

Steps to Update RIGID Values in RIFANS Payables Batch Database

1. If you have a RIFANS login with the RI Payables Reports responsibility login to RIFANS using your login.

If you do not have a login with that responsibility, login to RIFANS using the login information below.

Login: inquiry

Password: inquiry

2. On the Navigation menu, select RI Payables Reports>Reports>Run.

State of Rhode Island-RIFANS

Enterprise Search Search Results Display Preference

Oracle Applications Home Page

Main Menu

[Personalize](#)

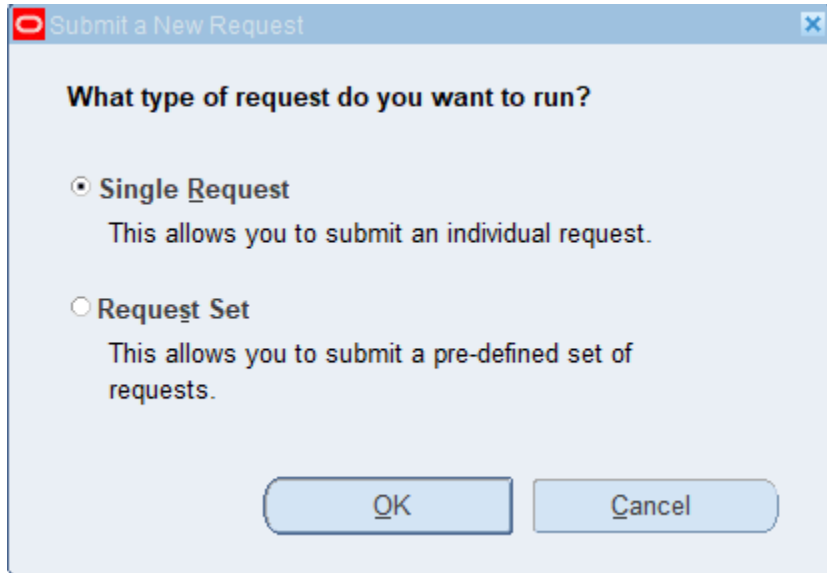
- [RI Financial Inquiry](#)
- [RI General Ledger Reports](#)
- [RI Payables Reports](#)
 - [Reports](#)
 - [Run](#)
- [RI Purchasing Reports](#)

Worklist

[Full List](#)

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.				

3. The pop up box below will appear. Click on the 'Ok' button to select 'Single Request'.



A dialog box titled "Submit a New Request" with a close button (X) in the top right corner. The main text asks "What type of request do you want to run?". There are two radio button options: "Single Request" (selected) and "Request Set". Below "Single Request" is the text "This allows you to submit an individual request." Below "Request Set" is the text "This allows you to submit a pre-defined set of requests." At the bottom are two buttons: "OK" and "Cancel".

