 10 | 081 | 97.067 | -47.47 | 0.00 | | |
| 3421102 | SERC Grant | 02 | Federal Revenue | 10 | 081 | 20.703 | 6,566.97 | 0.00 | | 6,5 |
| 3421103 | Terrorism Preparedness Training | 02 | Federal Revenue | 10 | 081 | 97.043 | 7,153.78 | 0.00 | | 7, |
| 3421105 | FY 2008 Homeland Security Grant - Ied | 02 | Federal Revenue | 10 | 081 | 97.067 | 1,041.06 | 0.00 | | 1,0 |
| 3421106 | Homeland Security | 02 | Federal Revenue | 10 | 081 | 16.585 | 1,825.23 | 0.00 | | 1,8 |
| 3421107 | Fire Prevention And Safety | 02 | Federal Revenue | 10 | 081 | 97.044 | 4,445.48 | 0.00 | | 4,4 |
| 3421110 | Hazardous Materials Emergency Program | 02 | Federal Revenue | 10 | 081 | 97.067 | 10,235.97 | 0.00 | 3,045.70 | 7, |
| 3421112 | FY 2009 Urban Area Security Initiativ | 02 | Federal Revenue | 10 | 081 | 97.065 | 701.87 | 0.00 | | |
| 3421113 | FY 2009-2010 Hazardous Materials Emer | 02 | Federal Revenue | 10 | 081 | 30.001 | 3,290.85 | 0.00 | | 3,2 |
| 3421114 | FY 2010 State Homeland Security - Bo | 02 | Federal Revenue | 10 | 081 | 97.067 | 1,521.62 | 0.00 | | 1,5 |
| 3421115 | FY 10-11 Hazardous Materials Prepared | 02 | Federal Revenue | 10 | 081 | 20.703 | -3,989.99 | 0.00 | | -3, |
| 3421116 | FY 10 Homeland Security - Ied | 02 | Federal Revenue | 10 | 081 | 97.067 | -131.55 | 0.00 | | |
| 3421117 | FY 2011 State Fire Training Systems G | 02 | Federal Revenue | 10 | 081 | 97.043 | -69.49 | 0.00 | | |
| 3421118 | Phmsa Grant | 02 | Federal Revenue | 10 | 081 | 20.703 | 2,314.31 | 0.00 | | 2,3 |
| 3421119 | FY 2012 State Fire Training Systems G | 02 | Federal Revenue | 10 | 081 | 97.043 | 0.00 | 19,792.31 | 19,792.31 | |
| 3421120 | 2011 State Homeland Security (Bomb Sq | 02 | Federal Revenue | 10 | 081 | 97.067 | -1,551.10 | 0.00 | -18,568.73 | 17,0 |
| 3421122 | Interagency Hazardous Materials Publi | 02 | Federal Revenue | 10 | 081 | 20.703 | 0.00 | 0.00 | | |
| 3455102 | *HATE CRIME & DIV TRNING LAW ENFORCM | 02 | Federal Revenue | 10 | 081 | 16.738 | 3,285.53 | 0.00 | | 3,2 |
| 3456101 | BYRNE GRANT - IN SERVICE TRAINING | 02 | Federal Revenue | 10 | 081 | 16.579 | 20,098.38 | 23,824.29 | 23,149.66 | 20,7 |
| 3456102 | HATE CRIMES TRAINING | 02 | Federal Revenue | 10 | 081 | 99.999 | 3,828.64 | 0.00 | | 3,8 |
| 3456104 | DRE/SFST TRAINING | 02 | Federal Revenue | 10 | 081 | 20.600 | -26,757.06 | 121,566.40 | 109,159.06 | -14, |
| 3456105 | SCHOOL OF COMMUNITY POLICING AND CULT | 02 | Federal Revenue | 10 | 081 | 16.753 | 32,965.39 | 0.00 | 14,950.00 | 18,0 |
| 3496101 | MOTOR CARRIER SAFETY | 02 | Federal Revenue | 10 | 081 | 20.218 | -158,862.33 | 504,078.17 | 41,473.87 | 303, |
| 3496102 | DRUG ENFORCEMENT PGM | 02 | Federal Revenue | 10 | 081 | 16.579 | 66.00 | 0.00 | | |
| 3496104 | FY 2008 HOMELAND SECURITY GRANT - ENH | 02 | Federal Revenue | 10 | 081 | 97.067 | 46,170.90 | 0.00 | | 46, |
| 3496105 | FY 2008 HOMELAND SECURITY GRANT - UAS | 02 | Federal Revenue | 10 | 081 | 97.065 | 5,968.99 | 0.00 | | 5,5 |
| 3496106 | COMMERCIAL VEHICLE INFORMATION/SYSTEM | 02 | Federal Revenue | 10 | 081 | 20.237 | 0.00 | 0.00 | | |
| 3496107 | DOMESTIC HIGHWAY ENFORCEMENT PROGRAM | 02 | Federal Revenue | 10 | 081 | 99.999 | -425.03 | 7,215.29 | 3.61 | 6, |
| 3496108 | DIESEL TESTING PROGRAM | 02 | Federal Revenue | 10 | 081 | 20.205 | 4,789.73 | 0.00 | | 4,7 |
| 3496112 | 2007 INTELLIGENCE/INF. SHARING INITIA | 02 | Federal Revenue | 10 | 081 | 97.067 | 23,896.23 | 0.00 | | 23,8 |
| 3496113 | INTERNET CRIMES AGAINST CHILDREN | 02 | Federal Revenue | 10 | 081 | 16.543 | 52,851.16 | 116,253.30 | 151,454.80 | 17,4 |

Go To... First Previous Next Last

1:19 PM 1/31/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

ORACLE

Report requestID - 27878407

Page 1 Font Size 10

| | | | | | | | | | | |
|----------------|----|-----------------|----|-----|--------|-------------|------------|------------|------------|-----------|
| ip - Homeland | 02 | Federal Revenue | 10 | 081 | 97.004 | -9,608.20 | 0.00 | | -9,608.20 | |
| ials Emergency | 02 | Federal Revenue | 10 | 081 | 20.703 | 0.00 | | -5,130.10 | 5,130.10 | |
| cy Grant - Uas | 02 | Federal Revenue | 10 | 081 | 97.067 | -47.47 | 0.00 | | -47.47 | |
| | 02 | Federal Revenue | 10 | 081 | 20.703 | 6,566.97 | 0.00 | | 6,566.97 | |
| Training | 02 | Federal Revenue | 10 | 081 | 97.043 | 7,153.78 | 0.00 | | 7,153.78 | |
| cy Grant - Ied | 02 | Federal Revenue | 10 | 081 | 97.067 | 1,041.06 | 0.00 | | 1,041.06 | |
| | 02 | Federal Revenue | 10 | 081 | 16.585 | 1,825.23 | 0.00 | | 1,825.23 | |
| ety | 02 | Federal Revenue | 10 | 081 | 97.044 | 4,445.48 | 0.00 | | 4,445.48 | |
| gency Program | 02 | Federal Revenue | 10 | 081 | 97.067 | 10,235.97 | 0.00 | 3,045.70 | 7,190.27 | 5,300.00 |
| ity Initiativ | 02 | Federal Revenue | 10 | 081 | 97.065 | 701.87 | 0.00 | | 701.87 | |
| Materials Emer | 02 | Federal Revenue | 10 | 081 | 30.001 | 3,290.85 | 0.00 | | 3,290.85 | |
| Security - Bo | 02 | Federal Revenue | 10 | 081 | 97.067 | 1,521.62 | 0.00 | | 1,521.62 | |
| rials Prepared | 02 | Federal Revenue | 10 | 081 | 20.703 | -3,989.99 | 0.00 | | -3,989.99 | |
| - Ied | 02 | Federal Revenue | 10 | 081 | 97.067 | -131.55 | 0.00 | | -131.55 | |
| ning Systems G | 02 | Federal Revenue | 10 | 081 | 97.043 | -69.49 | 0.00 | | -69.49 | |
| | 02 | Federal Revenue | 10 | 081 | 20.703 | 2,314.31 | 0.00 | | 2,314.31 | |
| ning Systems G | 02 | Federal Revenue | 10 | 081 | 97.043 | 0.00 | 19,792.31 | 19,792.31 | | 21,400.00 |
| urity (Bomb Sq | 02 | Federal Revenue | 10 | 081 | 97.067 | -1,551.10 | 0.00 | -18,568.73 | 17,017.63 | 53,000.00 |
| aterials Publi | 02 | Federal Revenue | 10 | 081 | 20.703 | 0.00 | 0.00 | | | 5,484.00 |
| LAW ENFORCM | 02 | Federal Revenue | 10 | 081 | 16.738 | 3,285.53 | 0.00 | | 3,285.53 | |
| E TRAINING | 02 | Federal Revenue | 10 | 081 | 16.579 | 20,098.38 | 23,824.29 | 23,149.66 | 20,773.01 | 3,402.80 |
| | 02 | Federal Revenue | 10 | 081 | 99.999 | 3,828.64 | 0.00 | | 3,828.64 | |
| | 02 | Federal Revenue | 10 | 081 | 20.600 | -26,757.06 | 121,566.40 | 109,159.06 | -14,349.72 | 9,957.55 |
| ICING AND CULT | 02 | Federal Revenue | 10 | 081 | 16.753 | 32,965.39 | 0.00 | 14,950.00 | 18,015.39 | 3,500.00 |
| | 02 | Federal Revenue | 10 | 081 | 20.218 | -158,862.33 | 504,078.17 | 41,473.87 | 303,741.97 | 60,236.25 |
| | 02 | Federal Revenue | 10 | 081 | 16.579 | 66.00 | 0.00 | | 66.00 | |
| TY GRANT - ENH | 02 | Federal Revenue | 10 | 081 | 97.067 | 46,170.90 | 0.00 | | 46,170.90 | |
| TY GRANT - UAS | 02 | Federal Revenue | 10 | 081 | 97.065 | 5,968.99 | 0.00 | | 5,968.99 | |
| RMATION/SYSTEM | 02 | Federal Revenue | 10 | 081 | 20.237 | 0.00 | 0.00 | | | 27,500.00 |
| EMENT PROGRAM | 02 | Federal Revenue | 10 | 081 | 99.999 | -425.03 | 7,215.29 | 3.61 | 6,786.65 | |
| | 02 | Federal Revenue | 10 | 081 | 20.205 | 4,789.73 | 0.00 | | 4,789.73 | |
| SHARING INITIA | 02 | Federal Revenue | 10 | 081 | 97.067 | 23,896.23 | 0.00 | | 23,896.23 | |
| CHILDREN | 02 | Federal Revenue | 10 | 081 | 16.543 | 52,851.16 | 116,253.30 | 151,454.80 | 17,649.66 | 8,684.30 |

Go To... First Previous Next Last

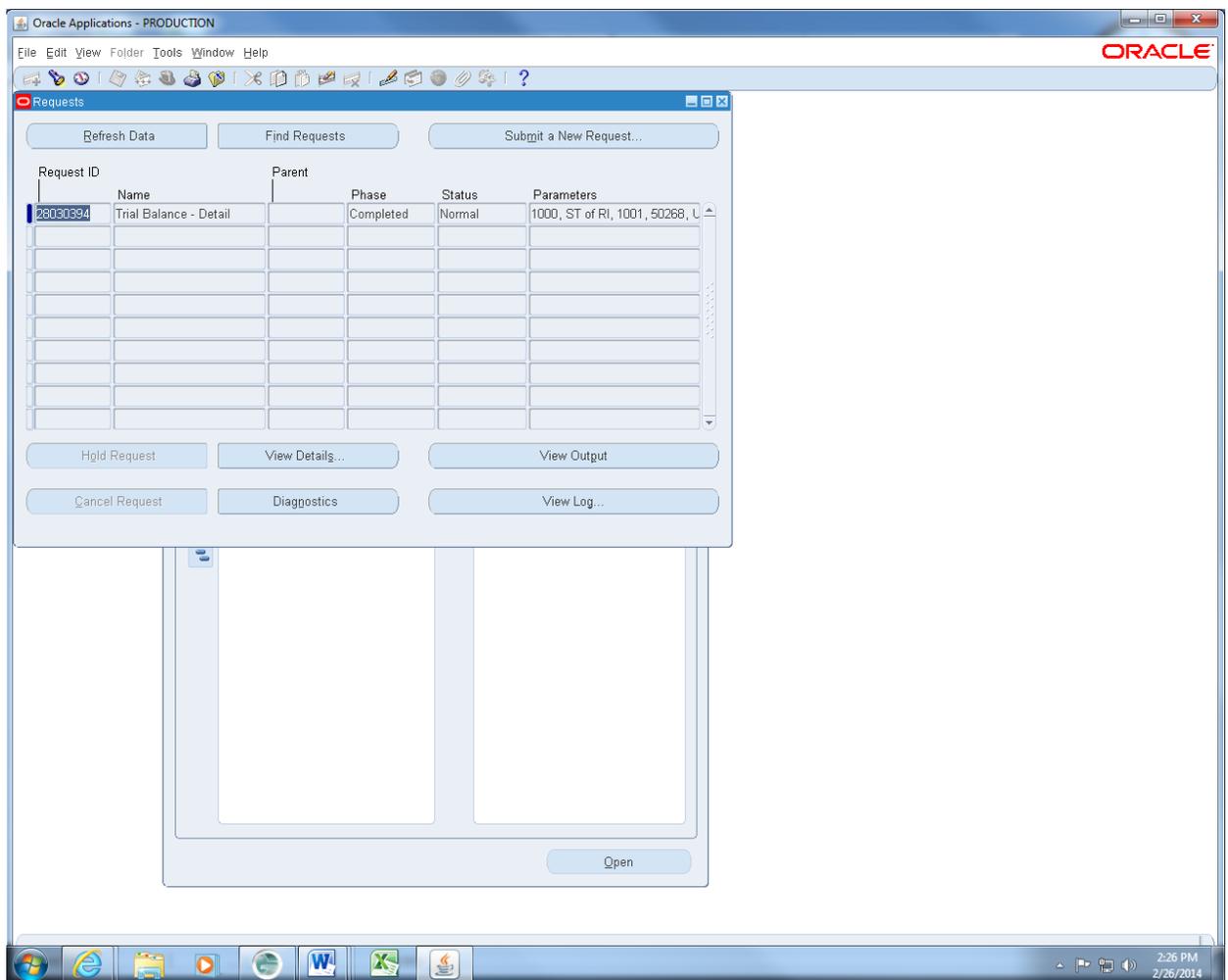
1:20 PM 1/31/2014

Printing a Report in Oracle Format (02/26/14)

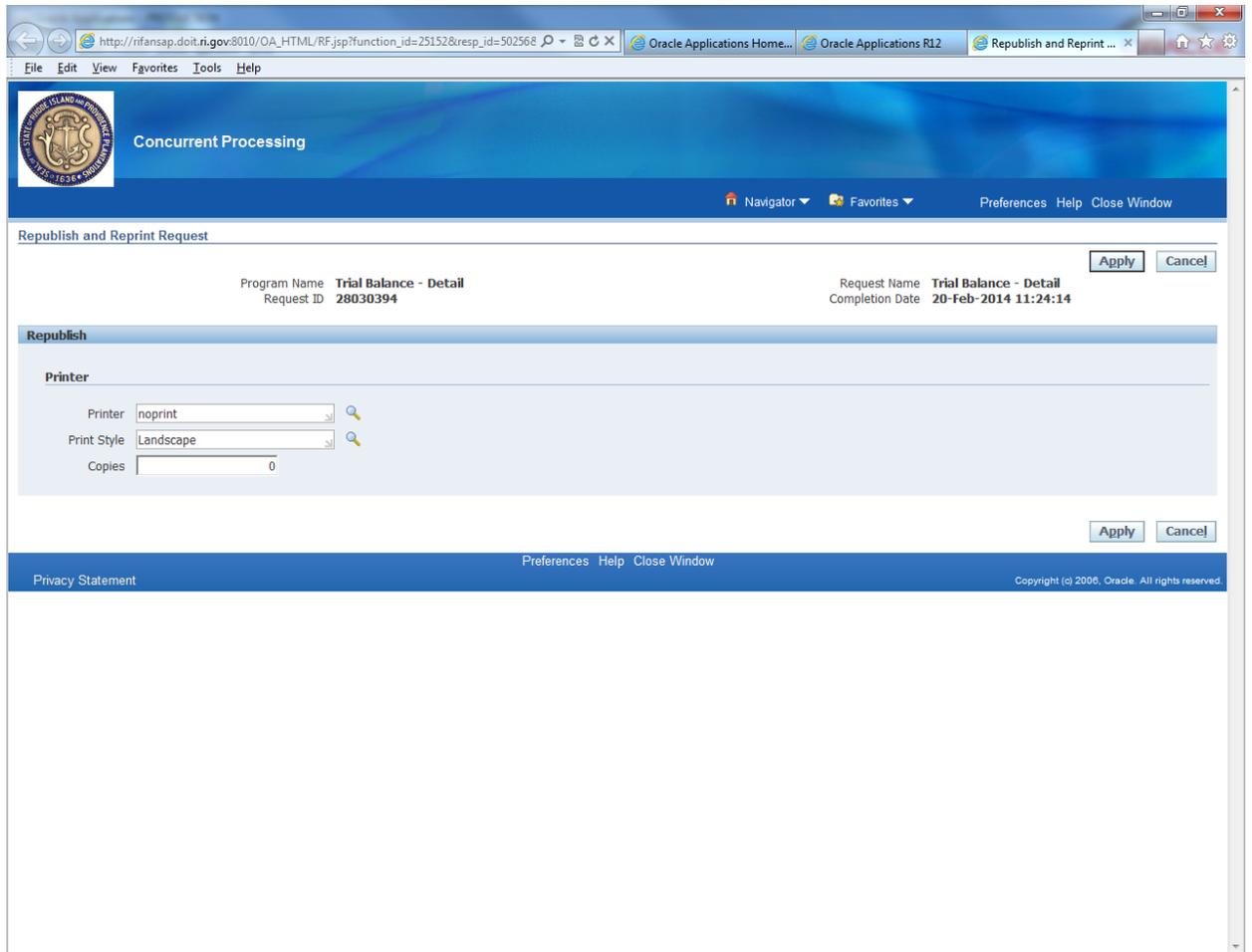
With several of the newer reports developed in Oracle, there is now a dropdown from which it is possible to specify at the time of generating the report whether you wish it to be produced in Oracle format or Excel format. The following procedures must be used in order to print those reports that are still generated automatically only in Oracle format.

Printing in Oracle format

- Close out the screen view of the report to get back to the Oracle Applications – PRODUCTION screen.



- Select Tools from the menu at the top of the screen.
- From the dropdown list that appears, select Reprint/Republish.



- Override the noprint in the Printer field with % and click on the magnifying glass to the right of the field. This will open up a screen where you may select the printer designated for your agency. If your agency does not yet have a printer designated on this list, contact the Help Desk to have one added.

http://rifansap.doit.ri.gov:8010/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&configName=O - Wind...

Search and Select: Printer Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Printer

Results

Previous 1-15 Next 15

| Select | Quick Select | Printer | Description |
|----------------------------------|--------------|---------------|----------------------------------------|
| <input type="radio"/> | | AG_CFO | ATTORNEY GENERAL - CFO |
| <input type="radio"/> | | ART - CFO | COUNCIL ON THE ARTS - CFO |
| <input type="radio"/> | | DEM_CFO | ENVIRONMENTAL MGMT - CFO |
| <input type="radio"/> | | DHS_CFO | HUMAN SERVICES |
| <input checked="" type="radio"/> | | DOA_AAC1 | ADMINISTRATION - ACCOUNTS AND CONTROL |
| <input type="radio"/> | | DOA_CFO | ADMINISTRATION - CFO |
| <input type="radio"/> | | DOA_DIR1 | ADMINISTRATION - DIRECTOR'S OFFICE |
| <input type="radio"/> | | DOA_DOIT_TEST | INFORMATION TECHNOLOGY - DOA |
| <input type="radio"/> | | DOA_PURCH1 | ADMINISTRATION - DIVISION OF PURCHASES |
| <input type="radio"/> | | DOA_PURCH2 | PASTA Printing |
| <input type="radio"/> | | DOA_TRAINB2 | Laser Jet printer HP laserjet 2430dn |
| <input type="radio"/> | | DOT_CFO | TRANSPORTATION - CFO |
| <input type="radio"/> | | GT_RECON1 | TREASURER |
| <input type="radio"/> | | JD_SC1 | SUPREME COURT |
| <input type="radio"/> | | LG_CFO | LIEUTENANT GOVERNOR |

Previous 1-15 Next 15

Cancel Select

100%

- After you click on the square Select button, you will return to the previous screen. Override the 0 in the Copies field with the number of copies you wish to print. Then click on the Apply button. The printout will then be generated.

http://rifansap.doit.ni.gov:8010/OA_HTML/RF.jsp?function_id=251528&resp_id=502568 Oracle Applications Home... Oracle Applications R12 Republish and Reprint ...

