



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

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DATE: September 11, 2020
TO: Chief Financial Officers
FROM: Steven Blazer
SUBJECT: RI-FANS General Ledger Training

One consequence of the COVID-19 pandemic has been a suspension of the quarterly in-person training sessions on RI-FANS General Ledger offered to State accounting personnel by the Office of Accounts and Control. This has resulted in people with accounting responsibilities in State service not being as knowledgeable about using RI-FANS as they might be.

Fortunately, there are other resources available to help bring you up to speed in RI-FANS General Ledger navigation and usage until such time as we can resume in-person classes.

My first recommendation is to look at the nine General Ledger webinars that are posted on the Controller's website. To access them, go to the home page of the website at <http://controller.admin.ri.gov>. In the left margin, click on Training. Go the bottom half of the next screen to find the webinars. Of the ten webinars listed, nine of them relate to General Ledger. I suggest that the most logical sequence in which to view them is as follows:

- Structure of Account Numbers in RI-FANS
- Journal Entry Initiation Tutorial
- How to Attach a Short Text or Computer File to a JE
- Approving and Rejecting Journal Entries in RI-FANS
- Vacation Rules Tutorial
- Auto-copying a Journal Entry
- Account Inquiries in RI-FANS
- Journal Inquiries in RI-FANS
- Running a Financial Report in RI-FANS

My second recommendation is to read through the RI-FANS General Ledger Training manual, also available on the Controller's website. To access it, go to Training and, about halfway down

the upper half of the page, click on RIFANS General Ledger Manual. This manual covers the same material as the webinars, along with additional topics.

Hopefully things will get back to the “old” normal sooner rather than later and we’ll be able to resume in-person RI-FANS training. In the meantime, please acquaint yourselves with the training materials outlined above. If you have any questions, you can contact me or any other staff member of the Accounting Section of the Office of Accounts and Control for advice. My email address is Steven.blazer@doa.ri.gov, and my office phone number is **222-2267**. A complete list of contact information for staff members of the Office of Accounts and Control may be found by clicking on Contact Us in the left margin of the Controller’s website: <http://controller.admin.ri.gov/Contact/index.php>.

Please stay healthy and safe, and I hope to see you all soon.

Steven Blazer

Office of Accounts and Control