Submit a New Request

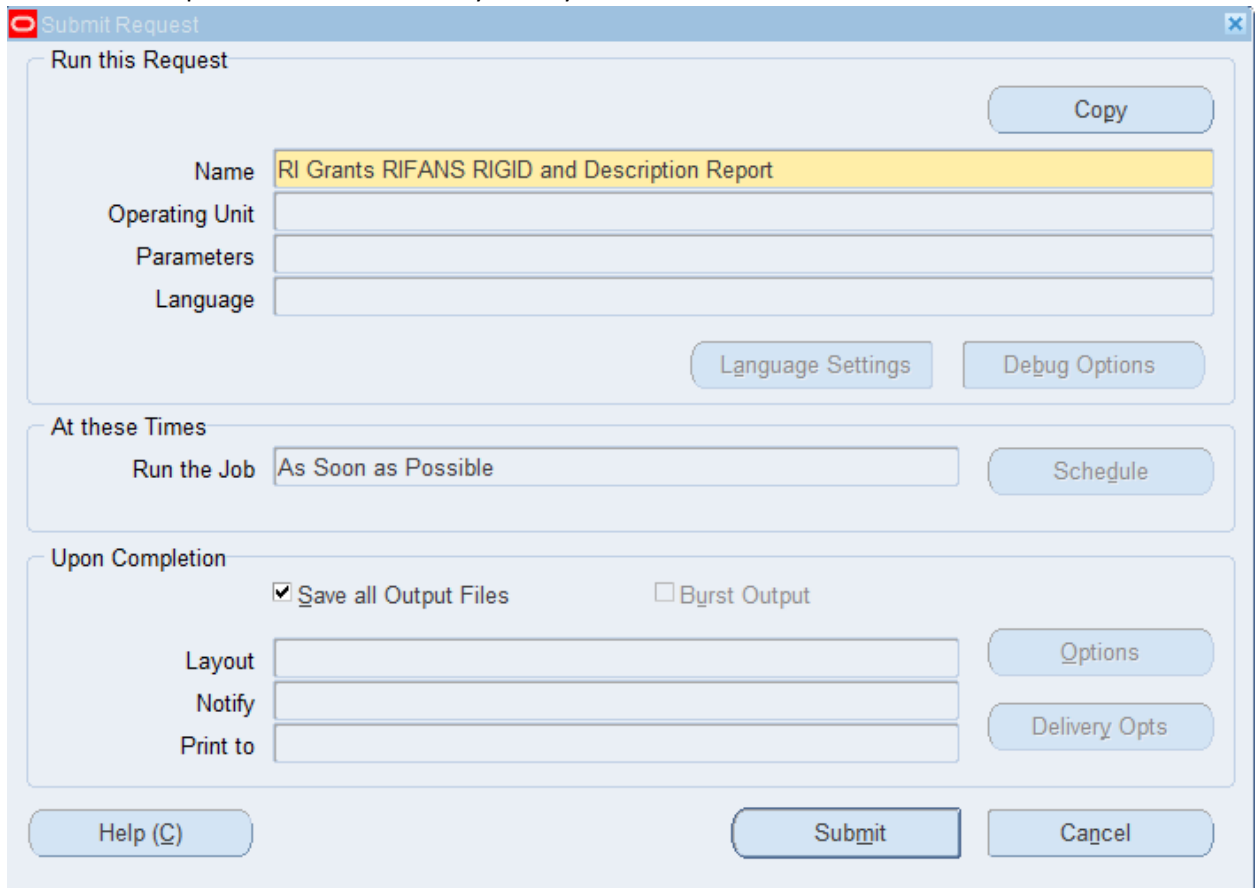
What type of request do you want to run?

☒ **Single Request**
This allows you to submit an individual request.

☐ **Request Set**
This allows you to submit a pre-defined set of requests.

OK Cancel

4. The pop up box below will appear. Enter 'RI Grants RIFANS RIGID and Description Report' in the Name box and press the tab button on your keyboard.



A dialog box titled "Submit Request" with a close button (X) in the top right corner. It has three main sections: "Run this Request", "At these Times", and "Upon Completion". The "Run this Request" section has a "Copy" button and input fields for "Name" (containing "RI Grants RIFANS RIGID and Description Report"), "Operating Unit", "Parameters", and "Language". There are "Language Settings" and "Debug Options" buttons. The "At these Times" section has a "Run the Job" dropdown (set to "As Soon as Possible") and a "Schedule" button. The "Upon Completion" section has checkboxes for "Save all Output Files" (checked) and "Burst Output" (unchecked). It also has input fields for "Layout", "Notify", and "Print to", along with "Options" and "Delivery Opts" buttons. At the bottom are "Help (C)", "Submit", and "Cancel" buttons.