File Edit View Favorites Tools Help

 **Concurrent Processing**

Navigator Favorites Preferences Help Close Window

Republish and Reprint Request

Program Name **Trial Balance - Detail** Request Name **Trial Balance - Detail**
Request ID **28030394** Completion Date **20-Feb-2014 11:24:14**

Apply Cancel

Republish

Printer

Printer DOA_AAC1
Print Style Landscape
Copies 1

Apply Cancel

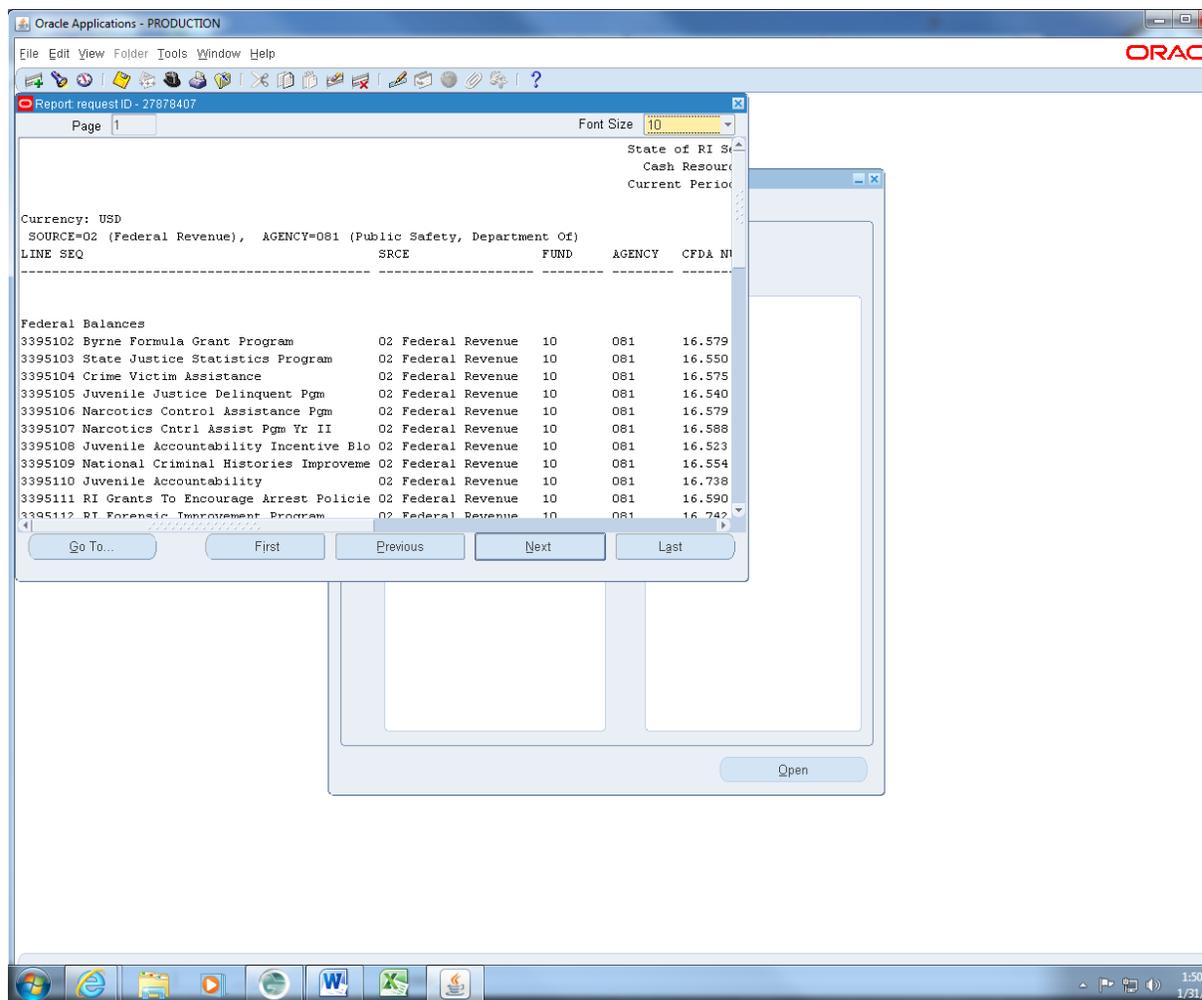
Privacy Statement Preferences Help Close Window Copyright (c) 2006, Oracle. All rights reserved.

Printing an Oracle Report in Excel Format

As mentioned in the section on Oracle Reports, General Principles, some of the more recently developed Oracle programs give you the option of producing reports in either an Oracle screen format or Excel format. It is possible, however, to convert into Excel format even those reports that the system produces initially only in Oracle screen format. The procedure is as follows.

Printing in Excel format

- Open up the screen view of the report by selecting the View Output button.



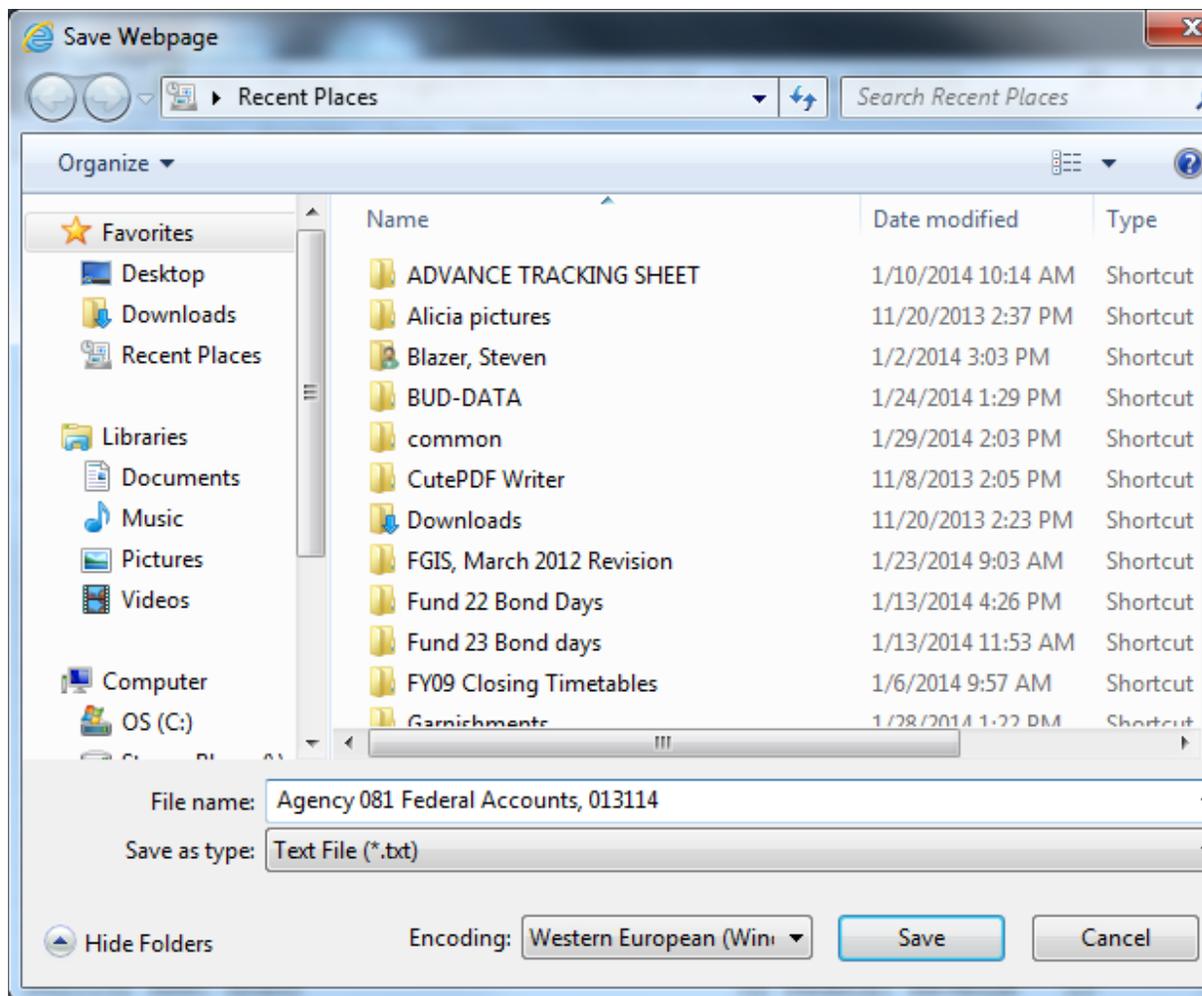
- Select Tools from the toolbar.
- From the dropdown list that appears, select Copy File.

State of RI Set of Books
Cash Resources Report
Current Period: JAN-2014

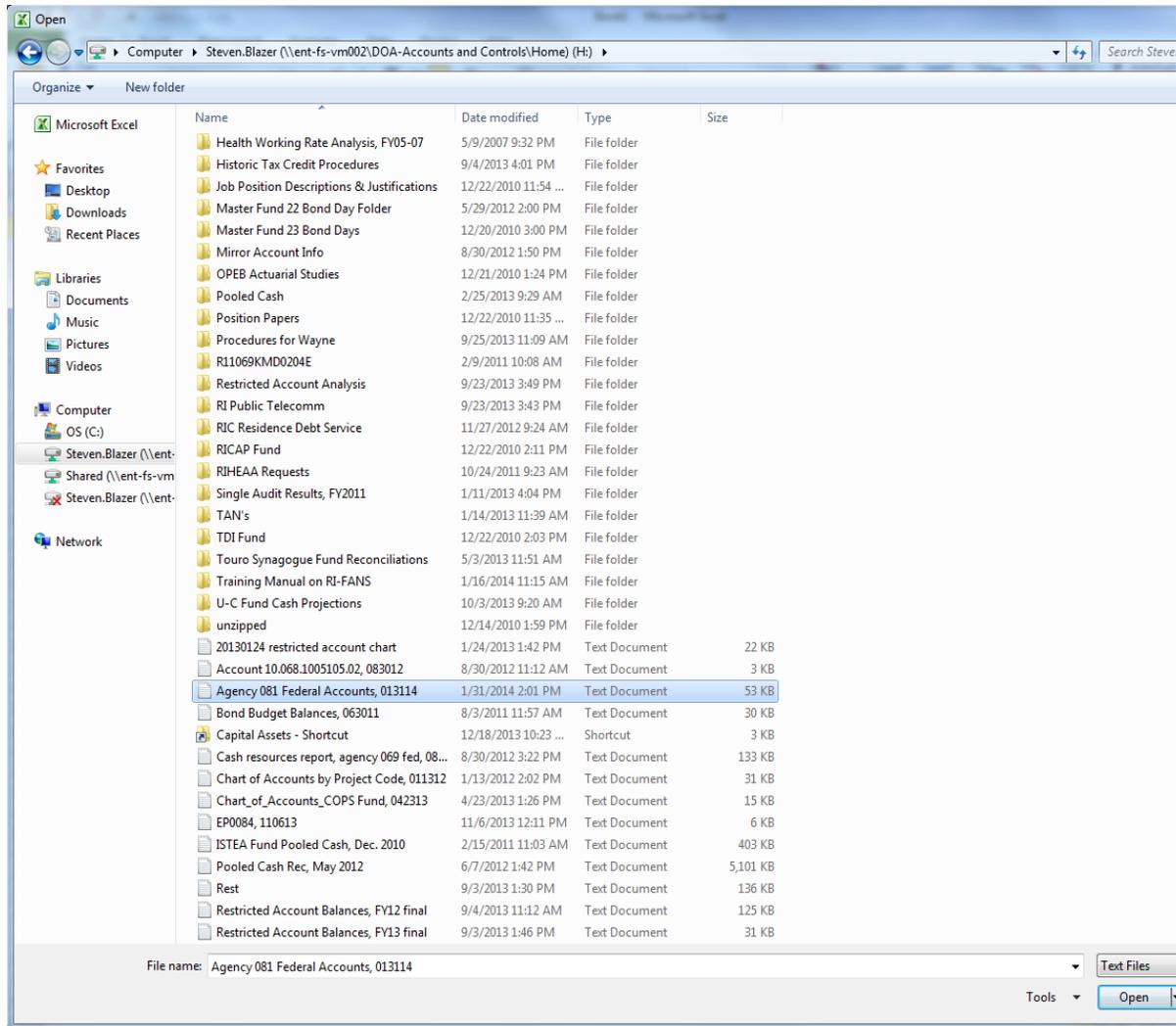
Currency: USD
SOURCE=02 (Federal Revenue), AGENCY=081 (Public Safety, Department Of)

| LINE SEQ | SRCE | FUND | AGENCY | CFDA NUMBER | Balance Forward | Receipts (DR) CR |
|------------------|--------------------|------|--------|-------------|-----------------|------------------|
| Federal Balances | | | | | | |
| 3395102 | 02 Federal Revenue | 10 | 081 | 16.579 | 689.92 | 3, |
| 3395103 | 02 Federal Revenue | 10 | 081 | 16.550 | -17,013.18 | 39, |
| 3395104 | 02 Federal Revenue | 10 | 081 | 16.575 | -37,488.78 | 929, |
| 3395105 | 02 Federal Revenue | 10 | 081 | 16.540 | -4,315.65 | 158, |
| 3395106 | 02 Federal Revenue | 10 | 081 | 16.579 | -7,836.61 | 48, |
| 3395107 | 02 Federal Revenue | 10 | 081 | 16.588 | 24,115.63 | 552, |
| 3395108 | 02 Federal Revenue | 10 | 081 | 16.523 | 74,997.83 | 75, |
| 3395109 | 02 Federal Revenue | 10 | 081 | 16.554 | -3,498.76 | 4, |
| 3395110 | 02 Federal Revenue | 10 | 081 | 16.738 | 1,570,365.38 | 440, |
| 3395111 | 02 Federal Revenue | 10 | 081 | 16.590 | 2,593.58 | 181, |
| 3395112 | 02 Federal Revenue | 10 | 081 | 16.742 | -7,626.28 | 18, |
| 3406101 | 02 Federal Revenue | 10 | 081 | 97.005 | 3,626.89 | |
| 3407101 | 02 Federal Revenue | 10 | 081 | 97.072 | 2,503.46 | |
| 3407102 | 02 Federal Revenue | 10 | 081 | 97.004 | -9,608.20 | |
| 3420110 | 02 Federal Revenue | 10 | 081 | 20.703 | 0.00 | |
| 3421101 | 02 Federal Revenue | 10 | 081 | 97.067 | -47.47 | |
| 3421102 | 02 Federal Revenue | 10 | 081 | 20.703 | 6,566.97 | |
| 3421103 | 02 Federal Revenue | 10 | 081 | 97.043 | 7,153.78 | |
| 3421105 | 02 Federal Revenue | 10 | 081 | 97.067 | 1,041.06 | |
| 3421106 | 02 Federal Revenue | 10 | 081 | 16.585 | 1,825.23 | |
| 3421107 | 02 Federal Revenue | 10 | 081 | 97.044 | 4,445.48 | |
| 3421110 | 02 Federal Revenue | 10 | 081 | 97.067 | 10,235.97 | |
| 3421112 | 02 Federal Revenue | 10 | 081 | 97.065 | 701.87 | |
| 3421113 | 02 Federal Revenue | 10 | 081 | 30.001 | 3,290.85 | |
| 3421114 | 02 Federal Revenue | 10 | 081 | 97.067 | 1,521.62 | |
| 3421115 | 02 Federal Revenue | 10 | 081 | 20.703 | -3,989.99 | |
| 3421116 | 02 Federal Revenue | 10 | 081 | 97.067 | -131.55 | |
| 3421117 | 02 Federal Revenue | 10 | 081 | 97.043 | -69.49 | |
| 3421118 | 02 Federal Revenue | 10 | 081 | 20.703 | 2,314.31 | |
| 3421119 | 02 Federal Revenue | 10 | 081 | 97.043 | 0.00 | 19, |
| 3421120 | 02 Federal Revenue | 10 | 081 | 97.067 | -1,551.10 | |
| 3421122 | 02 Federal Revenue | 10 | 081 | 20.703 | 0.00 | |
| 3455102 | 02 Federal Revenue | 10 | 081 | 16.738 | 3,285.53 | |
| 3456101 | 02 Federal Revenue | 10 | 081 | 16.579 | 20,098.38 | 23, |
| 3456102 | 02 Federal Revenue | 10 | 081 | 99.999 | 3,828.64 | |
| 3456104 | 02 Federal Revenue | 10 | 081 | 20.600 | -26,757.06 | 121, |
| 3456105 | 02 Federal Revenue | 10 | 081 | 16.753 | 32,965.39 | |
| 3496101 | 02 Federal Revenue | 10 | 081 | 20.218 | -158,862.33 | 504, |
| 3496102 | 02 Federal Revenue | 10 | 081 | 16.579 | 66.00 | |
| 3496104 | 02 Federal Revenue | 10 | 081 | 97.067 | 46,170.90 | |
| 3496105 | 02 Federal Revenue | 10 | 081 | 97.065 | 5,968.99 | |
| 3496106 | 02 Federal Revenue | 10 | 081 | 20.237 | 0.00 | |
| 3496107 | 02 Federal Revenue | 10 | 081 | 99.999 | -425.03 | 7, |
| 3496108 | 02 Federal Revenue | 10 | 081 | 20.205 | 4,789.73 | |
| 3496112 | 02 Federal Revenue | 10 | 081 | 97.067 | 23,896.23 | |
| 3496113 | 02 Federal Revenue | 10 | 081 | 16.543 | 52,851.16 | 116, |
| 3496114 | 02 Federal Revenue | 10 | 081 | 97.065 | 1,713.89 | |

- From the toolbar on the file copy, click on File. Then select Save As from the dropdown list that opens up.
- The next screen that opens up will allow you to save the report as a text file. It is a good idea at this point to rename the file to something more meaningful and easy to remember before saving it.



- After selecting the Save button, close out of all the screens used thus far.
- Go into Excel to open up the text file you saved. Make sure you first change the Files of Type field to read Text Files. Either double click on the file you wish to open or select the Open button.



- A Text Import Wizard screen will open up. Follow the steps as outlined in the wizard until you finally select the Finish button. You can then save the file in Excel.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file H:\Agency 081 Federal Accounts, 013114.txt.

| | |
|---|---------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | Currency: USD |

Cancel < Back **Next >** Finish

Text Import Wizard - Step 2 of 3

This screen lets you set field widths (column breaks).
Lines with arrows signify a column break.