Submit Request

Run this Request

Copy

Name RI Grants RIFANS RIGID and Description Report

Operating Unit

Parameters

Language

Language Settings Debug Options

At these Times

Run the Job As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout

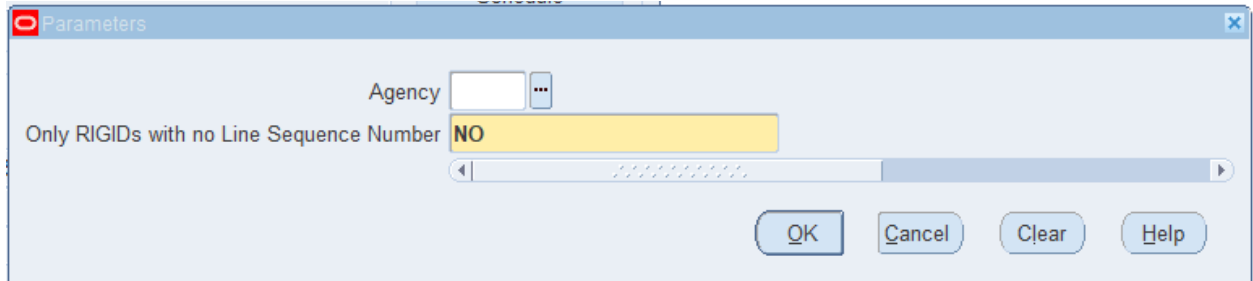
Notify

Print to

Options Delivery Opts

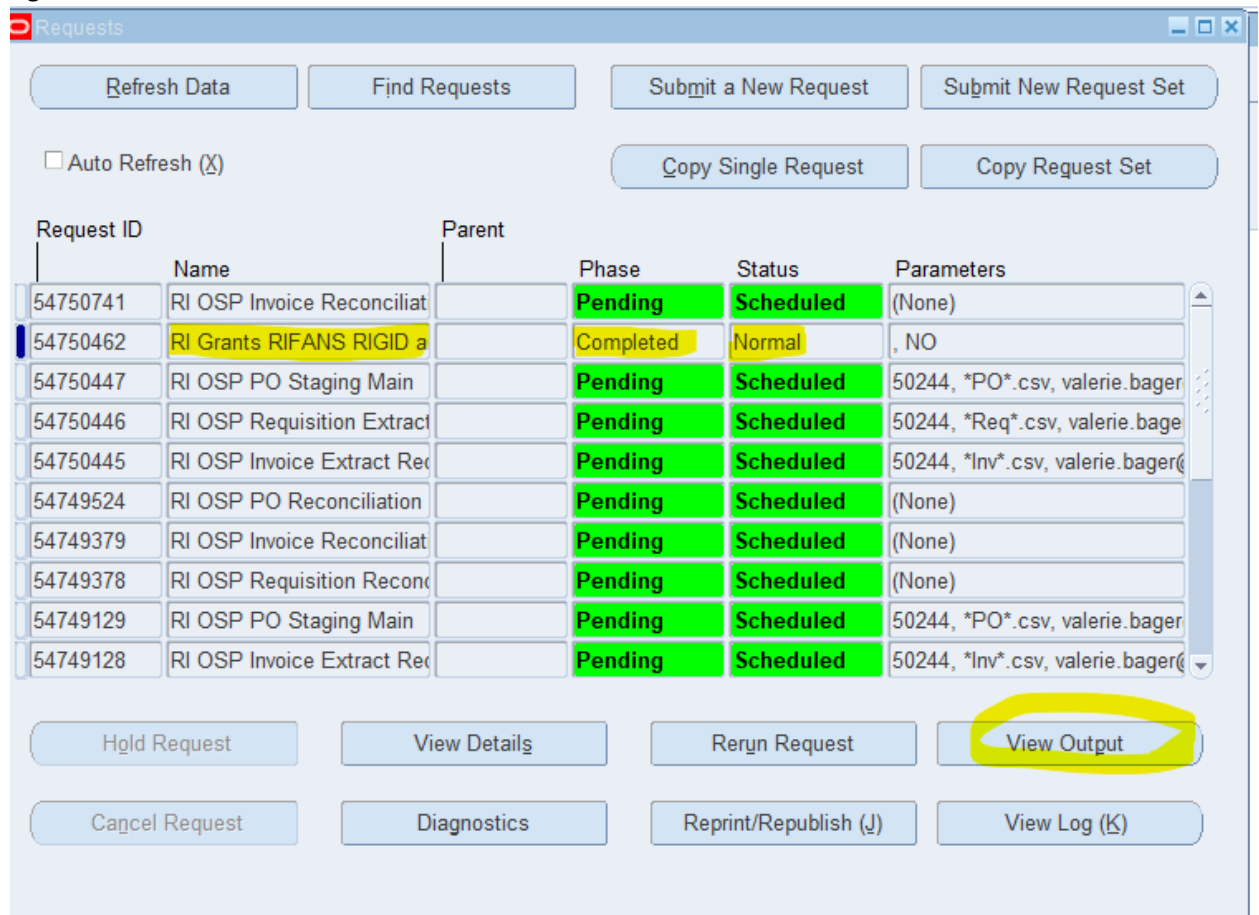
Help (C) Submit Cancel

5. The pop up box below will appear. If you would only like to select the RIGID values for your agency, enter your agency number in the top box. Leave that box empty to select RIGID values for all agencies. Leave the value for the second box as 'NO'. Click on the 'OK' button to save your selections. Click on the 'Submit' button to submit the report.



The Parameters dialog box has a title bar with a red icon and the word "Parameters". It contains two input fields: "Agency" with a dropdown arrow and "Only RIGIDs with no Line Sequence Number" with a dropdown menu showing "NO". At the bottom are four buttons: "OK", "Cancel", "Clear", and "Help".