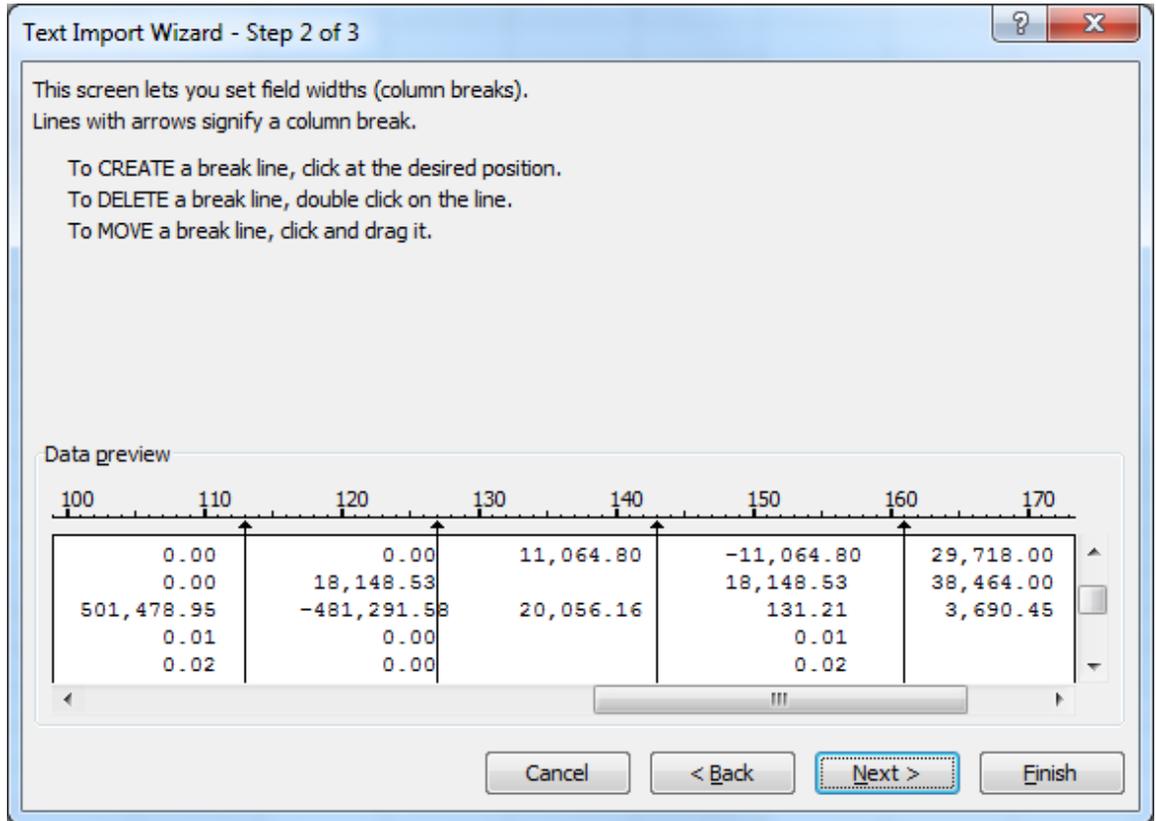
To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

Data preview

| | | | | | | | | |
|---------|---------------------------------------|----|----|----|----|---------|---------|----|
| | 10 | 20 | 30 | 40 | 50 | 60 | 70 | |
| 3395104 | Crime Victim Assistance | | | | 02 | Federal | Revenue | 10 |
| 3395105 | Juvenile Justice Delinquent Pgm | | | | 02 | Federal | Revenue | 10 |
| 3395106 | Narcotics Control Assistance Pgm | | | | 02 | Federal | Revenue | 10 |
| 3395107 | Narcotics Cntrl Assist Pgm Yr II | | | | 02 | Federal | Revenue | 10 |
| 3395108 | Juvenile Accountability Incentive Blo | | | | 02 | Federal | Revenue | 10 |

Cancel < Back **Next >** Finish

- Before proceeding to the next step, follow the wizard instructions to make sure that all the column break lines are where you want them to be. Be especially careful to make sure that all the dollar amounts on the report fall fully within a pair of column break lines. For example, the position of the line cutting through the -481,291.58 amount on the next screen shot needs to be shifted to the right.



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY
 Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

| General | General | General | General | General |
|---------|---------------------------------------|---------|-----------------|---------|
| 3421106 | Homeland Security | 02 | Federal Revenue | 10 |
| 3421107 | Fire Prevention And Safety | 02 | Federal Revenue | 10 |
| 3421110 | Hazardous Materials Emergency Program | 02 | Federal Revenue | 10 |
| 3421112 | FY 2009 Urban Area Security Initiativ | 02 | Federal Revenue | 10 |
| 3421113 | FY 2009-2010 Hazardous Materials Emer | 02 | Federal Revenue | 10 |

Cancel < Back Next > Finish

Agency 081 Federal Accounts, 013114 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Calibri 11 A A

General

Clipboard Font Alignment Number Styles Cells Editing

A1

| 1 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|---------|--------------|----------|-----------------|---------|--------|-------------|------------|-----------|-----------|-----------|-----------|-----------|----------------------|---|---|---|---|---|
| 2 | | | | | | | State of | FRI Set | of | Books | | | Date | : 31-JAN-14 13:11:17 | | | | | |
| 3 | | | | | | | Cash | Resource | s R | report | | | | Page: 1 | | | | | |
| 4 | | | | | | | Current | Period: | JA | N-2014 | | | | | | | | | |
| 5 | Current | cy: USD | | | | | | | | | | | | | | | | | |
| 6 | SOURCE | =02 (Fede li | c Safety | , Departm t of) | | | | | | | | | | | | | | | |
| 7 | LINE SE | Q | SR | CE | FUND | AGENCY | CFDA NUMBER | Balance | Receipts | Expenditu | Cash (Sho | ASH | | | | | | | |
| 8 | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ---Forward | (DR) CR | DR (CR) | Overage | RB | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | |
| 11 | Federal | Balances | | | | | | | | | | | | | | | | | |
| 12 | 3395102 | Byrne For | 2 | Federal | Revenue | 10 | 81 | 16.579 | | 689.92 | 3,114.38 | 2,300.86 | 1,503.44 | 1,338.60 | | | | | |
| 13 | 3395103 | State Justi | 2 | Federal | Revenue | 10 | 81 | 16.55 | ##### | 39,285.45 | 25,753.24 | -3,480.97 | 2,616.90 | | | | | | |
| 14 | 3395104 | Crime Vict | 2 | Federal | Revenue | 10 | 81 | 16.575 | ##### | ##### | ##### | 47,504.46 | 78,486.00 | | | | | | |
| 15 | 3395105 | Juvenile J | 2 | Federal | Revenue | 10 | 81 | 16.54 | -4,315.65 | ##### | ##### | 20,271.47 | 9,520.55 | | | | | | |
| 16 | 3395106 | Narcotics | 2 | Federal | Revenue | 10 | 81 | 16.579 | -7,836.61 | 48,493.19 | 34,984.52 | 5,672.06 | 3,198.85 | | | | | | |
| 17 | 3395107 | Narcotics | 2 | Federal | Revenue | 10 | 81 | 16.588 | 24,115.63 | ##### | ##### | 63,833.62 | 59,051.05 | | | | | | |
| 18 | 3395108 | Juvenile A | 2 | Federal | Revenue | 10 | 81 | 16.523 | 74,997.83 | 75,513.65 | -1,789.89 | ##### | 8,239.55 | | | | | | |
| 19 | 3395109 | National C | 2 | Federal | Revenue | 10 | 81 | 16.554 | -3,498.76 | 4,052.44 | 1,203.53 | -649.85 | 619.75 | | | | | | |
| 20 | 3395110 | Juvenile A | 2 | Federal | Revenue | 10 | 81 | 16.738 | ##### | ##### | ##### | ##### | 30,030.70 | | | | | | |
| 21 | 3395111 | Ri Grants | 2 | Federal | Revenue | 10 | 81 | 16.59 | 2,593.58 | ##### | ##### | 18,501.12 | 5,335.15 | | | | | | |
| 22 | 3395112 | Ri Forensi | 2 | Federal | Revenue | 10 | 81 | 16.742 | -7,626.28 | 18,068.64 | 17,955.84 | -7,513.48 | 3,171.10 | | | | | | |
| 23 | 3406101 | Pictometr | 2 | Federal | Revenue | 10 | 81 | 97.005 | 3,626.89 | 0 | | 3,626.89 | | | | | | | |
| 24 | 3407101 | Pictometr | 2 | Federal | Revenue | 10 | 81 | 97.072 | 2,503.46 | 0 | | 2,503.46 | | | | | | | |
| 25 | 3407102 | Access/Inf | 2 | Federal | Revenue | 10 | 81 | 97.004 | -9,608.20 | 0 | | -9,608.20 | | | | | | | |
| 26 | 3420110 | FY 2012 He | 2 | Federal | Revenue | 10 | 81 | 20.703 | 0 | 0 | -5,130.10 | 5,130.10 | | | | | | | |
| 27 | 3421101 | FY 2008 Hc | 2 | Federal | Revenue | 10 | 81 | 97.067 | -47.47 | 0 | | -47.47 | | | | | | | |
| 28 | 3421102 | SERC Gran | 2 | Federal | Revenue | 10 | 81 | 20.703 | 6,566.97 | 0 | | 6,566.97 | | | | | | | |
| 29 | 3421103 | Terrorism | 2 | Federal | Revenue | 10 | 81 | 97.043 | 7,153.78 | 0 | | 7,153.78 | | | | | | | |
| 30 | 3421105 | FY 2008 Hc | 2 | Federal | Revenue | 10 | 81 | 97.067 | 1,041.06 | 0 | | 1,041.06 | | | | | | | |
| 31 | 3421106 | Homelanc | 2 | Federal | Revenue | 10 | 81 | 16.585 | 1,825.23 | 0 | | 1,825.23 | | | | | | | |
| 32 | 3421107 | Fire Preve | 2 | Federal | Revenue | 10 | 81 | 97.044 | 4,445.48 | 0 | | 4,445.48 | | | | | | | |
| 33 | 3421110 | Hazardous | 2 | Federal | Revenue | 10 | 81 | 97.067 | 10,235.97 | 0 | 3,045.70 | 7,190.27 | 5,300.00 | | | | | | |
| 34 | 3421112 | FY 2009 Ur | 2 | Federal | Revenue | 10 | 81 | 97.065 | 701.87 | 0 | | 701.87 | | | | | | | |
| 35 | 3421113 | FY 2009-20 | 2 | Federal | Revenue | 10 | 81 | 30.001 | 3,290.85 | 0 | | 3,290.85 | | | | | | | |
| 36 | 3421114 | FY 2010 St | 2 | Federal | Revenue | 10 | 81 | 97.067 | 1,521.62 | 0 | | 1,521.62 | | | | | | | |
| 37 | 3421115 | FY 10-11 H | 2 | Federal | Revenue | 10 | 81 | 20.703 | -3,989.99 | 0 | | -3,989.99 | | | | | | | |

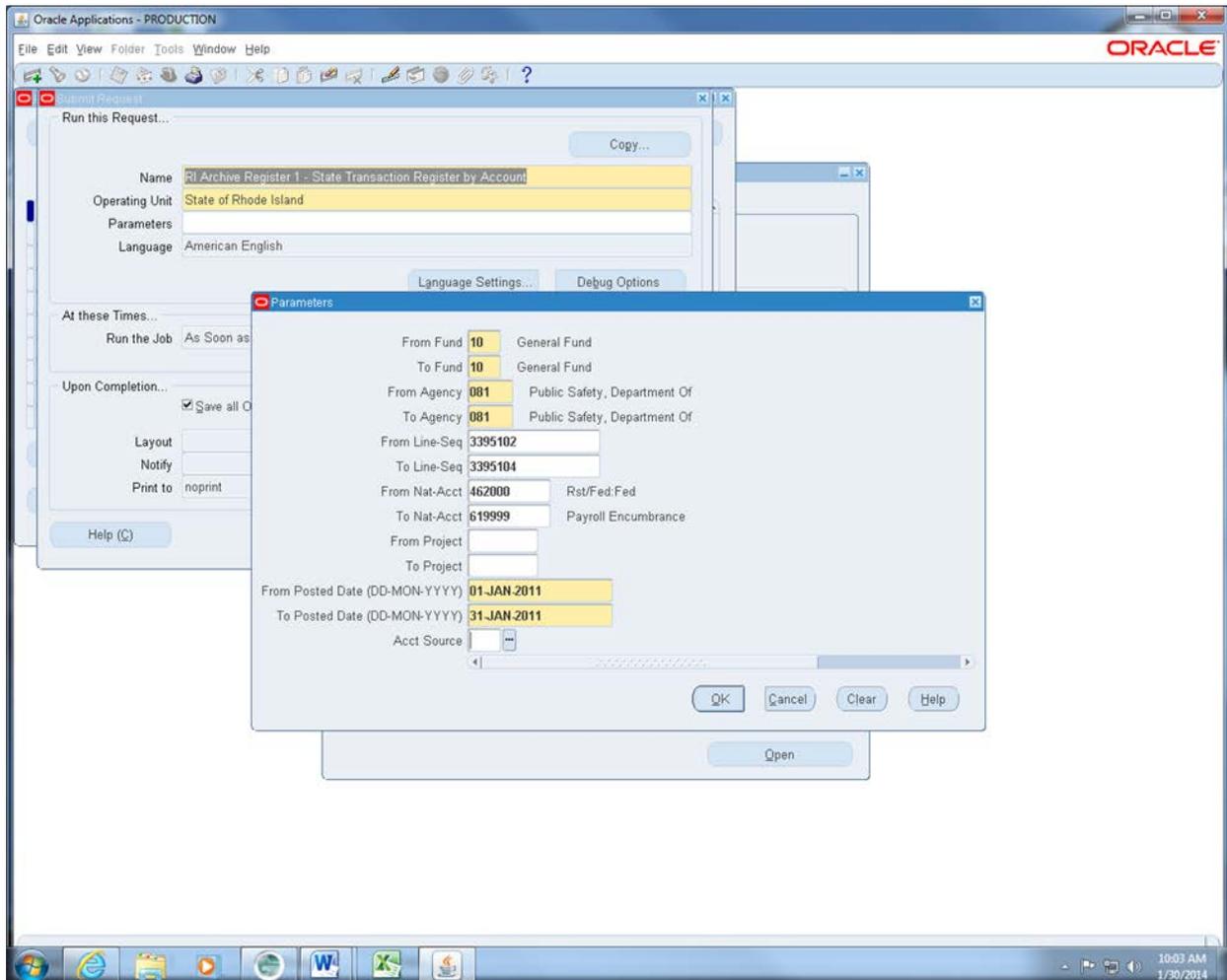
Agency 081 Federal Accounts, 013114

Ready

- This is the way the screen will appear once you click on the Finish button. From here on you can edit the fields however you like.

Screen Shots of “Top Ten” Standard Oracle Reports

1. RI Archive Register 1– State Transaction Register by Account



Helpful hints:

Always make sure that the ending posted date is the last day of a month. Otherwise, there is a risk that some AP transactions that actually posted earlier in the month will not show up on the report.

Also, be aware that several of the natural accounts used from 07/01/01 through 06/30/06 were changed once RI-FANS was implemented. If your search requires that you use natural accounts at all, be sure to use the original natural account numbers when retrieving transactions from before 07/01/06.

Date R 01/30/2014 09:32:48
 From F 10
 To Fun 10
 From A 081
 To Age 081
 From L 3395102
 To Line 3395104
 From N 462000
 To Nat 619999
 From F
 To Proj
 From F 2011/01/01 00:00:00
 To Pos 2011/01/31 00:00:00
 Acct S

| FY | Fund | Agency | Line Seq | Line Seq Description | Acct Source | Natural Acct | Proj | Cost Center | Entered Date | Posted Date |
|----|------|--------|----------|----------------------------------|-------------|--------------|-------|---------------|-----------------------|-------------|
| 11 | 10 | 081 | 3395102 | Byrne Formula Grant Program | 02 | 462800 | 00000 | | 1/25/2011 3:22:44 PM | 1/25/2011 |
| 11 | 10 | 081 | 3395102 | Byrne Formula Grant Program | 02 | 611000 | 00000 | 00.0000000000 | 1/6/2011 2:38:52 PM | 1/7/2011 |
| 11 | 10 | 081 | 3395102 | Byrne Formula Grant Program | 02 | 611000 | 00000 | 00.0000000000 | 1/20/2011 4:23:28 PM | 1/21/2011 |
| 11 | 10 | 081 | 3395103 | State Justice Statistics Program | 02 | 611000 | 00000 | 00.0000000000 | 1/6/2011 2:38:52 PM | 1/7/2011 |
| 11 | 10 | 081 | 3395103 | State Justice Statistics Program | 02 | 611000 | 00000 | 00.0000000000 | 1/20/2011 4:23:28 PM | 1/21/2011 |
| 11 | 10 | 081 | 3395104 | Crime Victim Assistance | 02 | 462100 | 00000 | | 1/25/2011 12:22:38 PM | 1/21/2011 |
| 11 | 10 | 081 | 3395104 | Crime Victim Assistance | 02 | 611000 | 00000 | 00.0000000000 | 1/6/2011 2:38:52 PM | 1/7/2011 |
| 11 | 10 | 081 | 3395104 | Crime Victim Assistance | 02 | 611000 | 00000 | 00.0000000000 | 1/20/2011 4:23:28 PM | 1/21/2011 |

| Paid Date | document_status | Approval Status | Document ID | Document Source | Trans Amount | Vendor_num |
|-----------|-----------------|-----------------|---------------------------------|------------------------|--------------|------------|
| | P | | J11068SAB025 A&C Adjustment USD | 10 : A&C Adjustment | 59.35 | |
| | P | | Payroll 20110107 Payroll USD | 11 : Payroll | 116.97 | |
| | P | | Payroll 20110121 Payroll USD | 11 : Payroll | 108.34 | |
| | P | | Payroll 20110107 Payroll USD | 11 : Payroll | 1150.89 | |
| | P | | Payroll 20110121 Payroll USD | 11 : Payroll | 1066.88 | |
| | P | | R11081EMR0121H | Manual : Cash Receipts | -750 | |
| | P | | Payroll 20110107 Payroll USD | 11 : Payroll | 2336.87 | |
| | P | | Payroll 20110121 Payroll USD | 11 : Payroll | 2162.54 | |

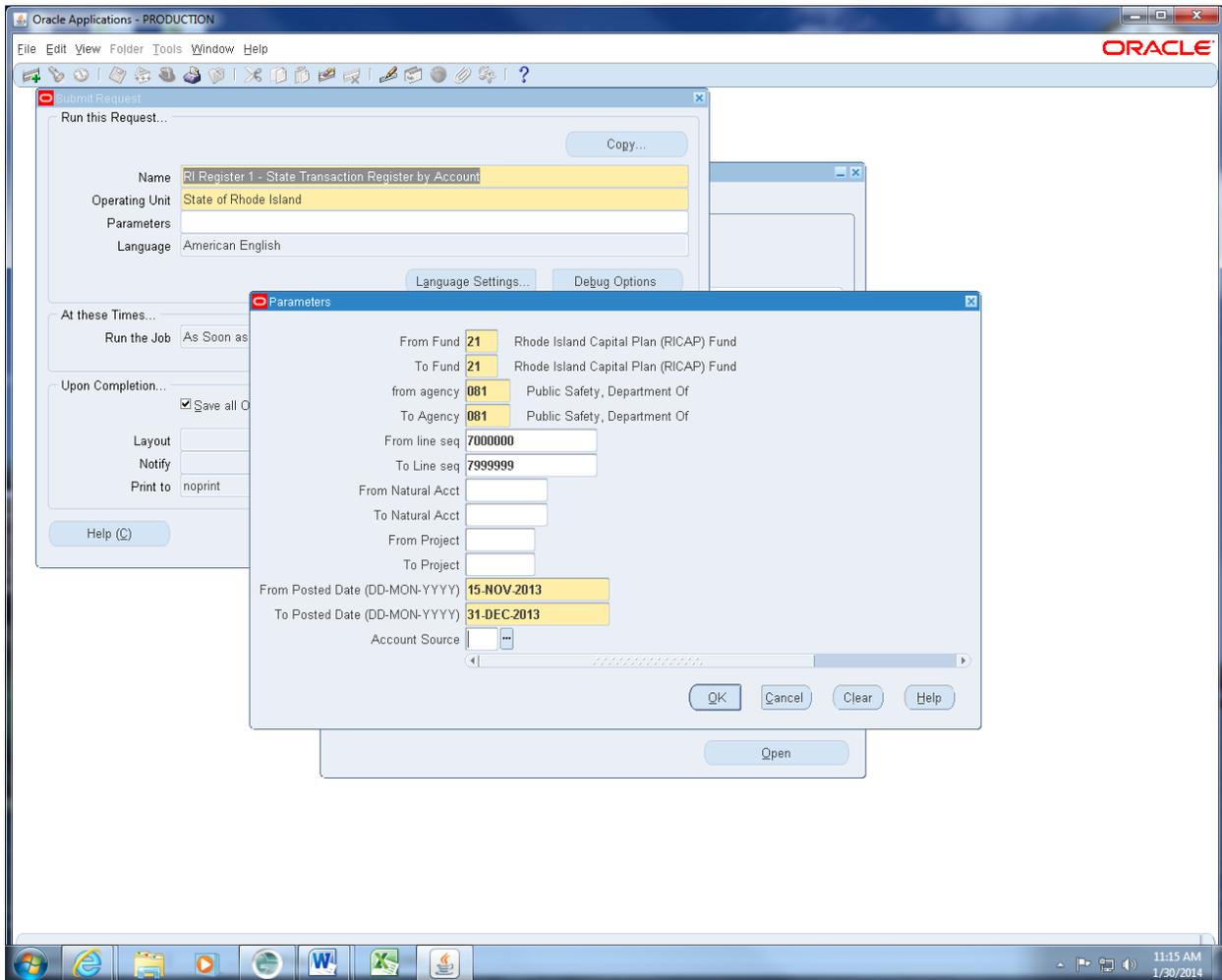
| Vendor Site | Vendor Name | PO NO | Release No | Check No | Handling code | Created By | Description | Description2 | CFDA |
|-------------|-------------|-------|------------|----------|---------------|--------------|---------------------------------------|--------------|--------|
| | | | | | | SBLAZER | Journal Import Created | | 16.579 |
| | | | | | | RNOTARDONATC | Payroll 20110107 | | 16.579 |
| | | | | | | RNOTARDONATC | Payroll 20110121 | | 16.579 |
| | | | | | | RNOTARDONATC | Payroll 20110107 | | 16.550 |
| | | | | | | RNOTARDONATC | Payroll 20110121 | | 16.550 |
| | | | | | | ERICHARDS | DOJ GRANT REIMBURSEMENT 2010-VA-GX-00 | | 16.575 |
| | | | | | | RNOTARDONATC | Payroll 20110107 | | 16.575 |
| | | | | | | RNOTARDONATC | Payroll 20110121 | | 16.575 |

2. RI Register 1 - State Transaction Register by Account

Helpful hint:

Always make sure that the ending posted date is the last day of a month. Otherwise, there is a risk that some AP transactions that actually posted earlier in the month will not show up on the report.

Also, keep in mind that the data shown in this report is not in real time but is rather as of the close of business the previous business day.



Date R 01/30/2014 11:16:04

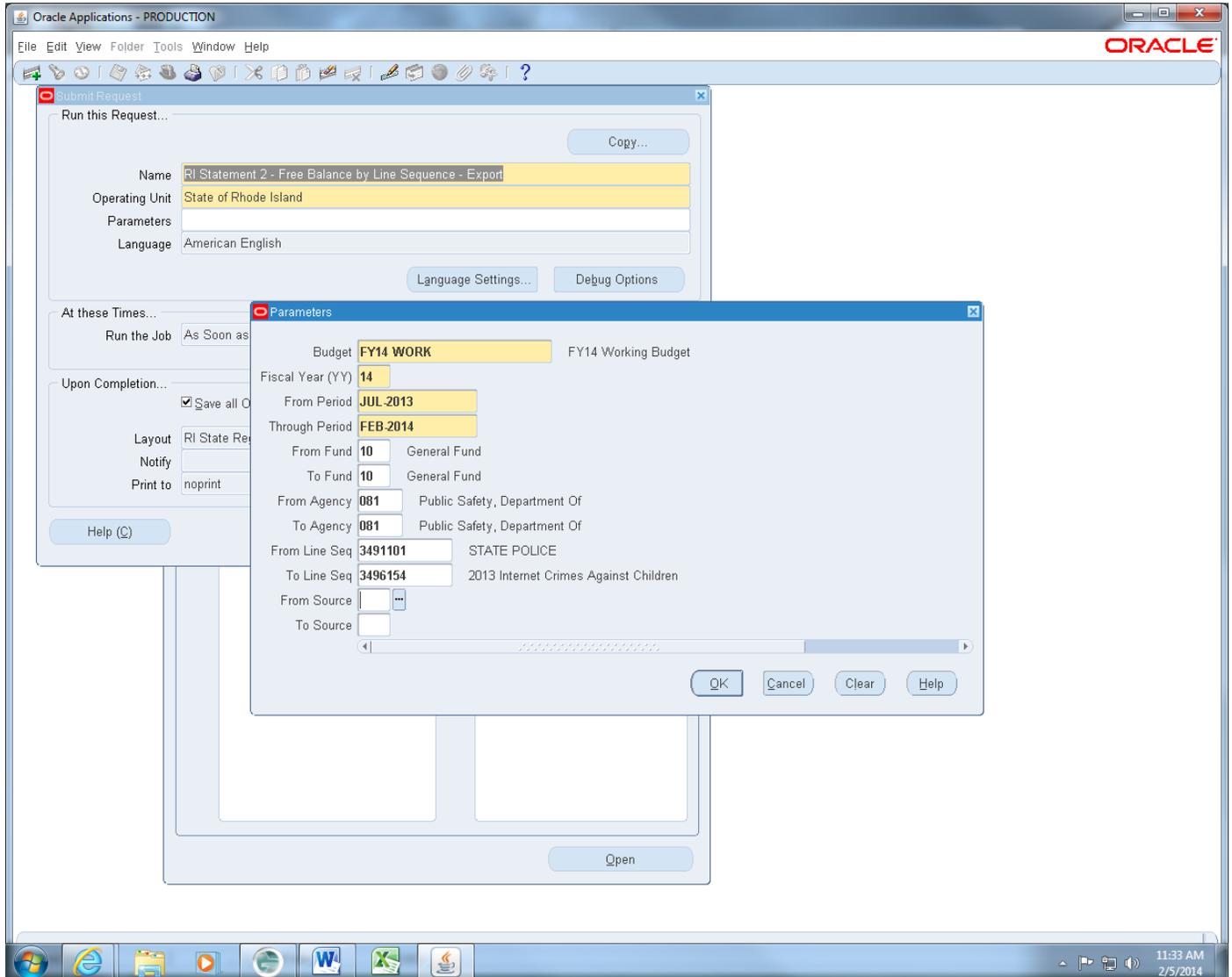
From F 21
To Fun 21
from ac 081
To Age 081
From li 7000000
To Line 7999999
From N
To Nat
From F
To Proj
From F 2013/11/15 00:00:00
To Pos 2013/12/31 00:00:00
Account

| FY | Fund | Agency | Line Seq | Line Seq Description | account source | natural account | proj | Cost Center | Entered Date | Posted Date |
|----|------|--------|----------|--------------------------------|----------------|-----------------|-------|-------------|-----------------------|-------------|
| 00 | 21 | 081 | 7081104 | Parking Area Improvements | 05 | 399102 | 00000 | | 12/2/2013 1:21:27 PM | 12/1/2013 |
| 00 | 21 | 081 | 7081104 | Parking Area Improvements | 05 | 399102 | 00000 | | 12/3/2013 3:01:18 PM | 12/3/2013 |
| 14 | 21 | 081 | 7081108 | Fire Academy | 05 | 661302 | SP004 | | 12/4/2013 5:07:29 PM | 12/31/2013 |
| 14 | 21 | 081 | 7081108 | Fire Academy | 05 | 661302 | SP004 | | 12/6/2013 5:07:01 PM | 12/31/2013 |
| 14 | 21 | 081 | 7081109 | Headquarters Annex Renovations | 05 | 660010 | 00000 | | 11/4/2013 5:08:35 PM | 11/30/2013 |
| 14 | 21 | 081 | 7081109 | Headquarters Annex Renovations | 05 | 660010 | 00000 | | 12/4/2013 5:07:29 PM | 12/31/2013 |
| 14 | 21 | 081 | 7081109 | Headquarters Annex Renovations | 05 | 660010 | 00000 | | 12/19/2013 5:07:14 PM | 12/31/2013 |
| 14 | 21 | 081 | 7081109 | Headquarters Annex Renovations | 05 | 661302 | SP003 | | 12/4/2013 5:07:29 PM | 12/31/2013 |
| 14 | 21 | 081 | 7081109 | Headquarters Annex Renovations | 05 | 661302 | SP003 | | 12/2/2013 5:07:12 PM | 12/31/2013 |

| Paid Date | document status | Approval Status | Document ID | Document Source | Trans Amount | Vendor num | Vendor Site |
|------------|-----------------|-----------------|---------------------------------|----------------------------|--------------|------------|-------------|
| | P | | CASH ARB 12/1/2013 CASH ARB USD | 10 : CASH ARB | -175067 | | |
| | P | | CASH ARB 12/3/2013 CASH ARB USD | 10 : CASH ARB | -93601 | | |
| 12/6/2013 | WFAPPROVED | APPROVED | 6123-2 | Payables : Purchase Invoic | 25716.21 | 651 | 01 |
| 12/30/2013 | WFAPPROVED | APPROVED | 6123-3 | Payables : Purchase Invoic | 23779.45 | 651 | 01 |
| 11/22/2013 | WFAPPROVED | APPROVED | 11-10-04 | Payables : Purchase Invoic | 1900 | 220 | 01 |
| 12/10/2013 | WFAPPROVED | APPROVED | 11-10-05 | Payables : Purchase Invoic | 760 | 220 | 01 |
| 1/7/2014 | WFAPPROVED | APPROVED | 11-10-06 | Payables : Purchase Invoic | 3040 | 220 | 01 |
| 12/10/2013 | WFAPPROVED | APPROVED | 3350806 APP#001 | Payables : Purchase Invoic | 8100 | 17925 | 01 |
| 12/13/2013 | WFAPPROVED | APPROVED | 3350806 APP#002 | Payables : Purchase Invoic | 14670 | 17925 | 01 |

| Vendor Name | PO NO | Release No | Check No | Handling code | Created By | Description | CFDA |
|----------------|---------|------------|------------|---------------|------------|----------------------|--------|
| | | | | | AARAUJO | Cash ARB DECEMBER 3 | 00.000 |
| | | | | | AARAUJO | Cash ARB December 3 | 00.000 |
| ROBINSON GREEN | 3332724 | | 1000101436 | M | OGARCIA | RELEASE TO CONTRA | 00.000 |
| ROBINSON GREEN | 3332724 | | 1000102418 | M | OGARCIA | RELEASE TO CONTRA | 00.000 |
| CASTELLUCCI GA | 3351374 | | 1449349 | M | JSILVA1 | ARCHITECTURAL SER | 00.000 |
| CASTELLUCCI GA | 3354622 | | 1457063 | M | JSILVA1 | ARCHITECTURAL SER | 00.000 |
| CASTELLUCCI GA | 3358169 | | 1471387 | M | JSILVA1 | ARCHITECTURAL SER | 00.000 |
| TOWER CONSTRU | 3350806 | | 1000101472 | M | OGARCIA | HQ Complex Expansior | 00.000 |
| TOWER CONSTRU | 3350806 | | 1000101690 | M | OGARCIA | HQ Complex Expansior | 00.000 |

3. RI Statement 2 – Free Balance by Line Sequence - Export



Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Times New Roman 9 A A Wrap Text Merge & Center

General \$ % .00 .00 Conditional Formatting as Table Styles Insert Delete Format

Σ AutoSum Fill Clear Sort & Find & Filter Select

A1 fx Budget Name:

BI Statement 2 - Free Balance - 050214

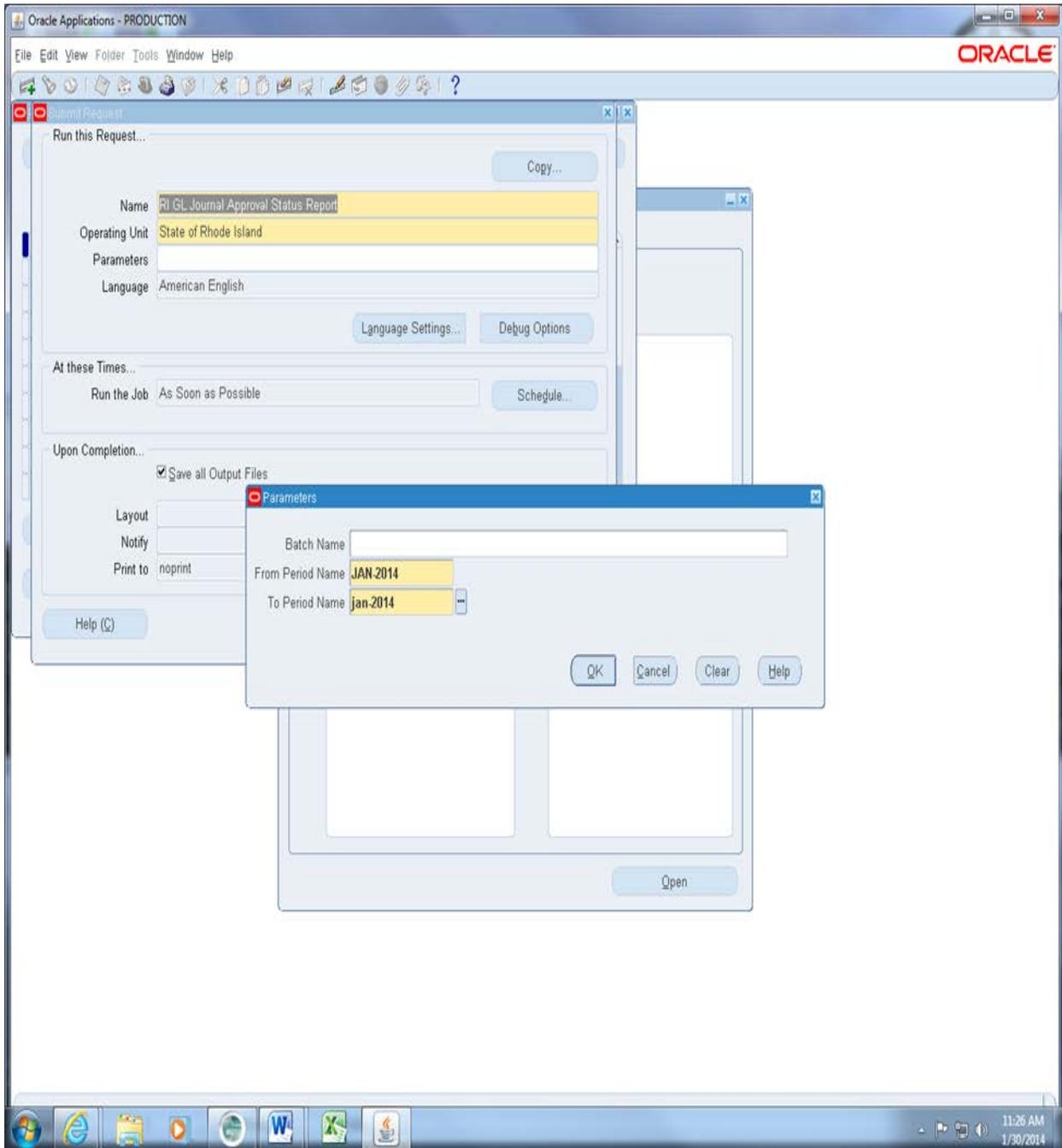
FNDWRR [Read-Only]

| | | | | | | | | | | |
|---|------------------------------|--------------|----------|---------------------------------------|--|--|--|--|--|--|
| 1 | K | Fiscal Year: | 14 | | | | | | | |
| 2 | | To Period: | FEB-2014 | | | | | | | |
| 3 | General Fund | To Fund: | 10 | General Fund | | | | | | |
| 4 | Public Safety, Department Of | To Agency: | 081 | Public Safety, Department Of | | | | | | |
| 5 | STATE POLICE | To Line Seq: | 3496134 | 2013 Internet Crimes Against Children | | | | | | |
| 6 | | To Source: | | | | | | | | |

| Line Seq | Description | Acct Source | CFDA Num | Budget Amount | Expenditure Amount | Encumbered Amount | Pre-Encumb Amount | Free Bal |
|----------|----------------------------------------------------|-------------|----------|-----------------|--------------------|-------------------|-------------------|--------------|
| 3491101 | STATE POLICE | 01 | 0 | \$8,626,432.00 | \$5,434,579.04 | \$314,096.00 | \$0.00 | \$2,877.77 |
| 3491102 | DETECTIVE DIVISION | 01 | 0 | \$12,308,815.00 | \$7,841,927.50 | \$17,761.19 | \$0.00 | \$4,449.11 |
| 3491103 | PATROL DIVISION | 01 | 0 | \$22,096,342.00 | \$15,066,103.35 | \$379,438.11 | \$5,966.95 | \$8,644.88 |
| 3491104 | PENSION | 01 | 0 | \$17,743,010.00 | \$10,331,855.50 | \$0.00 | \$0.00 | \$7,411.11 |
| 3491105 | COMMUNICATIONS & TECHNOLOGY | 01 | 0 | \$3,134,136.00 | \$1,602,161.13 | \$57,666.56 | \$16,769.00 | \$1,477.51 |
| 3496101 | MOTOR CARRIER SAFETY | 02 | 20.218 | \$1,269,373.00 | \$41,646.53 | \$12,355.19 | \$0.00 | \$1,215.32 |
| 3496106 | COMMERCIAL VEHICLE | 02 | 20.237 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | \$30,000.00 |
| 3496107 | DOMESTIC HIGHWAY ENFORCEMENT | 02 | 99.999 | \$52,000.00 | \$3.61 | \$0.00 | \$0.00 | \$51.99 |
| 3496113 | INTERNET CRIMES AGAINST CHILDREN | 02 | 16.343 | \$183,000.00 | \$151,454.80 | \$9,700.25 | \$0.00 | \$21.95 |
| 3496119 | FY 09 BYRNE/JAG/SUB AWARD - NRT | 02 | 16.738 | \$70,000.00 | \$0.00 | \$0.00 | \$0.00 | \$70,000.00 |
| 3496126 | SEX OFFENDER REGISTRATION/NOTIFICATION | 02 | 16.75 | \$175,000.00 | \$0.00 | \$0.00 | \$0.00 | \$175,000.00 |
| 3496128 | FY 2010 STATE HOMELAND SECURITY - | 02 | 97.065 | \$0.00 | \$9,852.40 | \$0.00 | \$0.00 | (\$9,852.40) |
| 3496129 | FY 2010 STATE HOMELAND SECURITY - | 02 | 97.067 | \$225,000.00 | (\$107,796.76) | \$0.00 | \$0.00 | \$332,796.76 |
| 3496130 | FY 2010 STATE HOMELAND SECURITY - WMD | 02 | 97.067 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 |
| 3496131 | FY 2010 URBAN AREA SECURITY INITIATIVE - | 02 | 97.008 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| 3496132 | FY 2010 URBAN AREA SECURITY INITIATIVE - | 02 | 97.008 | \$240,000.00 | \$176,469.21 | \$0.00 | \$0.00 | \$63,530.79 |
| 3496133 | RISP Victims Assistance | 02 | 16.575 | \$0.00 | \$4.37 | \$0.00 | \$0.00 | (\$4.37) |
| 3496134 | FY 2010 PORT SECURITY GRANT PROGRAM | 02 | 97.06 | \$290,000.00 | \$285,483.47 | \$0.00 | \$0.00 | \$4,516.53 |
| 3496135 | RISP ACTIVE SHOOTER TRAINING | 02 | 97.067 | \$9,000.00 | \$0.00 | \$0.00 | \$0.00 | \$9,000.00 |
| 3496137 | DOI - Mobile Data Hardware Enhancement Project | 02 | 20.61 | \$0.00 | \$21.02 | \$0.00 | \$0.00 | (\$21.02) |
| 3496139 | 2011 STATE HOMELAND SECURITY (CYBER) | 02 | 97.067 | \$210,000.00 | \$81,496.52 | \$34,297.22 | \$0.00 | \$94,206.26 |
| 3496140 | 2011 STATE HOMELAND SECURITY (FUSION) | 02 | 97.067 | \$314,000.00 | \$16,422.59 | \$57,275.87 | \$0.00 | \$240,301.54 |
| 3496141 | 2011 STATE HOMELAND SECURITY (WMD) | 02 | 97.067 | \$15,500.00 | \$0.00 | \$0.00 | \$0.00 | \$15,500.00 |
| 3496143 | FY 2012 WMD GRANT | 02 | 97.067 | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$28,000.00 |
| 3496144 | FY 2012 STATE HOMELAND SECURITY - | 02 | 97.067 | \$265,000.00 | \$0.00 | \$0.00 | \$28,462.50 | \$236,537.50 |
| 3496145 | FY 2012 STATE HOMELAND SECURITY - CYBER | 02 | 97.067 | \$225,000.00 | (\$18,185.27) | \$0.00 | \$0.00 | \$243,185.27 |
| 3496147 | 2012 BYRNE/JAG/NRT GRANT | 02 | 16.738 | \$0.00 | \$3.54 | \$0.00 | \$0.00 | (\$3.54) |
| 3496148 | Rhode Island State Police Victims Assistance Grant | 02 | 16.575 | \$37,000.00 | \$11,879.31 | \$0.00 | \$0.00 | \$25,120.69 |
| 3496149 | FY 2012 Paul Coverdell Forensic Science Grant | 02 | 16.742 | \$14,000.00 | \$2,954.18 | \$1,177.43 | \$0.00 | \$9,868.39 |
| 3496151 | FY 2013 Highway Safety Grant | 02 | 20.6 | \$130,000.00 | \$190.71 | \$0.00 | \$0.00 | \$129,809.29 |
| 3496152 | Homeland Security Grant | 02 | 97.067 | \$220,000.00 | \$0.00 | \$0.00 | \$0.00 | \$220,000.00 |
| 3496153 | FY 2013 Port Security Grant | 02 | 97.116 | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$28,000.00 |
| 3496154 | 2013 Internet Crimes Against Children | 02 | 16.343 | \$274,359.00 | \$15,227.20 | \$22,341.60 | \$1,796.80 | \$236,995.40 |