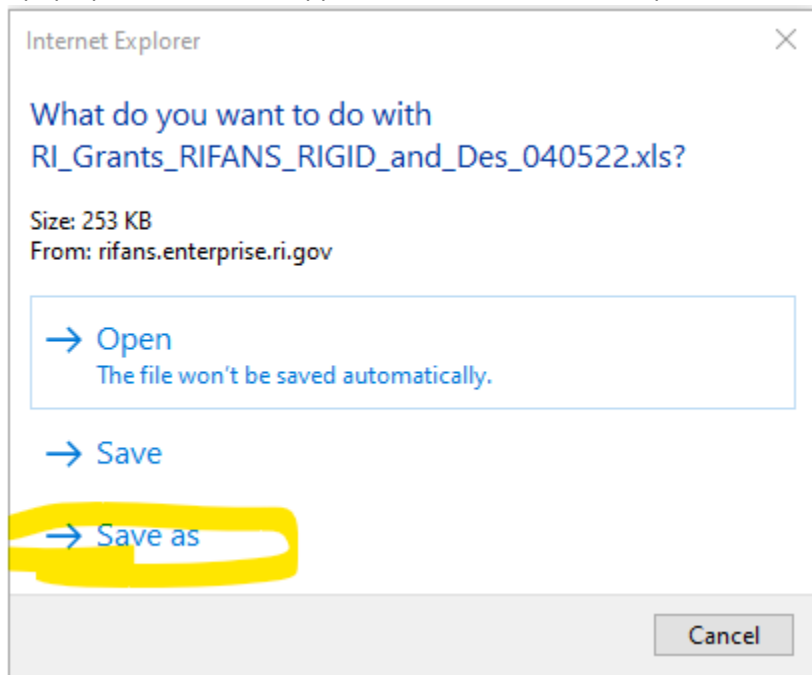
6. Once the report has completed, you'll need to save the output file to your computer to allow you to import it into the RIFANS Payables Batch Database. Place your mouse on the line containing the report 'RI Grants RIFANS RIGID and Description Report' and click on that line to select it, then click on the View Output button on the bottom right of the form.



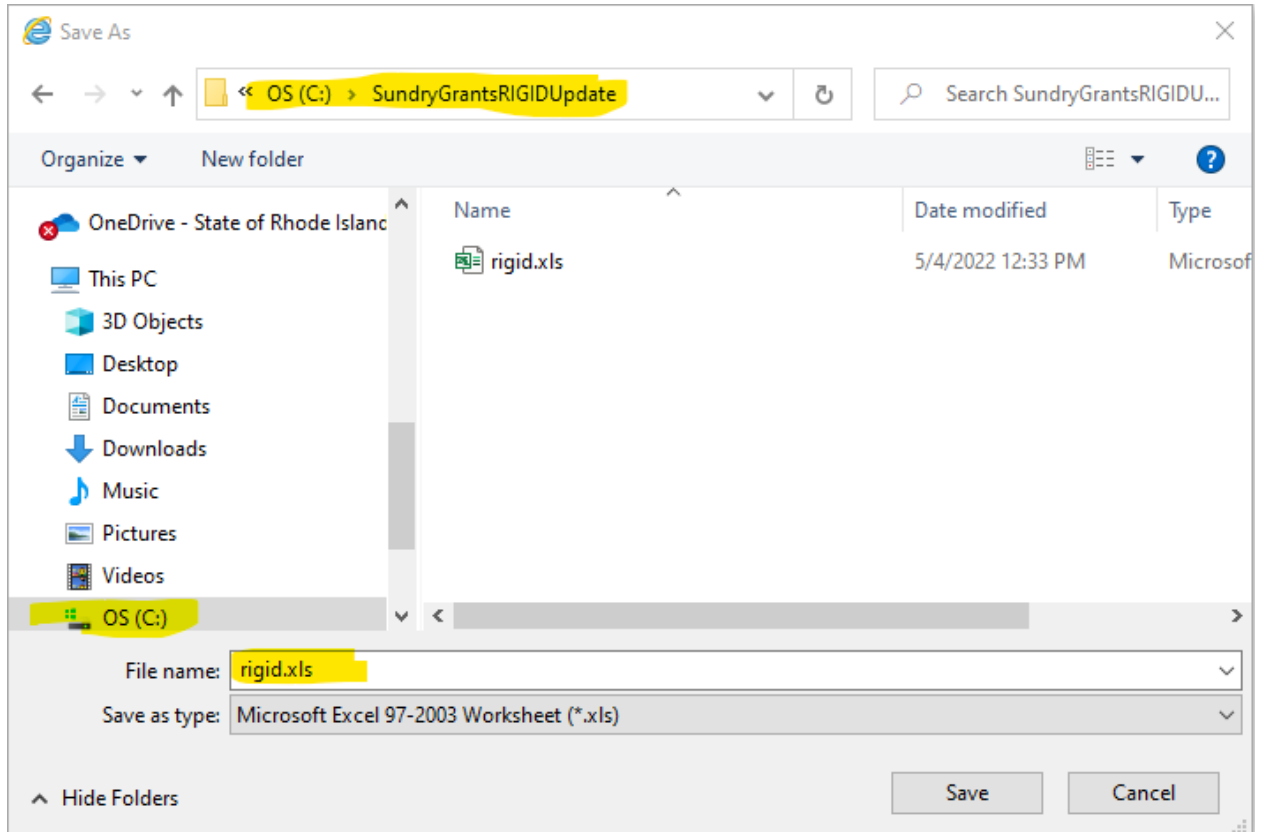
The Requests window has a title bar with a red icon and the word "Requests". It features several buttons at the top: "Refresh Data", "Find Requests", "Submit a New Request", "Submit New Request Set", "Copy Single Request", and "Copy Request Set". Below these is a checkbox for "Auto Refresh (X)". The main area is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The row for Request ID 54750462, "RI Grants RIFANS RIGID a", is highlighted. Below the table are buttons for "Hld Request", "View Details", "Rerun Request", "View Output" (circled in yellow), "Cancel Request", "Diagnostics", "Reprint/Republish (J)", and "View Log (K)".