Ready

4. RI GL Journal Approval Status Report



State of Rhode Island
RI GL Journal Approval Status Report

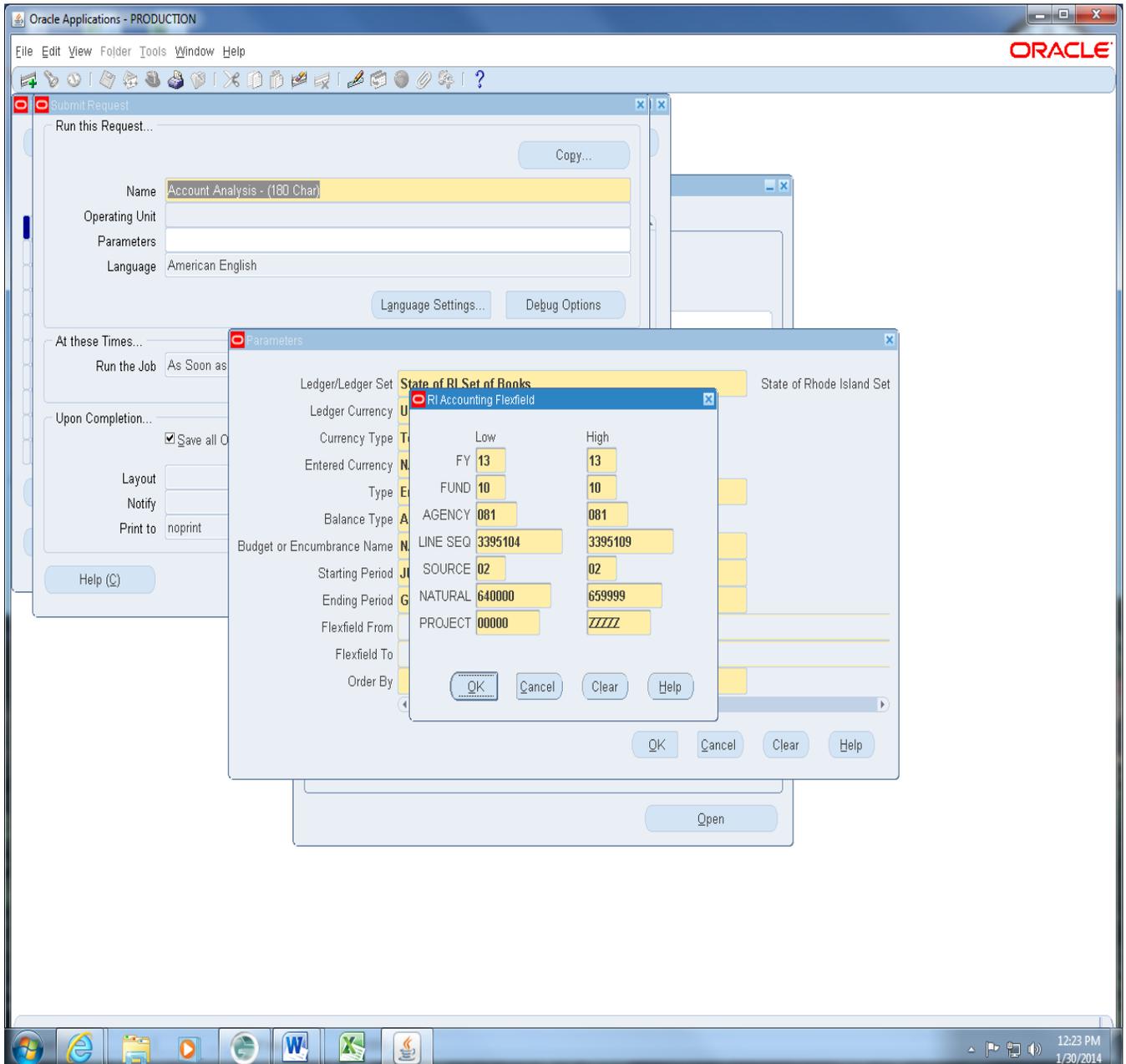
From Period : JAN-2014 To Period : JAN-2014

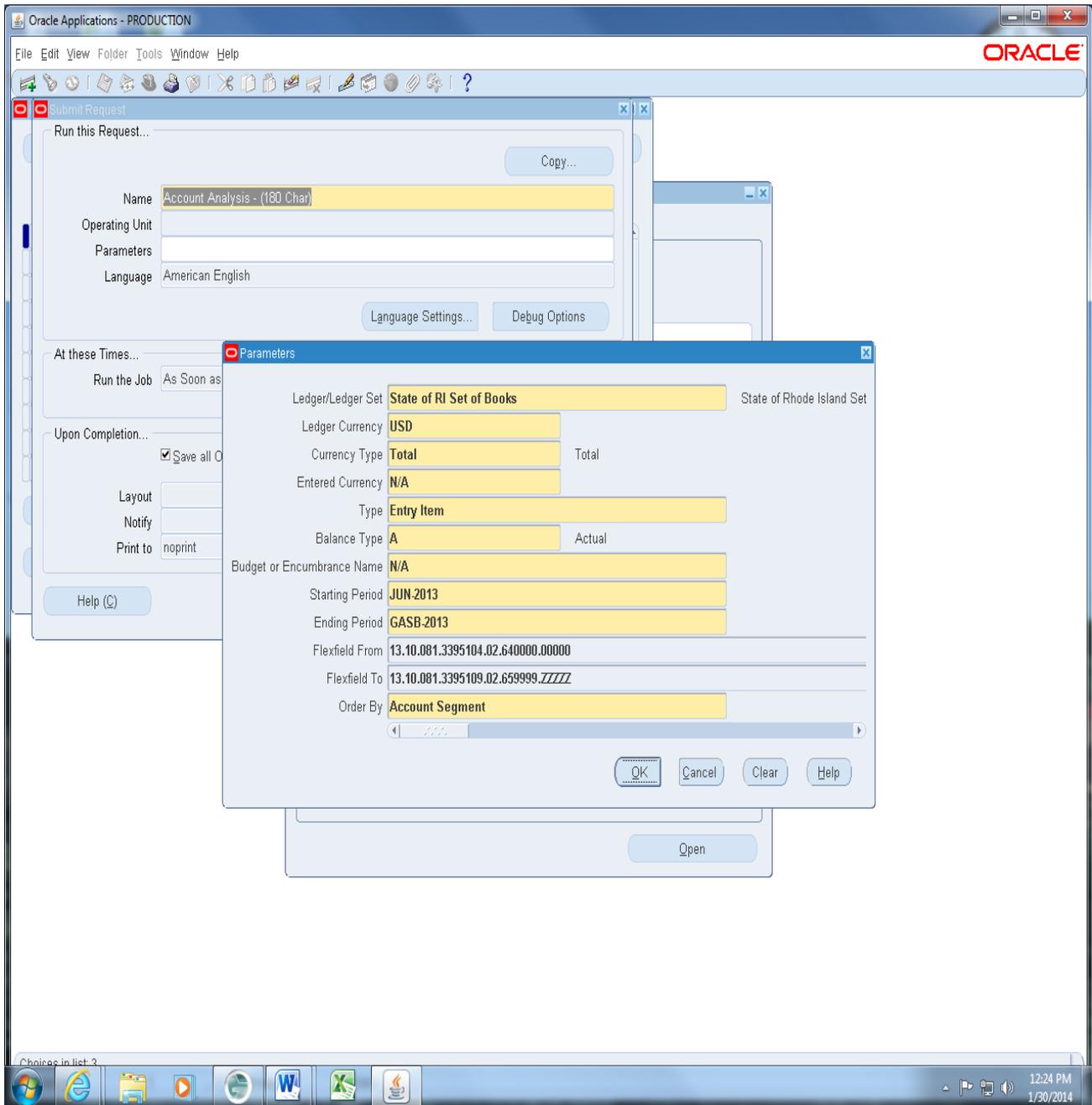
| Creation Date | Created By | Period Name | Document Name | Funds Status | Approval Status | Pending Approver |
|---------------|--------------|-------------|--------------------------------|-----------------------|-----------------|--------------------|
| 08-JAN-14 | RDEORSEY | JAN-2014 | J14068RRD011 FULL ACC | Need to reserve funds | Approved | |
| 08-JAN-14 | RDEORSEY | JAN-2014 | J14068RRD011 FULL ACC | Need to reserve funds | Approved | |
| 24-JAN-14 | RDAIGNAULT | JAN-2014 | R14074RAD0123B | Passed Funds Check | Approved | |
| 29-JAN-14 | CPAYETTE | JAN-2014 | R14074CAP0123A | Passed Funds Check | Approved | |
| 29-JAN-14 | WANTOS | JAN-2014 | R14054WEA0129A | Passed Funds Check | In Process | Lacroix, Marc |
| 29-JAN-14 | WANTOS | JAN-2014 | R14054WEA0129B | Passed Funds Check | In Process | Lacroix, Marc |
| 28-JAN-14 | SVALLANTE | JAN-2014 | R14066SXA0124C | Passed Funds Check | In Process | Cotta, Christopher |
| 29-JAN-14 | STURCOTTE | JAN-2014 | R14087SMT013014A | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | STURCOTTE | JAN-2014 | R14087SMT013014A | Passed Funds Check | In Process | Turcotte, Susan |
| 10-JAN-14 | STOLENTINO | JAN-2014 | R14071SLT1230P | Passed Funds Check | In Process | Haddad, Cheryl |
| 21-JAN-14 | STOLENTINO | JAN-2014 | R14071SLT0108D | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | J14073SXM0138 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | J14073SXM0139 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | J14073SXM0141 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | J14073SXM0142 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | R14073SXM0140 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | RA14073SXM0110 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | R14073SXM0129B | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | R14073SXM0129C | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SMENISSIAN | JAN-2014 | R14073SXM0129D | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SDUTCHOVER | JAN-2014 | R14071SLD0128AM | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SDUTCHOVER | JAN-2014 | R14071SLD0128BM | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | SDUTCHOVER | JAN-2014 | R14071SLD0129A | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | REUSIN | JAN-2014 | J14073RMS011 | Passed Funds Check | In Process | Araujo, Alicia |
| 29-JAN-14 | REUSIN | JAN-2014 | J14073RMS012 | Passed Funds Check | In Process | Araujo, Alicia |
| 13-DEC-13 | REYJEAN | JAN-2014 | R14080RSJ1218CC | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | REYJEAN | JAN-2014 | R14080RSJ0205A | Passed Funds Check | In Process | Haddad, Cheryl |
| 30-JAN-14 | REYJEAN | JAN-2014 | R14080RSJ0205B | Passed Funds Check | In Process | Davidson, Ronald |
| 30-JAN-14 | REYJEAN | JAN-2014 | R14080RSJ0205BB | Passed Funds Check | In Process | Davidson, Ronald |
| 30-JAN-14 | RNOTARDONATO | JAN-2014 | Reverses "J14068RRD004"30-JAN- | Passed Funds Check | In Process | Lewis, John |
| 29-JAN-14 | RDAVIDSON | JAN-2014 | R14080RSD01282014 | Passed Funds Check | In Process | Haddad, Cheryl |
| 29-JAN-14 | RDAVIDSON | JAN-2014 | R14080RSD012820140P | Passed Funds Check | In Process | Haddad, Cheryl |
| 30-JAN-14 | RDAVIDSON | JAN-2014 | R14080RSD01302014AAA | Passed Funds Check | In Process | Haddad, Cheryl |
| 30-JAN-14 | RDAVIDSON | JAN-2014 | R14080RSD01302014AAC | Passed Funds Check | In Process | Haddad, Cheryl |
| 30-JAN-14 | RDAVIDSON | JAN-2014 | R14080RSD01302014BBB | Passed Funds Check | In Process | Haddad, Cheryl |

Program Name: RI GL Journal Approval Status Report
File Name: XXRI_JOURNAL_STATUS.rdf

30-JAN-14 11:26:39

5. Account Analysis – (180 Char)





Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27869682

Page 1 Font Size 10

State of RI Set of Books Account Analysis Report
Entry Item
Period: JUN-2013 To GASB-2013

Accounts From: 13.10.081.3395104.02.640000.00000
To: 13.10.081.3395109.02.659999.ZZZZZ
Balance Type: Actual

Ledger: State of RI Set of Books
Period: JUN-2013

| Source | Category | Batch Name | JE Name | Account | Description | Entry Item | Debit |
|----------------------------|-------------------------|------------------------------|-----------|-----------------------------------|-------------|-------------------|-------|
| Payables | Purchase I | Payables A 776050 26151666 | JUN-2013 | 13.10.081.3395104.02.648112.00000 | Journal Imp | Journal Import Cr | |
| Payables | Purchase I | Payables A 781047 26351601 2 | JUN-2013 | 13.10.081.3395104.02.648112.00000 | Journal Imp | Journal Import Cr | |
| Payables | Purchase I | Payables A 776050 26151666 | JUN-2013 | 13.10.081.3395105.02.648112.00000 | Journal Imp | Journal Import Cr | |
| Payables | Purchase I | Payables A 781047 26351601 2 | JUN-2013 | 13.10.081.3395105.02.648112.00000 | Journal Imp | Journal Import Cr | |
| MassAlloca | AUDIT FEES MA: 26531439 | AUDIT FEES JUN-20 | AUDIT FEE | 13.10.081.3395104.02.649120.00000 | AUDIT FEES | | |
| MassAlloca | AUDIT FEES MA: 26531439 | AUDIT FEES JUN-20 | AUDIT FEE | 13.10.081.3395105.02.649120.00000 | AUDIT FEES | | |
| MassAlloca | AUDIT FEES MA: 26531439 | AUDIT FEES JUN-20 | AUDIT FEE | 13.10.081.3395106.02.649120.00000 | AUDIT FEES | | |
| MassAlloca | AUDIT FEES MA: 26531439 | AUDIT FEES JUN-20 | AUDIT FEE | 13.10.081.3395107.02.649120.00000 | AUDIT FEES | | |
| MassAlloca | AUDIT FEES MA: 26531439 | AUDIT FEES JUN-20 | AUDIT FEE | 13.10.081.3395108.02.649120.00000 | AUDIT FEES | | |
| Payables | Purchase I | Payables A 775030 26105177 | JUN-2013 | 13.10.081.3395104.02.654120.00000 | Journal Imp | Journal Import Cr | 17 |
| Payables | Purchase I | Payables A 779030 26272588 | JUN-2013 | 13.10.081.3395104.02.654120.00000 | Journal Imp | Journal Import Cr | 51 |
| Payables | Purchase I | Payables A 775030 26105177 | JUN-2013 | 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 26 |
| Payables | Purchase I | Payables A 779030 26272588 | JUN-2013 | 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 53 |
| Payables | Purchase I | Payables A 779030 26272588 | JUN-2013 | 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | |
| Payables | Purchase I | Payables A 780047 26307977 | JUN-2013 | 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 8 |
| Total for Period: JUN-2013 | | | | | | | 158 |
| Beginning Balance: | | 2,416,262.53 DR | | | | | |
| Ending Balance: | | 2,566,953.15 DR | | | | | |

Go To... First Previous Next Lgst

1:04 PM 1/30/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 2786982

Page 1 Font Size 10

Account Analysis Report
Entry Item
Period: JUN-2013 To GASB-2013

Report Date: 30-JAN-2014 12:24
Page: 1 of 3

.081.3395104.02.640000.00000
.081.3395109.02.659999.22222
1

of RI Set of Books
013

| JE Name | Account | Description | Entry Item | Debits (USD) | Credits (USD) |
|---------------------|---------------------------------------------|-------------|-------------------|--------------|---------------|
| 776050 26151666 | JUN-2013 13.10.081.3395104.02.648112.00000 | Journal Imp | Journal Import Cr | 25.95 | |
| 781047 26351601 2 | JUN-2013 13.10.081.3395104.02.648112.00000 | Journal Imp | Journal Import Cr | 27.76 | |
| 776050 26151666 | JUN-2013 13.10.081.3395105.02.648112.00000 | Journal Imp | Journal Import Cr | 33.07 | |
| 781047 26351601 2 | JUN-2013 13.10.081.3395105.02.648112.00000 | Journal Imp | Journal Import Cr | 33.74 | |
| 9 AUDIT FEES JUN-20 | AUDIT FEE 13.10.081.3395104.02.649120.00000 | AUDIT FEES | | 38.42 | |
| 9 AUDIT FEES JUN-20 | AUDIT FEE 13.10.081.3395105.02.649120.00000 | AUDIT FEES | | 9.75 | |
| 9 AUDIT FEES JUN-20 | AUDIT FEE 13.10.081.3395106.02.649120.00000 | AUDIT FEES | | 0.28 | |
| 9 AUDIT FEES JUN-20 | AUDIT FEE 13.10.081.3395107.02.649120.00000 | AUDIT FEES | | 38.59 | |
| 9 AUDIT FEES JUN-20 | AUDIT FEE 13.10.081.3395108.02.649120.00000 | AUDIT FEES | | | 9.95 |
| 775030 26105177 | JUN-2013 13.10.081.3395104.02.654120.00000 | Journal Imp | Journal Import Cr | 17,815.82 | |
| 779030 26272588 | JUN-2013 13.10.081.3395104.02.654120.00000 | Journal Imp | Journal Import Cr | 51,944.41 | |
| 775030 26105177 | JUN-2013 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 26,746.49 | |
| 779030 26272588 | JUN-2013 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 53,564.27 | |
| 779030 26272588 | JUN-2013 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | | 8,183.20 |
| 780047 26307977 | JUN-2013 13.10.081.3395107.02.654120.00000 | Journal Imp | Journal Import Cr | 8,605.22 | |
| 013 | | | | 158,883.77 | 8,193.15 |

2,416,262.53 DR
2,566,953.15 DR

Go To... First Previous Next Last

1:16 PM 1/30/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27869682

Page 2 Font Size 10

State of RI Set of Books

Account Analysis Report
Entry Item
Period: JUN-2013 To GASB-2013

Accounts From: 13.10.081.3395104.02.640000.00000
To: 13.10.081.3395109.02.659999.22222
Balance Type: Actual

Ledger: State of RI Set of Books
Period: ADJ-2013

| Source | Category | Batch Name | JE Name | Account | Description | Entry Item | Debit |
|----------------------------|----------|-----------------|---------|---------|-------------|------------|-------|
| ----- | | | | | | | |
| Total for Period: ADJ-2013 | | | | | | | |
| | | | | | | | |
| Beginning Balance: | | 2,566,953.15 DR | | | | | |
| Ending Balance: | | 2,566,953.15 DR | | | | | |

Go To... First Previous Next Last

1:17 PM
1/30/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 2786982

Page 3 Font Size 10

State of RI Set of Books

Account Analysis Report
Entry Item
Period: JUN-2013 To GASB-2013

Accounts From: 13.10.081.3395104.02.640000.00000
To: 13.10.081.3395109.02.659999.ZZZZZ
Balance Type: Actual

Ledger: State of RI Set of Books
Period: GASB-2013

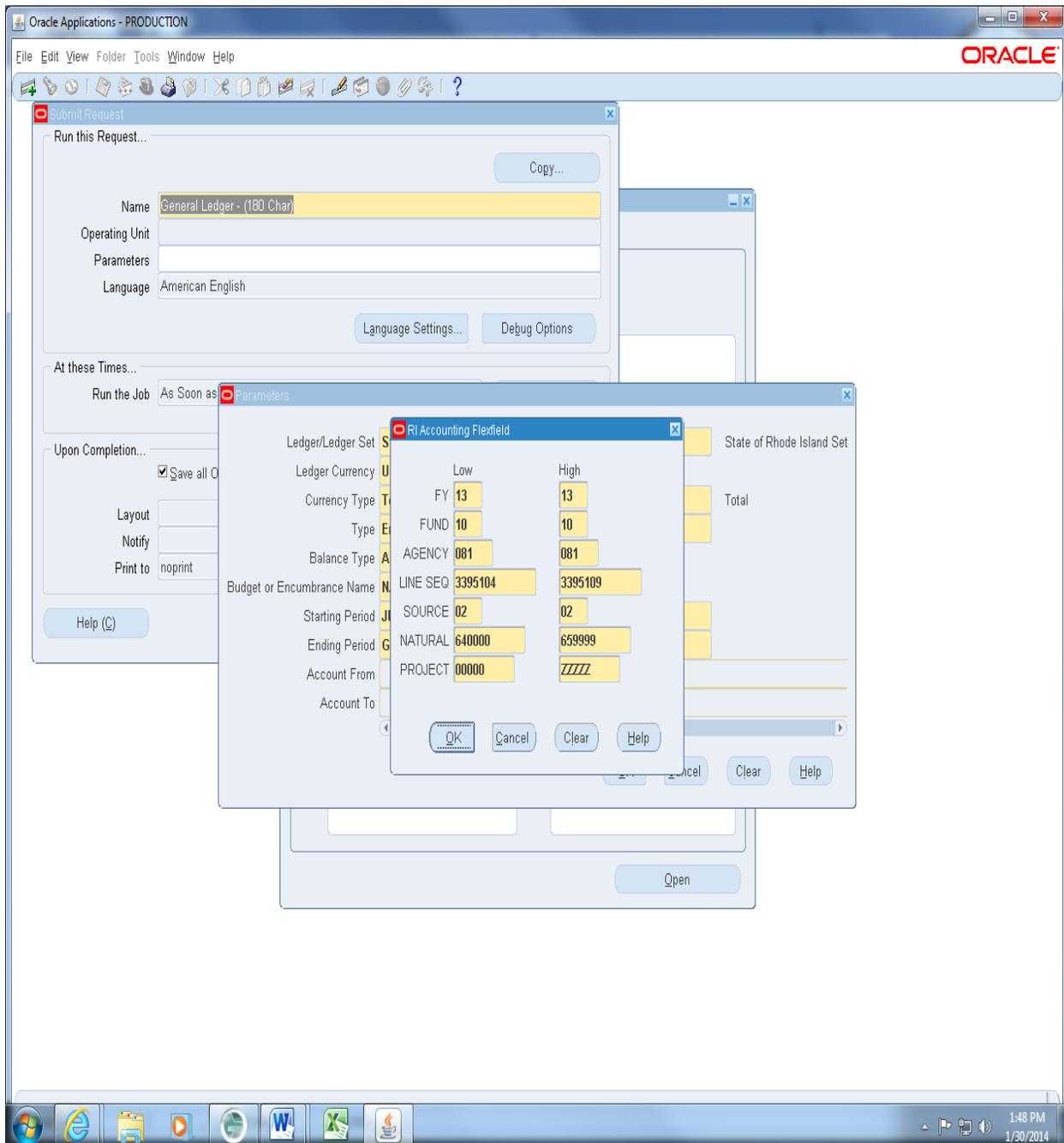
| Source | Category | Batch Name | JE Name | Account | Description | Entry Item | Debit |
|--------------------------------------------------------|----------|------------|---------|---------|-------------|------------|-----------------|
| Total for Period: GASB-2013 | | | | | | | |
| Beginning Balance: | | | | | | | 2,566,953.15 DR |
| Ending Balance: | | | | | | | 2,566,953.15 DR |
| Grand Total for report from JUN-2013 through GASB-2013 | | | | | | | 158 |

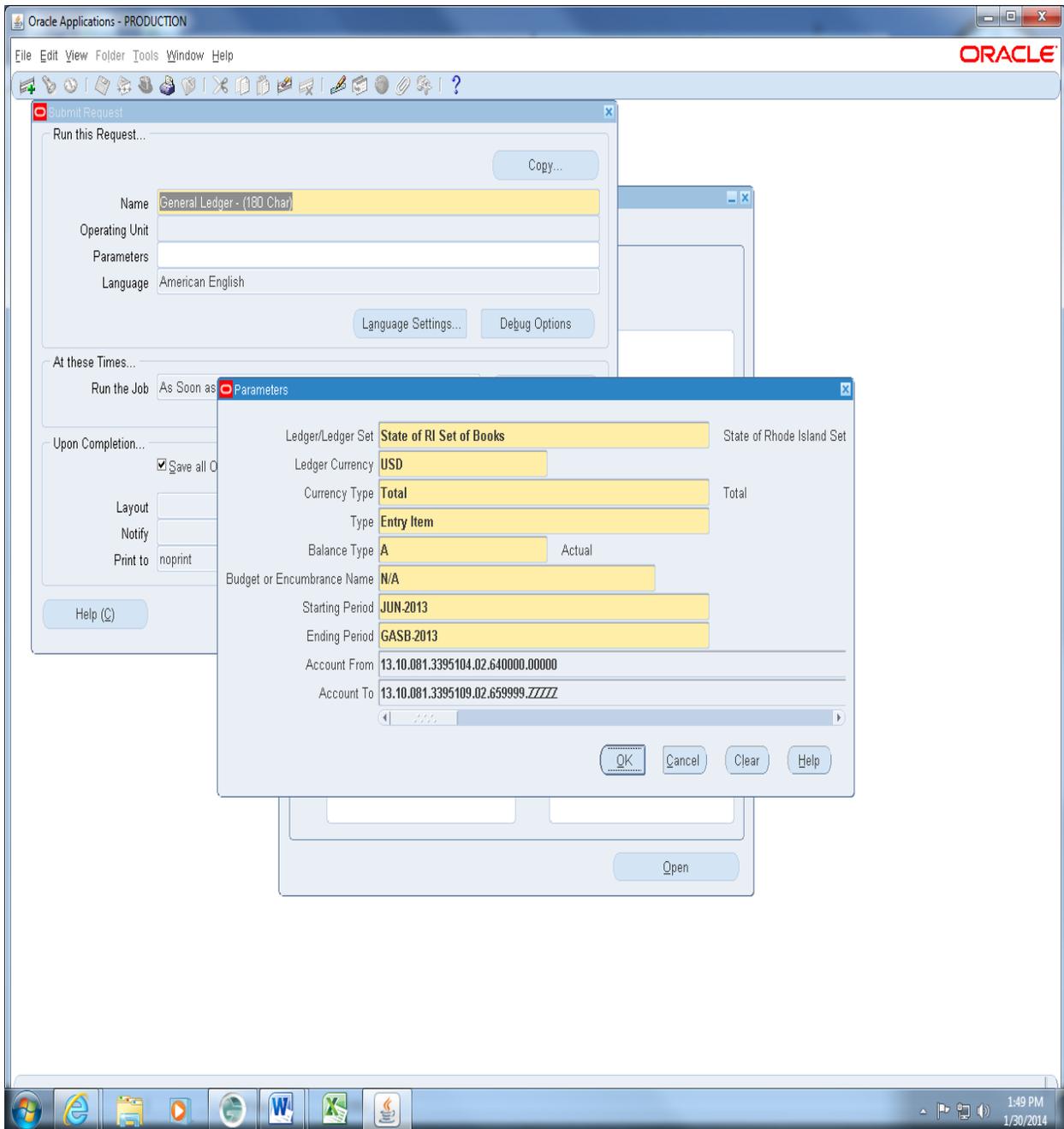
Go To... First Previous Next Last

1:17 PM 1/30/2014

6. General Ledger – (180 Char)

Note: The final two screen shots for this report are of its final page only. Note that the notation in the upper right corner of the final screen shot says “page 4 of 4.”





Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27870797

Page 7 Font Size 10

State of RI Set of Books General Ledger Rep
 Period: JUN-2013 To GASB-2013

Currency: USD
 Balance Type: Actual

Ledger: State of RI Set of Books
 FUND: 10 General Fund

| Account | Description | Journal Amount |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 13.10.081.3395105.02.654120.00000 | FY 2013.General Fund.Public Safety, Department.Juvenile Justice Delinque.Federal Revenue.Other JUN-2013 JUN-2013 ADJ-2013 GASB-2013 | Begin Balance: End Balance: End Balance: End Balance: |
| 13.10.081.3395106.02.654120.00000 | FY 2013.General Fund.Public Safety, Department.Narcotics Control Assista.Federal Revenue.Other JUN-2013 JUN-2013 ADJ-2013 GASB-2013 | Begin Balance: End Balance: End Balance: End Balance: |
| 13.10.081.3395107.02.654120.00000 | FY 2013.General Fund.Public Safety, Department.Narcotics Cntrl Assist Pg.Federal Revenue.Other JUN-2013 | Begin Balance: |
| Payables Purchase Invoices JUN-2013 Purchase Invoice Journal Import Created Journal Impor 30-JUN-13 | | 8,605.22 |
| Payables Purchase Invoices JUN-2013 Purchase Invoice Journal Import Created Journal Impor 30-JUN-13 | | 26,746.49 |
| Payables Purchase Invoices JUN-2013 Purchase Invoice Journal Import Created Journal Impor 30-JUN-13 | | 53,564.27 |
| Payables Purchase Invoices JUN-2013 Purchase Invoice Journal Import Created Journal Impor 30-JUN-13 | | 8,183.20 CR |
| | JUN-2013 | End Balance: |
| | ADJ-2013 | End Balance: |
| | GASB-2013 | End Balance: |

Go To... First Previous Next Lgst

1:56 PM 1/30/2014

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27870797

Page 7 Font Size 10

General Ledger
 Period: JUN-2013 To GASB-2013
 Report Date: 30-JAN-2014 13:50
 Page: 4 of 4

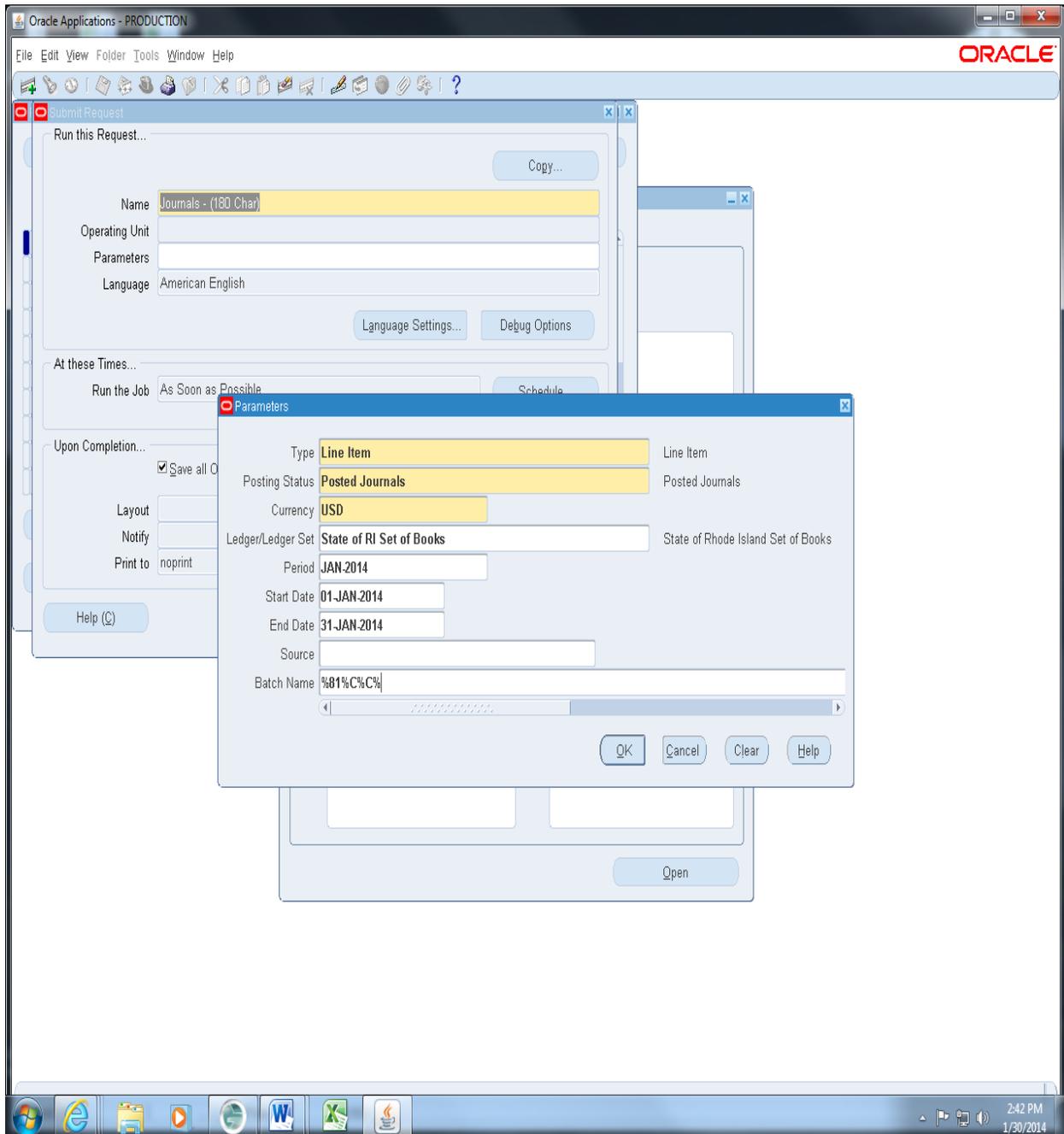
RI Set of Books
 1 Fund

| Name | Description | Entry Item | Date | Journal Amount | Account Balance |
|--------|------------------------------------------------------------------------------------------------------------|---------------|-----------|----------------|-----------------|
| 000 | FY 2013.General Fund.Public Safety, Department.Juvenile Justice Delinque.Federal Revenue.Other Grants.Unde | | | | |
| | JUN-2013 | | | Begin Balance: | 324,275.77 DR |
| | JUN-2013 | | | End Balance: | 324,275.77 DR |
| | ADJ-2013 | | | End Balance: | 324,275.77 DR |
| | GASB-2013 | | | End Balance: | 324,275.77 DR |
| 000 | FY 2013.General Fund.Public Safety, Department.Narcotics Control Assista.Federal Revenue.Other Grants.Unde | | | | |
| | JUN-2013 | | | Begin Balance: | 95,741.11 DR |
| | JUN-2013 | | | End Balance: | 95,741.11 DR |
| | ADJ-2013 | | | End Balance: | 95,741.11 DR |
| | GASB-2013 | | | End Balance: | 95,741.11 DR |
| 000 | FY 2013.General Fund.Public Safety, Department.Narcotics Cntrl Assist Pg.Federal Revenue.Other Grants.Unde | | | | |
| | JUN-2013 | | | Begin Balance: | 643,275.89 DR |
| voices | JUN-2013 Purchase Invoice Journal Import Created | Journal Impor | 30-JUN-13 | 8,605.22 | |
| voices | JUN-2013 Purchase Invoice Journal Import Created | Journal Impor | 30-JUN-13 | 26,746.49 | |
| voices | JUN-2013 Purchase Invoice Journal Import Created | Journal Impor | 30-JUN-13 | 53,564.27 | |
| voices | JUN-2013 Purchase Invoice Journal Import Created | Journal Impor | 30-JUN-13 | 8,183.20 CR | |
| | JUN-2013 | | | End Balance: | 724,008.67 DR |
| | ADJ-2013 | | | End Balance: | 724,008.67 DR |
| | GASB-2013 | | | End Balance: | 724,008.67 DR |

Go To... First Previous Next Last

1:57 PM 1/30/2014

7. Journals – (180 Char)



Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

Report request ID - 27871132

Page 1 Font Size 8

State of RI Set of Books Posted Journals Report Date: 30-JAN-2014
 For JAN-2014 Page: 1 of 1