Request ID	Name	Parent	Phase	Status	Parameters
54750741	RI OSP Invoice Reconciliat		Pending	Scheduled	(None)
54750462	RI Grants RIFANS RIGID a		Completed	Normal	, NO
54750447	RI OSP PO Staging Main		Pending	Scheduled	50244, *PO*.csv, valerie.bager
54750446	RI OSP Requisition Extract		Pending	Scheduled	50244, *Req*.csv, valerie.bage
54750445	RI OSP Invoice Extract Rec		Pending	Scheduled	50244, *Inv*.csv, valerie.bager
54749524	RI OSP PO Reconciliation		Pending	Scheduled	(None)
54749379	RI OSP Invoice Reconciliat		Pending	Scheduled	(None)
54749378	RI OSP Requisition Reconc		Pending	Scheduled	(None)
54749129	RI OSP PO Staging Main		Pending	Scheduled	50244, *PO*.csv, valerie.bager
54749128	RI OSP Invoice Extract Rec		Pending	Scheduled	50244, *Inv*.csv, valerie.bager

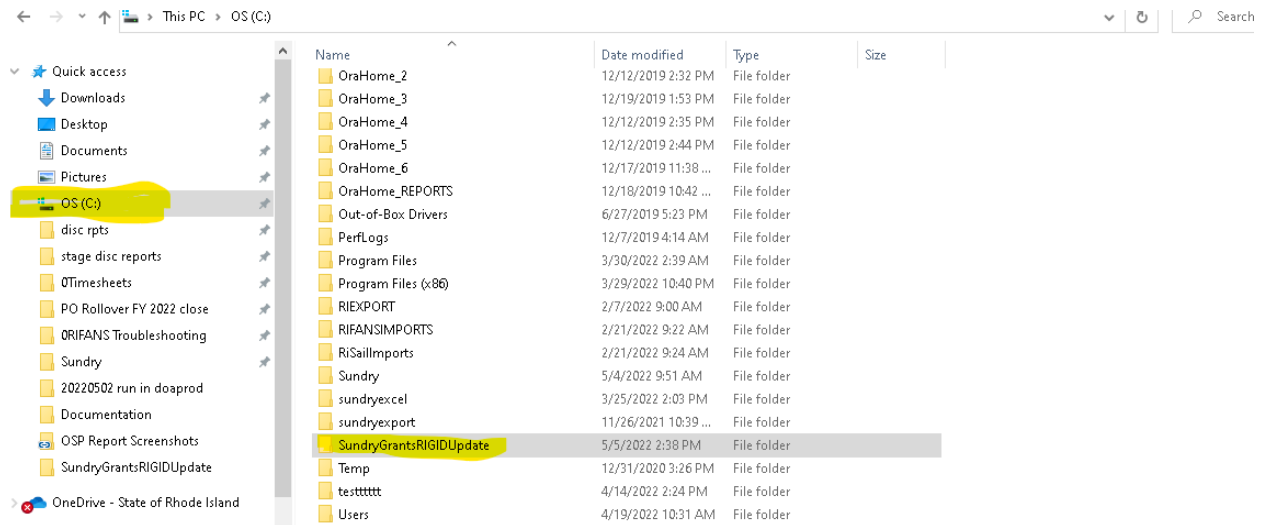
7. The pop up box below will appear. Click on the Save As option.