Currency: USD
 Source: Manual
 Ledger/Ledger Set: State of RI Set of Books

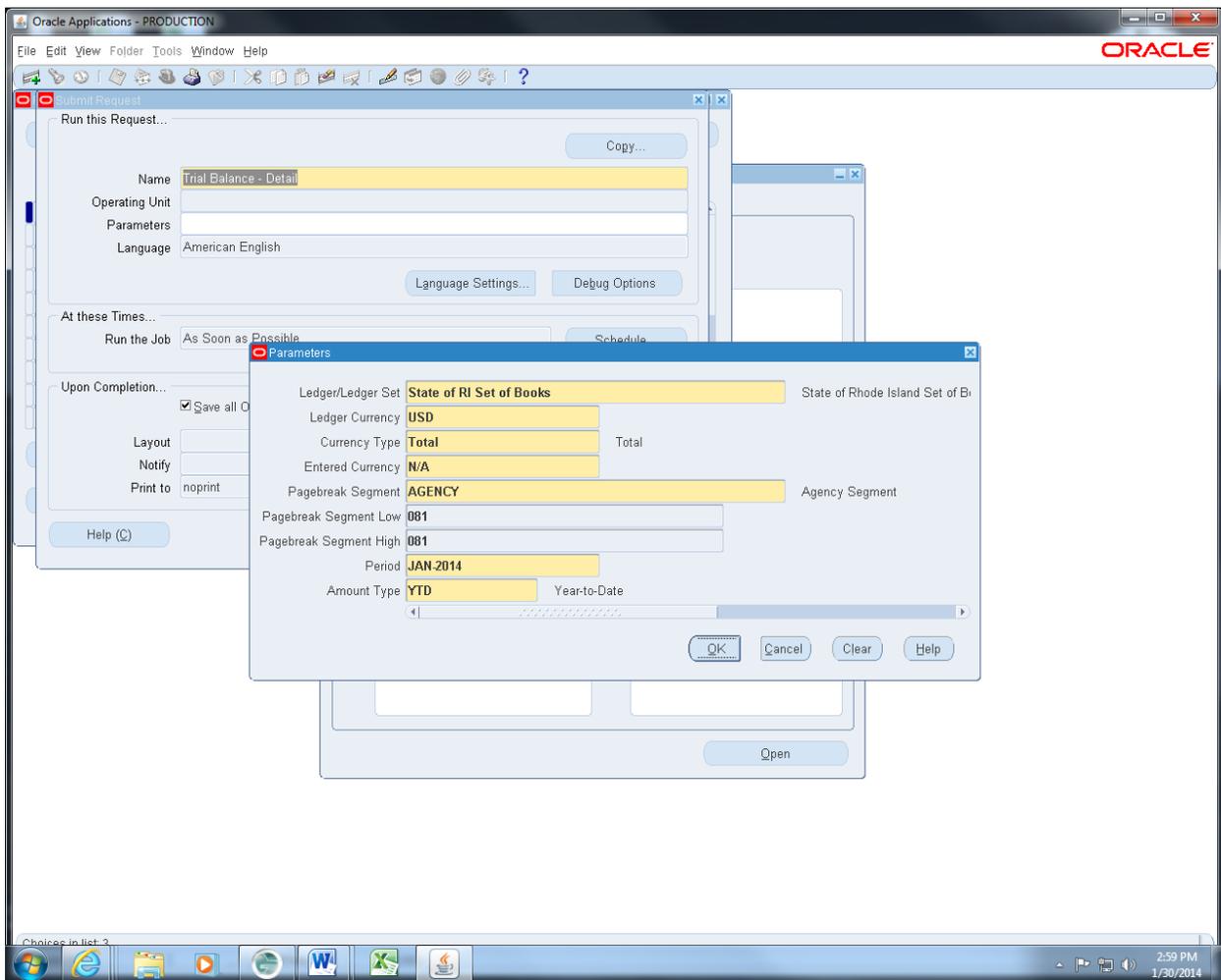
Batch: J14081CBC006 07-JAN-2014 15:52:12 Balance: Actual Posted Date: 08-JAN-14
 Ledger: State of RI Set of Books
 Journal Entry: J14081CBC006 Category: Adjustment
 Reference: Currency: USD

| Line Account | Trans Date | Description | Line Item | Debits | Credits |
|--------------------------------------|------------|--------------------------------|-----------|-----------|-----------|
| 10 00.10.081.8301207.00.210010.00000 | 07-JAN-14 | Transfer of Forfeiture Funds - | | 18,450.00 | |
| 20 14.10.080.4000988.01.413100.00000 | 07-JAN-14 | Transfer of Forfeiture Funds - | | | 18,450.00 |
| Header Total: | | | | 18,450.00 | 18,450.00 |
| Batch Total: | | | | 18,450.00 | 18,450.00 |
| Manual | Total: | | | 18,450.00 | 18,450.00 |
| Grand Total: | | | | 18,450.00 | 18,450.00 |

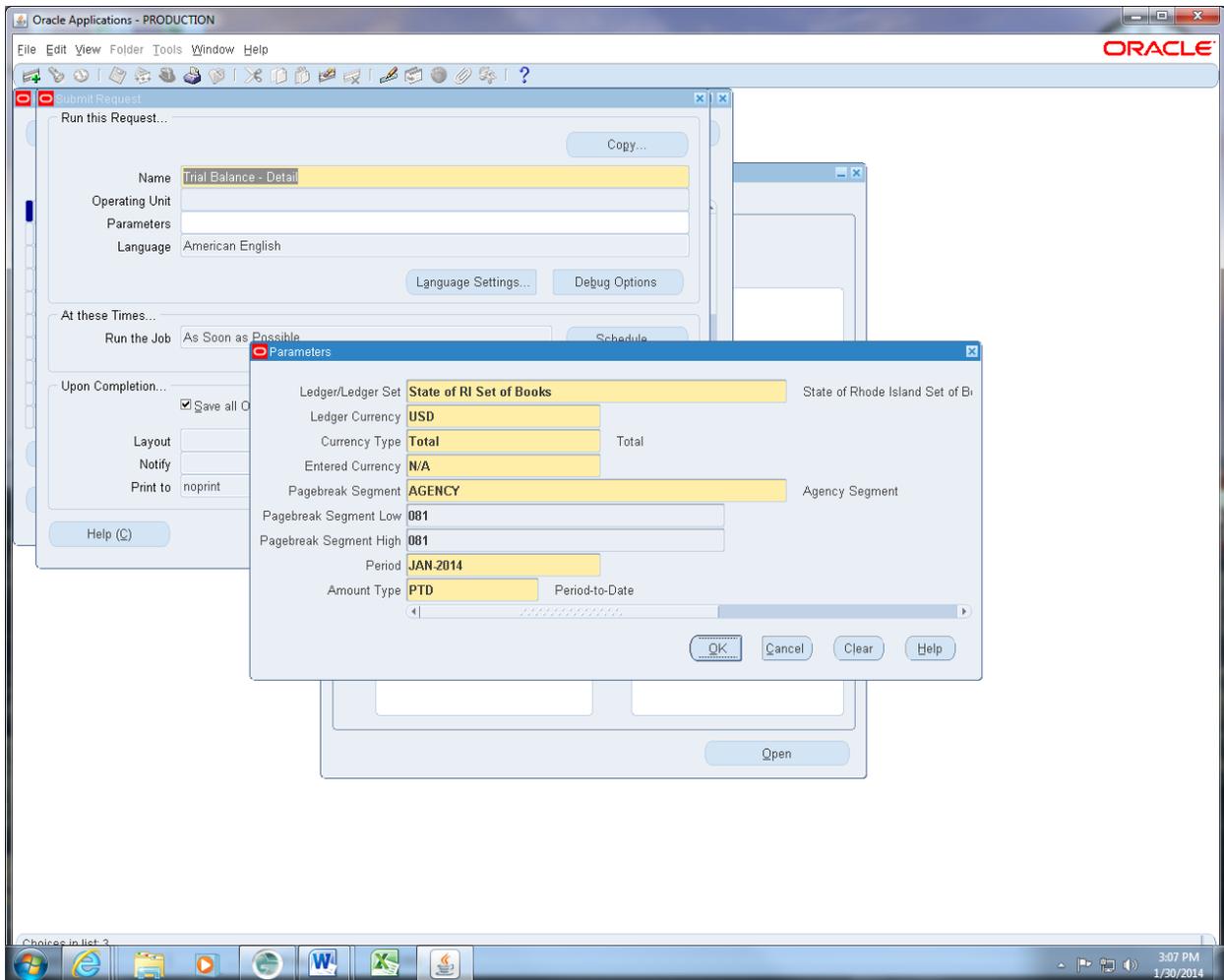
Go To... First Previous Next Last

2:45 PM 1/30/2014

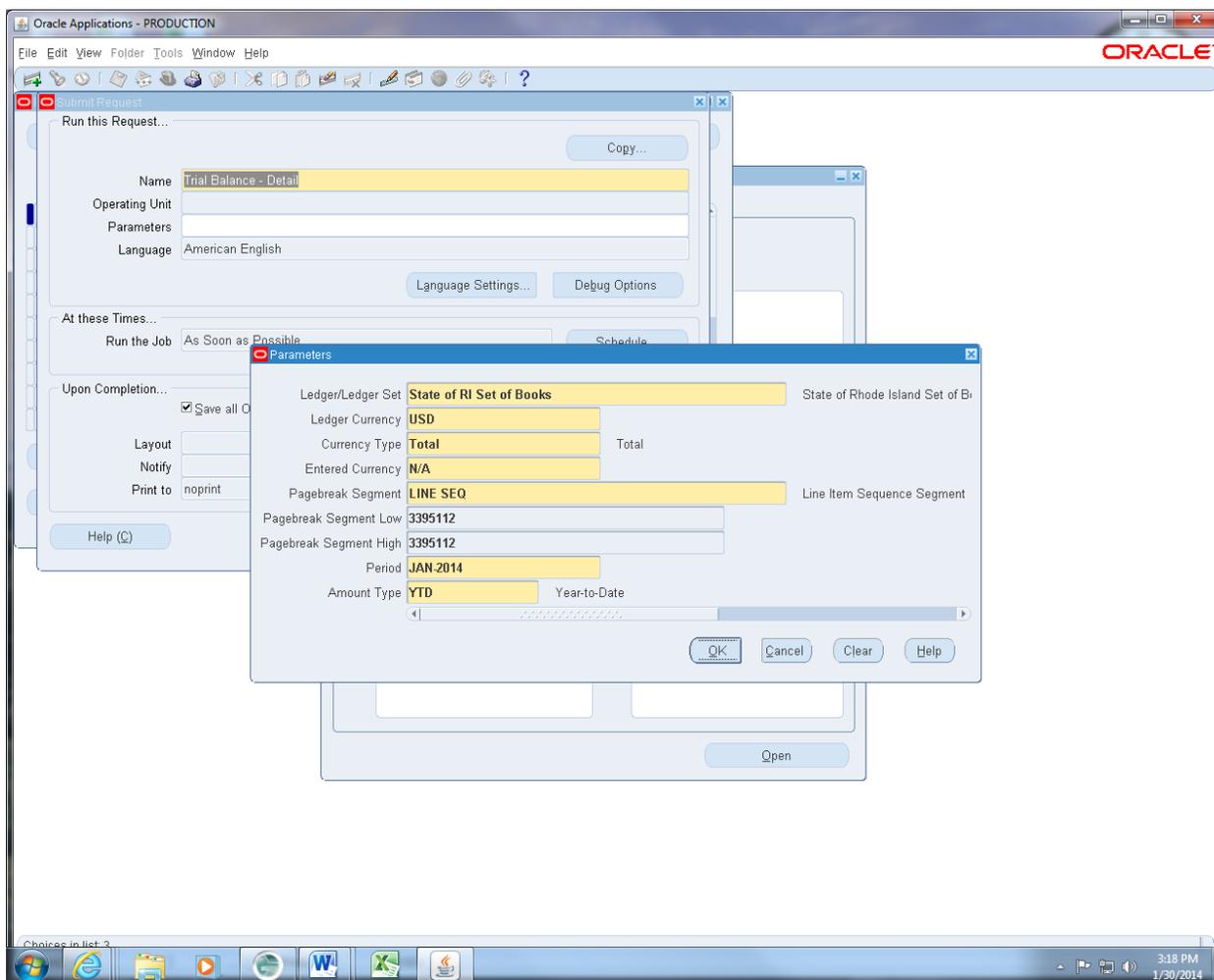
8a. Trial Balance – Detail (by agency, year to date)



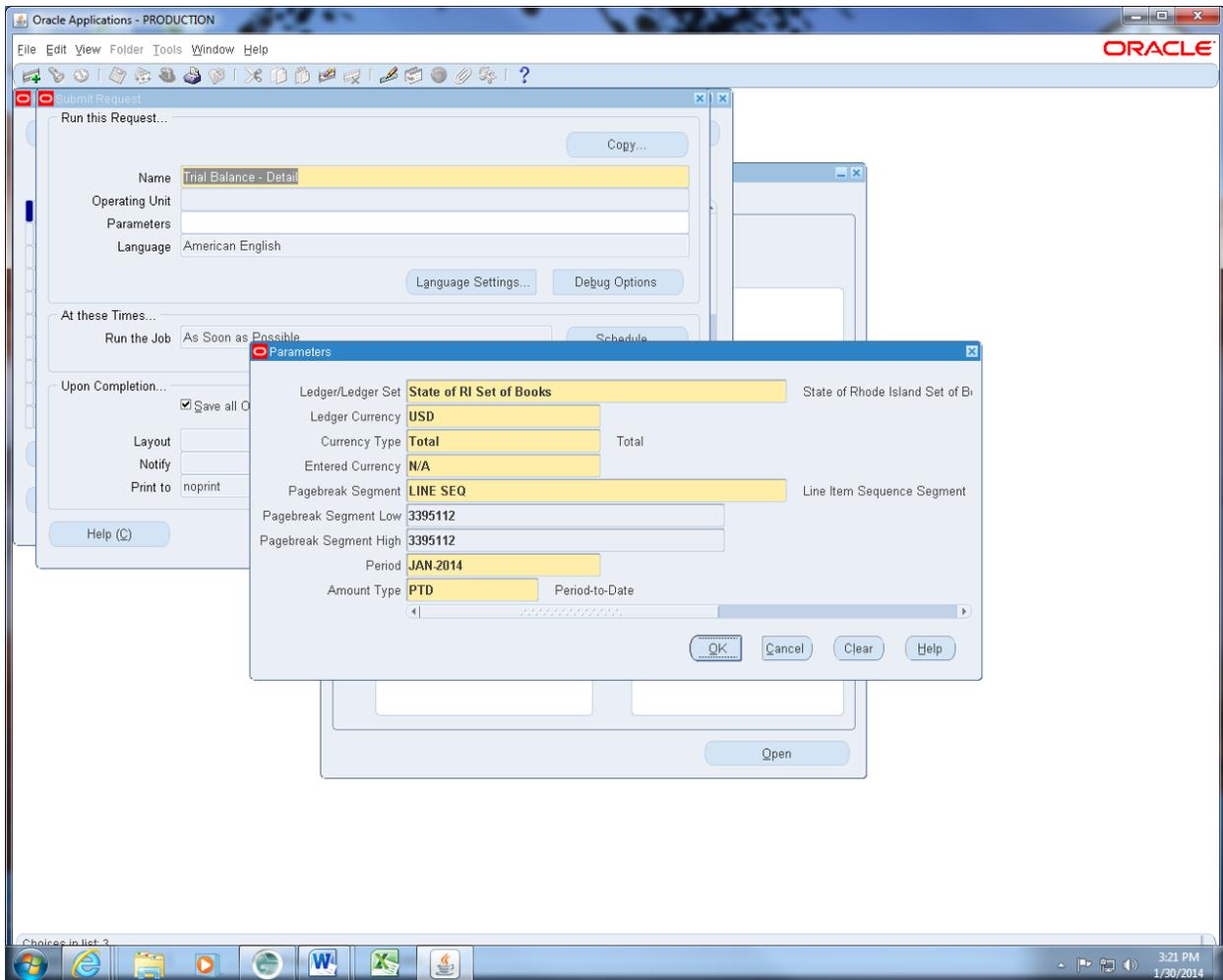
8b. Trial Balance – Detail (by agency, period to date)



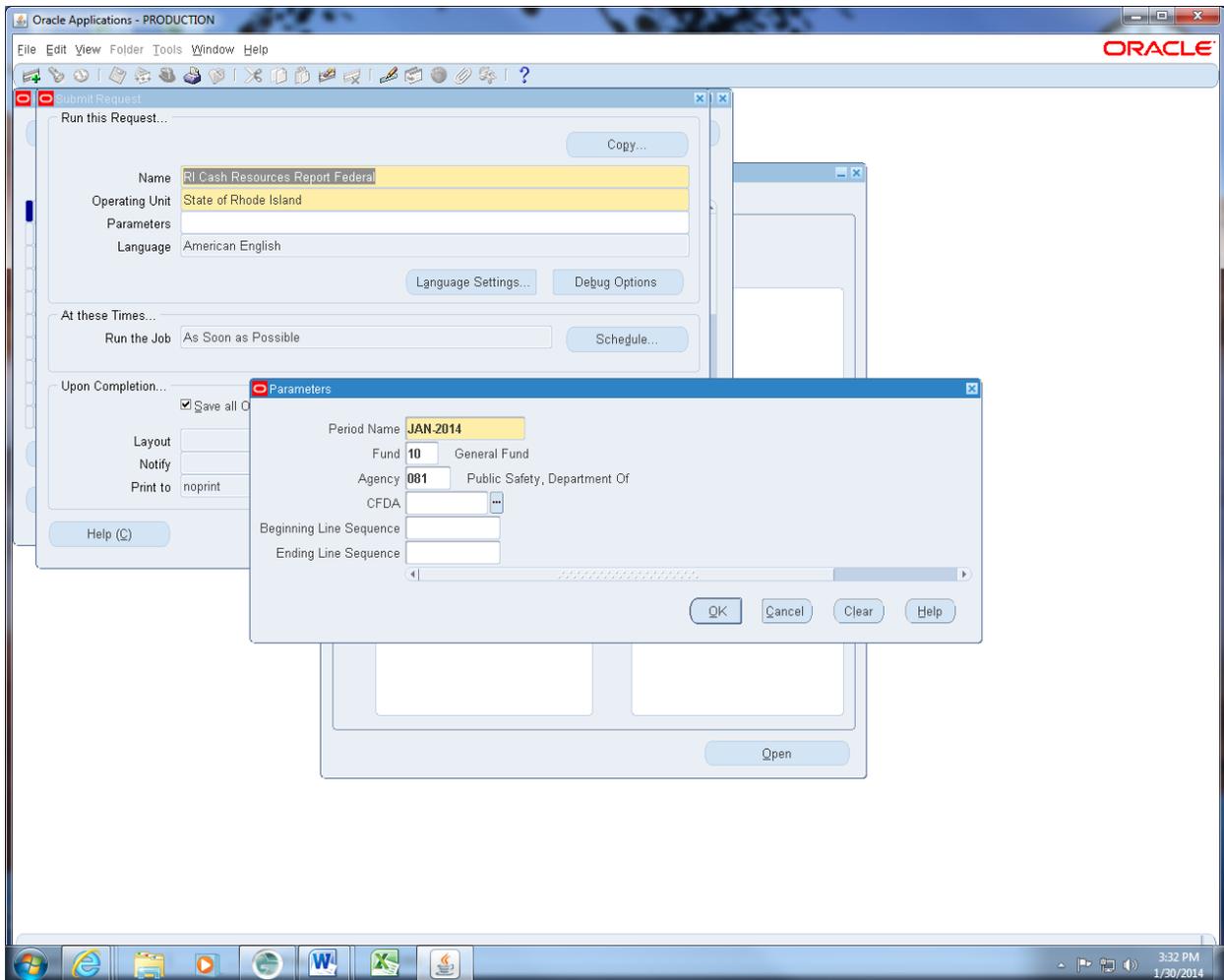
8c. Trial Balance – Detail (by line item sequence, year to date)



8d. Trial Balance – Detail (by line item sequence, period to date)



9. RI Cash Resources Report Federal



RI_Cash_Resources_Report_Feder_300114[1] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