8. The pop up box below will appear. Save the folder to the C:\SundryGrantsRIGIDUpdate folder on your computer and change the file name to rigid.xls as shown below. Click on the Save button to save the file. If a prompt appears asking to overwrite the existing file select Yes.

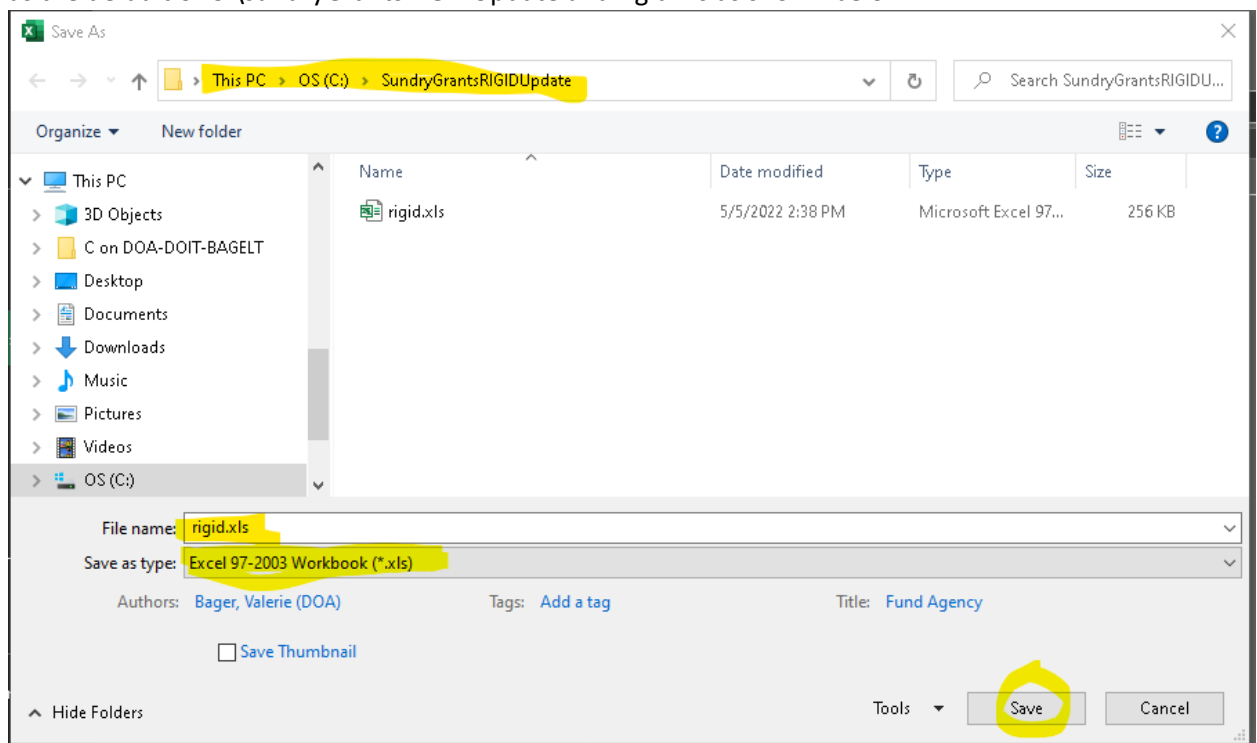


9. Open File Explorer on their computer  and navigate to the C:\SundryGrantsRIGIDUpdate folder. Double click on the folder to open it.