E3

| | | | | | | | | | | | | |
|----|-------------------------|-----------------------------------------|------|--------|--------|---------|------------|--------------------|-------------|----------|-----------|----|
| 1 | Date Run | 01/30/2014 03:35:39 | | | | | | | | | | |
| 2 | Period Name | JAN-2014 | | | | | | | | | | |
| 3 | Fund | 10 | | | | | | | | | | |
| 4 | Agency | 081 | | | | | | | | | | |
| 5 | CFDA | | | | | | | | | | | |
| 6 | Beginning Line Sequence | | | | | | | | | | | |
| 7 | Ending Line Sequence | | | | | | | | | | | |
| 8 | Line Seq | Line Seq Description | fund | agency | cfda | Budget | bal_fwd | Prior YR Accounted | Bal FWD ADJ | Accrual | receipts | ex |
| 9 | 3395102 | Byrne Formula Grant Program | 10 | 081 | 16.579 | 26772 | 689.92 | 758.26 | | -193.97 | 3114.38 | |
| 10 | 3395103 | State Justice Statistics Program | 10 | 081 | 16.550 | 52338 | -17013.18 | | | -1881.17 | 39285.45 | |
| 11 | 3395104 | Crime Victim Assistance | 10 | 081 | 16.575 | 1569720 | -37488.78 | | 51972.17 | -3859.95 | 929226.96 | |
| 12 | 3395105 | Juvenile Justice Delinquent Pgm | 10 | 081 | 16.540 | 190411 | -4315.65 | | | -2589.47 | 158207.52 | 1 |
| 13 | 3395106 | Narcotics Control Assistance Pgm | 10 | 081 | 16.579 | 63977 | -7836.61 | | | -193.97 | 48493.19 | |
| 14 | 3395107 | Narcotics Cntrl Assist Pgm Yr II | 10 | 081 | 16.588 | 1181021 | 24115.63 | | 53986.29 | -4347.74 | 552524.65 | 5 |
| 15 | 3395108 | Juvenile Accountability Incentive Block | 10 | 081 | 16.523 | 164791 | 74997.83 | | | -575.43 | 75513.65 | |
| 16 | 3395109 | National Criminal Histories Improveme | 10 | 081 | 16.554 | 12395 | -3498.76 | | | -395.99 | 4052.44 | |
| 17 | 3395110 | Juvenile Accountability | 10 | 081 | 16.738 | 600614 | 1570365.38 | | 1461.98 | -2651.98 | 440362.76 | 3 |
| 18 | 3395111 | RI Grants To Encourage Arrest Policie | 10 | 081 | 16.590 | 250000 | 2593.58 | | 7277.83 | -589.96 | 181073.21 | 1 |
| 19 | 3395112 | RI Forensic Improvement Program | 10 | 081 | 16.742 | 63422 | -7626.28 | | | -582 | 18068.64 | |
| 20 | 3406101 | Pictometry Project-Homeland Security | 10 | 081 | 97.005 | 0 | 3626.89 | | | 0 | 0 | |
| 21 | 3407101 | Pictometry Project - Homeland Secur | 10 | 081 | 97.072 | 0 | 2503.46 | | | 0 | 0 | |
| 22 | 3407102 | Access/Intervention Equip - Homeland | 10 | 081 | 97.004 | 0 | -9608.2 | | | 0 | 0 | |
| 23 | 3420110 | FY 2012 Hazardous Materials Emerge | 10 | 081 | 20.703 | 0 | 0 | | | 0 | 0 | |
| 24 | 3421101 | FY 2008 Homeland Security Grant - U | 10 | 081 | 97.067 | 0 | -47.47 | | | 0 | 0 | |
| 25 | 3421102 | SERC Grant | 10 | 081 | 20.703 | 0 | 6566.97 | | | 0 | 0 | |
| 26 | 3421103 | Terrorism Preparedness Training | 10 | 081 | 97.043 | 0 | 7153.78 | | | 0 | 0 | |
| 27 | 3421105 | FY 2008 Homeland Security Grant - le | 10 | 081 | 97.067 | 0 | 1041.06 | | | 0 | 0 | |
| 28 | 3421106 | Homeland Security | 10 | 081 | 97.067 | 0 | 1825.22 | | | 0 | 0 | |

RI CASH RESOURCES REPORT FEDERA

RI_Cash_Resources_Report_Feder_300114[1] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

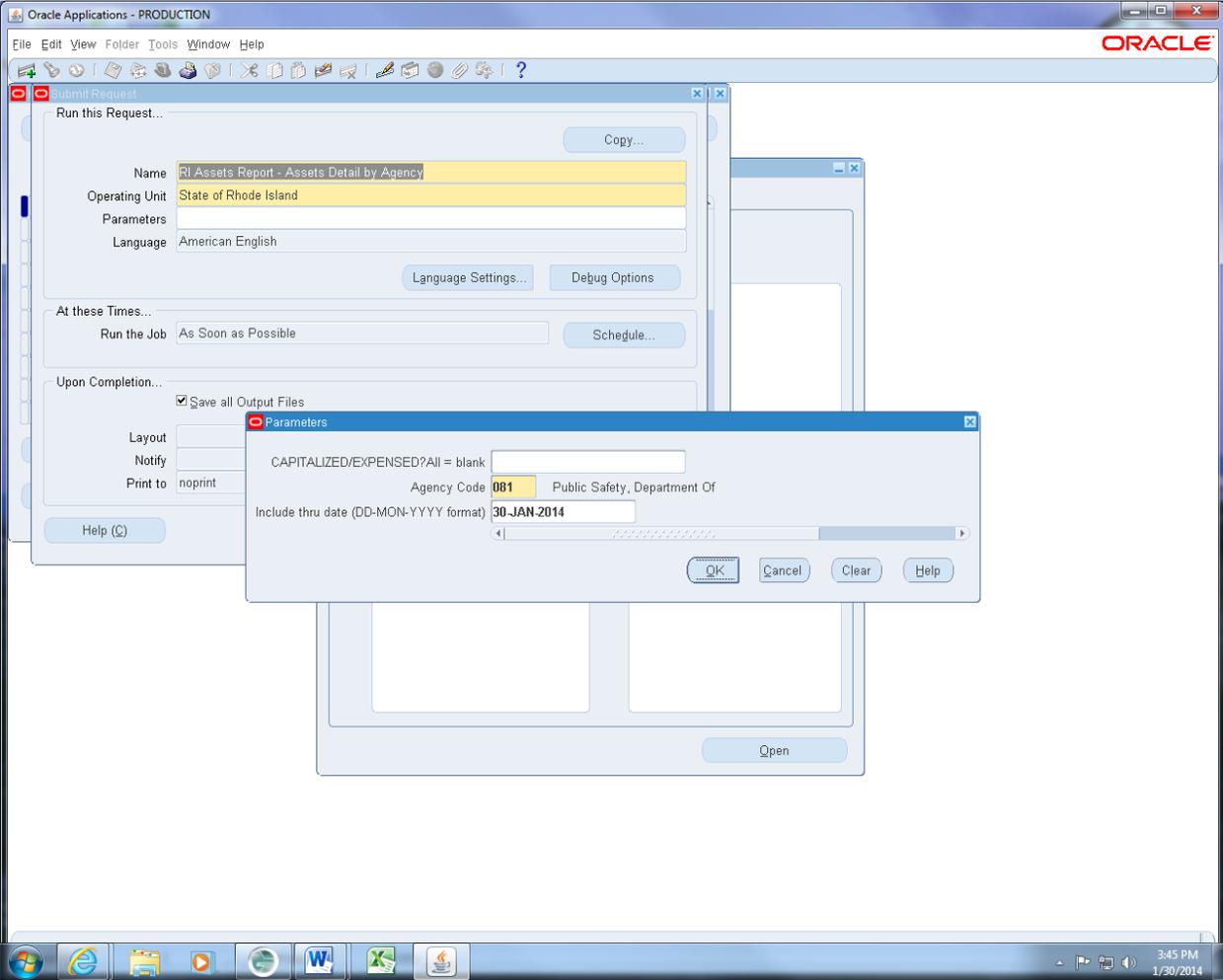
Clipboard Font Alignment Number Styles Cells Editing

Q5

| | | | | | | | | | | | | |
|----|-----------|-------------------|----------|---------------------|----------------|--------------|-------------------|------------------|--|--|--|--|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | expenses | Balance Available | Cash ARB | Ineligible Expenses | INV In Process | Virtual Cash | Inprocess Revenue | Inprocess GL Exp | | | | |
| 9 | 3062.27 | 1694.26 | 1338.6 | 0 | 0 | 3032.86 | 0 | 0 | | | | |
| 10 | 27634.41 | -3480.97 | 2616.9 | 0 | 0 | -864.07 | 0 | 0 | | | | |
| 11 | 824543 | 123027.3 | 78486 | 0 | 70445.2 | 131068.1 | 0 | 0 | | | | |
| 12 | 132481.56 | 24033.52 | 9520.55 | 0 | 0 | 33554.07 | 0 | 0 | | | | |
| 13 | 34987.67 | 5862.88 | 3198.85 | 0 | 0 | 9061.73 | 0 | 0 | | | | |
| 14 | 518930.97 | 116043.34 | 59051.05 | 0 | 39285.15 | 135809.24 | 0 | 0 | | | | |
| 15 | -1214.46 | 152301.37 | 8239.55 | 0 | 0 | 160540.92 | 0 | 0 | | | | |
| 16 | 1599.52 | -649.85 | 619.75 | 0 | 0 | -30.1 | 0 | 0 | | | | |
| 17 | 388388.71 | 1626453.39 | 30030.7 | 0 | 8580 | 1647904.09 | 0 | 0 | | | | |
| 18 | 150639.93 | 40894.65 | 5335.15 | 0 | 22202.71 | 24027.09 | 0 | 0 | | | | |
| 19 | 17965.27 | -6940.91 | 3171.1 | 0 | 0 | -3769.81 | 0 | 0 | | | | |
| 20 | 0 | 3626.89 | 0 | 0 | 0 | 3626.89 | 0 | 0 | | | | |
| 21 | 0 | 2503.46 | 0 | 0 | 0 | 2503.46 | 0 | 0 | | | | |
| 22 | 0 | -9608.2 | 0 | 0 | 0 | -9608.2 | 0 | 0 | | | | |
| 23 | -5130.1 | 5130.1 | 0 | 0 | 0 | 5130.1 | 0 | 0 | | | | |
| 24 | 0 | -47.47 | 0 | 0 | 0 | -47.47 | 0 | 0 | | | | |
| 25 | 0 | 6566.97 | 0 | 0 | 0 | 6566.97 | 0 | 0 | | | | |
| 26 | 0 | 7153.78 | 0 | 0 | 0 | 7153.78 | 0 | 0 | | | | |
| 27 | 0 | 1041.06 | 0 | 0 | 0 | 1041.06 | 0 | 0 | | | | |
| 28 | 0 | 1825.22 | 0 | 0 | 0 | 1825.22 | 0 | 0 | | | | |

RI CASH RESOURCES REPORT FEDERA

10. RI Assets Report – Assets Detail by Agency



FNDWRR [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

E2

| | | | | | | | | | | | |
|----|--------------------------------------------|--------------------------------|------------------|--------------------|-----------------|---------------------|-------------------|---------------|--------------------|----------------------|------------|
| 1 | Date Run | 01/30/2014 03:46:05 | | | | | | | | | |
| 2 | CAPITALIZED/EXPEN | | | | | | | | | | |
| 3 | Agency Code | 081 | | | | | | | | | |
| 4 | Include thru date (DD-2014/01/30 00:00:00) | | | | | | | | | | |
| 5 | Asset Number | Asset Category | Asset Tag | Description | Quantity | Owned/Leased | Asset Type | Agency | Agency Name | Function Code | Fun |
| 6 | 11055 | BUILDINGS BUILDING IM B100081A | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 7 | 11055 | BUILDINGS BUILDING IM B100081A | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 8 | 11056 | BUILDINGS BUILDING IM B100082 | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 9 | 11056 | BUILDINGS BUILDING IM B100082 | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 10 | 11057 | BUILDINGS BUILDING IM B100082A | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 11 | 11057 | BUILDINGS BUILDING IM B100082A | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 12 | 11058 | BUILDINGS BUILDING IM B100082B | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 13 | 11058 | BUILDINGS BUILDING IM B100082B | | BUILDING, RENOV. | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 22 |
| 14 | 11220 | BUILDINGS BUILDINGS | 12001 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 15 | 11220 | BUILDINGS BUILDINGS | 12001 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 16 | 11347 | BUILDINGS BUILDINGS | 30001 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 17 | 11347 | BUILDINGS BUILDINGS | 30001 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 18 | 11349 | BUILDINGS BUILDINGS | 30010 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 19 | 11349 | BUILDINGS BUILDINGS | 30010 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 20 | 11350 | BUILDINGS BUILDINGS | 30011 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 21 | 11350 | BUILDINGS BUILDINGS | 30011 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 22 | 11351 | BUILDINGS BUILDINGS | 30012 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 23 | 11351 | BUILDINGS BUILDINGS | 30012 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 10 |
| 24 | 46358 | BUILDINGS BUILDINGS | 30291 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 21 |
| 25 | 46358 | BUILDINGS BUILDINGS | 30291 | BUILDING, POLICE | 1 | OWNED | CAPITALIZED | 081 | Department of Publ | 4 | 21 |
| 26 | 40217 | COMP&SW LAPTOPS& | 0514594 | CAMERA, VIDEO | 1 | OWNED | EXPENSED | 081 | Department of Publ | 4 | 10 |
| 27 | 40218 | COMP&SW LAPTOPS& | 0514595 | CAMERA, VIDEO | 1 | OWNED | EXPENSED | 081 | Department of Publ | 4 | 10 |
| 28 | 40219 | COMP&SW LAPTOPS& | 0514596 | CAMERA, VIDEO | 1 | OWNED | EXPENSED | 081 | Department of Publ | 4 | 10 |

RI ASSETS REPORT - ASSET DETAIL

FNDWRR [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

O3

| | | | | | | | | | | | |
|----|-------------|-----------------|---------------|----------------------|------------------------|-----------------------------|---------------------|----------------------|-----------------|----------------|----------------------|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | Fund | Line Seq | Source | Supplier Name | Supplier Number | Manufacturer | Model Number | Serial Number | Location | Address | Assignment fr |
| 6 | 22 | 9421019 | 07 | | | | | | 30001 / 30003 | DANIELSON | 2/15/2011 2:02 |
| 7 | 22 | 9421019 | 07 | | | | | | 30001 / 30003 | DANIELSON | 4/17/2012 9:13 |
| 8 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 2/15/2011 2:02 |
| 9 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 4/17/2012 9:14 |
| 10 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 2/15/2011 2:02 |
| 11 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 4/17/2012 9:15 |
| 12 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 2/15/2011 2:02 |
| 13 | 22 | 9421019 | 07 | | | | | | 00000 / 00000 | No Building | 4/17/2012 9:15 |
| 14 | 10 | 3490101 | 01 | | | | | | 12001 / 12019 | WINSOR RC | 2/15/2011 2:02 |
| 15 | 10 | 3490101 | 01 | | | | | | 12001 / 12019 | WINSOR RC | 4/9/2012 7:24 |
| 16 | 10 | 3490101 | 01 | | | | | | 30001 / 30003 | DANIELSON | 2/15/2011 2:02 |
| 17 | 10 | 3490101 | 01 | | | | | | 30001 / 30003 | DANIELSON | 4/9/2012 7:26 |
| 18 | 10 | 3490101 | 01 | | | | | | 30010 / 30003 | DANIELSON | 2/15/2011 2:02 |
| 19 | 10 | 3490101 | 01 | | | | | | 30010 / 30003 | DANIELSON | 4/9/2012 7:27 |
| 20 | 10 | 3490101 | 01 | | | | | | 30011 / 30003 | DANIELSON | 2/15/2011 2:02 |
| 21 | 10 | 3490101 | 01 | | | | | | 30011 / 30003 | DANIELSON | 4/9/2012 7:29 |
| 22 | 10 | 3490101 | 01 | | | | | | 30012 / 30003 | DANIELSON | 2/15/2011 2:02 |
| 23 | 10 | 3490101 | 01 | | | | | | 30012 / 30003 | DANIELSON | 4/9/2012 7:31 |
| 24 | 21 | | | | | | | | 30291 / 00000 | DANIELSON | 8/2/2010 10:40 |
| 25 | 21 | | | | | | | | 30291 / 30004 | DANIELSON | 2/17/2012 10:52 |
| 26 | 10 | 3491101 | 01 | | | DECATUR ELECTRO GEMINI PLUS | | VGPH-007729 | 30001 / 30003 | DANIELSON | 7/27/2009 11:28 |
| 27 | 10 | 3491101 | 01 | | | DECATUR ELECTRO GEMINI PLUS | | VGPH-007740 | 30001 / 30003 | DANIELSON | 7/27/2009 11:28 |
| 28 | 10 | 3491101 | 01 | | | DECATUR ELECTRO GEMINI PLUS | | VGPH-007755 | 30001 / 30003 | DANIELSON | 7/27/2009 11:28 |

RI ASSETS REPORT - ASSET DETAIL

FNDWRR [Read-Only] - Microsoft Excel

Y2

| | V | W | X | Y | Z | AA | AB | AC |
|----|-----------------------|----------------|-----------|----------------|-----------------|-------------|---------------|---------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | Assignment to | Invoice Number | Dist Line | Invoice Amount | Date in Service | Useful Life | Original Cost | Accum. Depreciation |
| 6 | 4/17/2012 9:13:12 AM | | | 131238.38 | 1998/05/31 | 20 | 131238.38 | 104990.58 |
| 7 | | | | 131238.38 | 1998/05/31 | 20 | 131238.38 | 104990.58 |
| 8 | 4/17/2012 9:14:29 AM | | | 152395.92 | 1999/05/31 | 20 | 152395.92 | 114296.83 |
| 9 | | | | 152395.92 | 1999/05/31 | 20 | 152395.92 | 114296.83 |
| 10 | 4/17/2012 9:15:01 AM | | | 102471 | 1999/05/31 | 20 | 102471 | 76853.23 |
| 11 | | | | 102471 | 1999/05/31 | 20 | 102471 | 76853.23 |
| 12 | 4/17/2012 9:15:49 AM | | | 166134 | 1999/05/31 | 20 | 166134 | 124600.53 |
| 13 | | | | 166134 | 1999/05/31 | 20 | 166134 | 124600.53 |
| 14 | 4/9/2012 7:24:05 AM | | | 130722 | 1965/06/30 | 50 | 130722 | 128107.56 |
| 15 | | | | 130722 | 1965/06/30 | 50 | 130722 | 128107.56 |
| 16 | 4/9/2012 7:26:04 AM | | | 273693 | 1960/06/30 | 50 | 273693 | 273693 |
| 17 | | | | 273693 | 1960/06/30 | 50 | 273693 | 273693 |
| 18 | 4/9/2012 7:27:41 AM | | | 168560 | 1947/06/30 | 50 | 168560 | 168560 |
| 19 | | | | 168560 | 1947/06/30 | 50 | 168560 | 168560 |
| 20 | 4/9/2012 7:29:24 AM | | | 218018 | 1950/06/30 | 50 | 218018 | 218018 |
| 21 | | | | 218018 | 1950/06/30 | 50 | 218018 | 218018 |
| 22 | 4/9/2012 7:31:05 AM | | | 168560 | 1947/06/30 | 50 | 168560 | 168560 |
| 23 | | | | 168560 | 1947/06/30 | 50 | 168560 | 168560 |
| 24 | 2/17/2012 10:52:57 AM | | | 32456254.71 | 2010/06/30 | 50 | 0 | 2596500.42 |
| 25 | | | | 32456254.71 | 2010/06/30 | 50 | 0 | 2596500.42 |
| 26 | | 130479 | | 500 | 2005/05/30 | 5 | 500 | 0 |
| 27 | | 130479 | | 500 | 2005/05/30 | 5 | 500 | 0 |
| 28 | | 120470 | | 500 | 2005/05/30 | 5 | 500 | 0 |

RI ASSETS REPORT - ASSET DETAIL

FNDWRR [Read-Only] - Microsoft Excel

AE1

| | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN |
|----|---------------------|----------------|--------------|-----------------|----|----|----|----|----|----|----|----|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | Accum. Depreciation | Net Book Value | Date Retired | General Comment | | | | | | | | |
| 6 | 104990.58 | 26247.8 | | State Police | | | | | | | | |
| 7 | 104990.58 | 26247.8 | | State Police | | | | | | | | |
| 8 | 114296.83 | 38099.09 | | State Police | | | | | | | | |
| 9 | 114296.83 | 38099.09 | | State Police | | | | | | | | |
| 10 | 76853.23 | 25617.77 | | State Police | | | | | | | | |
| 11 | 76853.23 | 25617.77 | | State Police | | | | | | | | |
| 12 | 124600.53 | 41533.47 | | State Police | | | | | | | | |
| 13 | 124600.53 | 41533.47 | | State Police | | | | | | | | |
| 14 | 128107.56 | 2614.44 | | | | | | | | | | |
| 15 | 128107.56 | 2614.44 | | | | | | | | | | |
| 16 | 273693 | 0 | | | | | | | | | | |
| 17 | 273693 | 0 | | | | | | | | | | |
| 18 | 168560 | 0 | | | | | | | | | | |
| 19 | 168560 | 0 | | | | | | | | | | |
| 20 | 218018 | 0 | | | | | | | | | | |
| 21 | 218018 | 0 | | | | | | | | | | |
| 22 | 168560 | 0 | | | | | | | | | | |
| 23 | 168560 | 0 | | | | | | | | | | |
| 24 | 2596500.42 | 29859754.29 | | | | | | | | | | |
| 25 | 2596500.42 | 29859754.29 | | | | | | | | | | |
| 26 | 0 | 500 | | State Police | | | | | | | | |
| 27 | 0 | 500 | | State Police | | | | | | | | |
| 28 | 0 | 500 | | State Police | | | | | | | | |

RI ASSETS REPORT - ASSET DETAIL