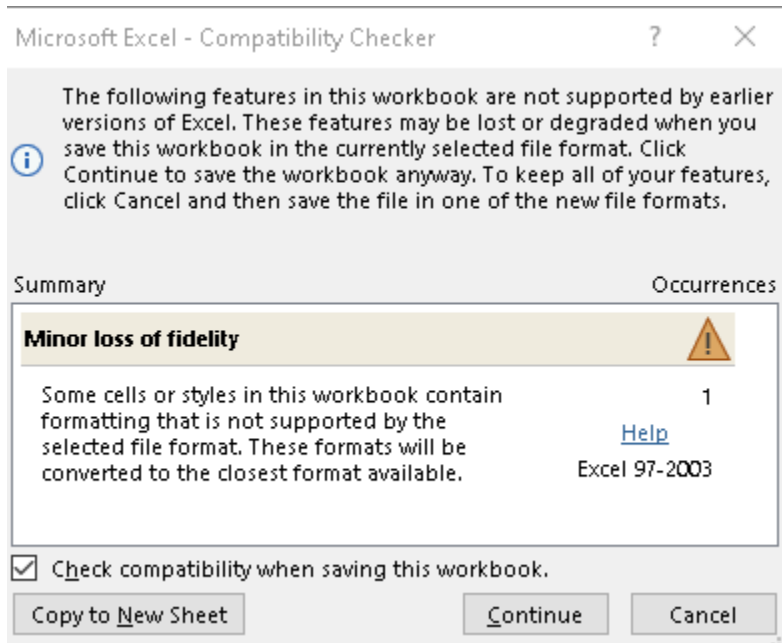


10 Double click on the RIGID.xls file to open it.

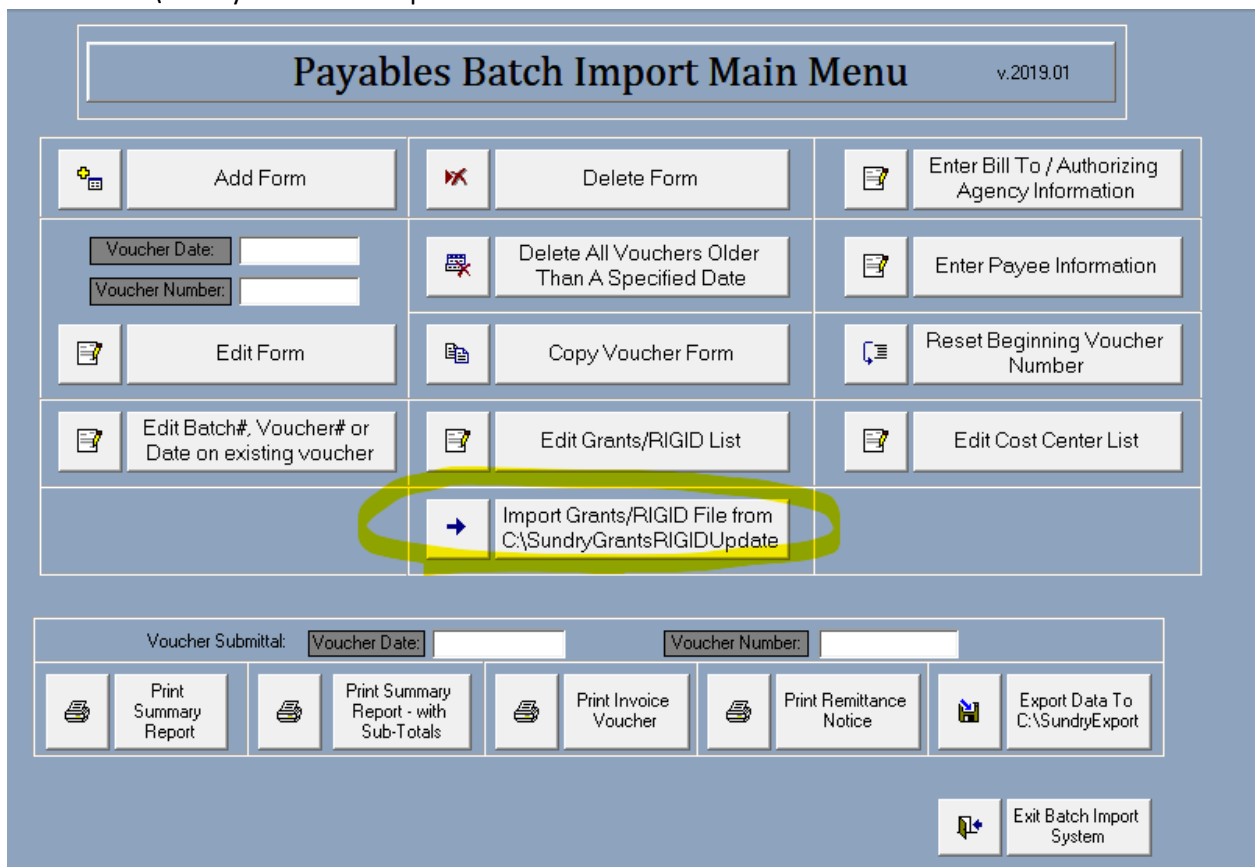
9. From the menu bar in Excel, select File>Save As. The popup box below will appear.
10. Change the 'Save as type' to Excel 97-2003 Workbook (*.xls) and leave the folder and file name as the default of C:\sundryGrantsRIGIDUpdate and rigid.xls as shown below.



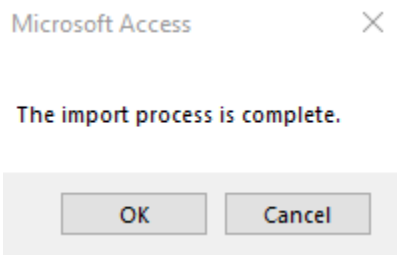
11. Answer yes if prompted to overwrite an existing file, and if the pop up box below appears, click on the 'Continue' button to save the file.



12. Open the C:\sundry\rifans_batch_grands.accdb file on your computer. From the Main menu click on the button located at the bottom of the middle column labeled 'import Grants/RIGID File from C:\SundryGrantsRIGIDUpdate'.



13. The box below will appear. Click the Ok button to close it.



14. To view or edit the updated list, click on the button shown below on the Main menu.

A screenshot of the 'Payables Batch Import Main Menu' application window. The title bar says 'Payables Batch Import Main Menu' and 'v.2019.01'. The main area contains a grid of buttons and input fields. The 'Edit Grants/RIGID List' button is highlighted with a yellow circle. Below the grid are input fields for 'Voucher Submittal', 'Voucher Date', and 'Voucher Number'. At the bottom are buttons for 'Print Summary Report', 'Print Summary Report - with Sub-Totals', 'Print Invoice Voucher', 'Print Remittance Notice', 'Export Data To C:\SundryExport', and 'Exit Batch Import System'.

15. A list similar to below will appear displaying the RIGID values available in your database.

RIFANS RIGID			
	RIFANS RIGID Description	DateAdded	Click to Add
014-3330103-x/MD9jXsz06Cubbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330104-x/MD9jXsz06Cubbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:25 PM	
014-3330105-J2ZixscjL02h4AADUhqn/g==	CA 21 ANG Operations and Maintenance-CA 21 NATIONAL GUARD MILITARY OPERATIONS AND M	5/4/2022 1:28:26 PM	
014-3330106-x/MD9jXsz06Cubbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330107-x/MD9jXsz06Cubbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330108-ewJyLHMLCkWTIZg150J40Q==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M)	5/4/2022 1:28:25 PM	
014-3330110-NHyTUDj7e0GKcGIGhue/mQ==	CA 24 Fire Services-CA 24 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M)	5/4/2022 1:28:26 PM	
014-3330111-ZiyWmYXAdUuTdG+ZYqVsfG==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (5/4/2022 1:28:26 PM	
014-3330113-dndg8z4+dk+H9oEnhqbjbQ==	CA 40 Distance Learning-CA 40 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (C	5/4/2022 1:28:26 PM	
014-3330114-x/MD9jXsz06Cubbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330118-4KXGbtZSk0iZyYfhTYKKQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANC	5/4/2022 1:28:26 PM	
014-3330119-ZMFzPH/awE25mnagklyksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANC	5/4/2022 1:28:26 PM	
014-3330121-Vcjv9MIDI02qcV+m8CyF+Dg==	CA 22 ANG Environmental-CA 22 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE	5/4/2022 1:28:25 PM	
014-3330124-J2ZixscjL02h4AADUhqn/g==	CA 21 ANG Operations and Maintenance-CA 21 NATIONAL GUARD MILITARY OPERATIONS AND M	5/4/2022 1:28:25 PM	
014-3330125-TMlxwYnK/UWfNhxVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS	5/4/2022 1:28:26 PM	
014-3330127-NqV/BkCDp0eh3QTD1T8qVg==	CA 14 ARNG Administrative Services-CA 14 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330128-rMxfQ+0tUGdZqbiRb2how==	CA 4 ARNG Electronic Security-CA 4 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENAN	5/4/2022 1:28:26 PM	
016-3381153-qgi33VBLG02nxvBivkaOmg==	RI NSGP 2019 State Nonprofit Security Grant Program-RI State Nonprofit Security Grant Program	5/4/2022 1:28:25 PM	
016-3381154-uhudeKd+eFOcF9hiRw4WRB==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2020-RI Community Ass	5/4/2022 1:28:26 PM	