

RIFANS Standard Reports

Some of the most utilized reports include:

- A. RI Statements: these will show you budgets, expenses, encumbrances, and free balances for the accounts queried
 - RI Statement 1 - Free Balance by Line Seq & Natural Acct - Export
 - RI Statement 2 - Free Balance by Line Sequence – Export
 - RI Statement 3 - Free Balance by Line Item - Export

- B. RI Registers: these will show you the transaction level details as of the previous day based on the parameters used
 - RI Register 1 - State Transaction Register by Account
 - RI Register 2 - State Transaction Register by Document ID/Source ID
 - RI Register 4 - State Transaction Register by Purchase Order Number
 - RI Register 7 - Transaction register for ADI adjustments
 - RI Register 8 - Summarized Transaction register by invoice/account/cost center for ADI adjustments
 - o Note: Registers 7 and 8 are required on all non-payroll related transfers involving CRF or FEMA line items sequences as these reports include the transaction level detail needed during audits

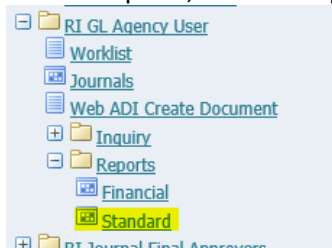
- C. Trial Balance – Detail: this will show beginning, period, and ending balances of the general ledger accounts queried

- D. RI GL Journal Approval Status Report: this will allow you to locate your journal in the approval path

- E. RI Cash Resources Report Federal: this is a cash basis report that will show you available balances on federal accounts

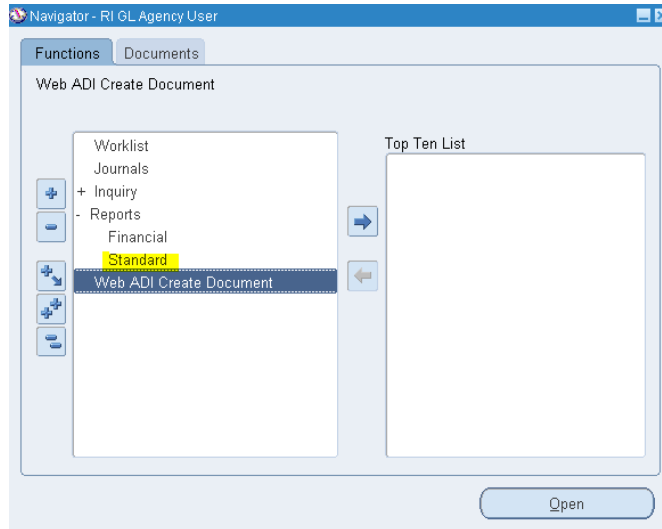
These can all be executed using the same methodology

1. Navigate to the Standard Report window in RIFANS
 - Log into the RIFANS website: <http://rifans.enterprise.ri.gov:8001/>
 - o Please note the following important details:
 - You must be on the State’s network to access RIFANS
 - You must use Internet Explorer as your web browser
 - If you do not have access with an individualized login, you can use ‘inquiry’ as both the username and password to gain inquiry access
 - You need to have Java downloaded on your computer to use RIFANS
 - o On the left side of the screen, there is a Main Menu that lists all your RIFANS responsibilities
 - o Expand your general ledger responsibility
 - For example, under inquiry access it is called RI General Ledger Reports, and for some agency users it will be RI GL Agency User
 - o Navigate to the reports, standard option



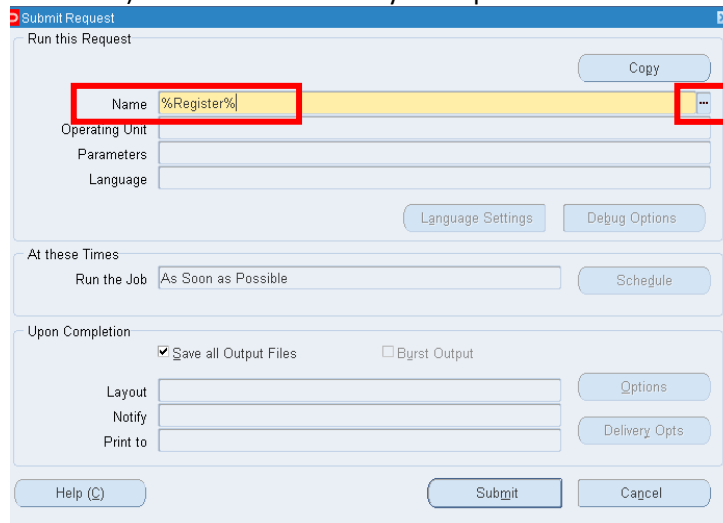
- This will launch the RIFANS forms (Java will open in a new screen)

- A pop-up window will appear asking what type of request you want to run
 - Choose single request and click OK
- To access the Standard Report window from the main Navigator menu in the RIFANS forms
 - Find the Reports menu and expand the view by clicking the '+'
 - Click on Standard



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- Note that each general ledger responsibility may look slightly differently, but there should be a 'Reports' option in view

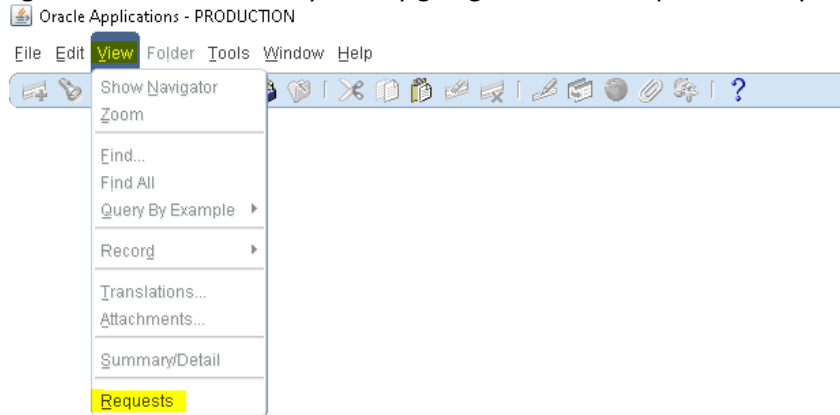
2. Choose the report you would like to run now that you are in the Standard Report window
 - You can either type into the Name box (using the wild card, % sign, as needed) or you can click the LOV (list of values) button to search for your report



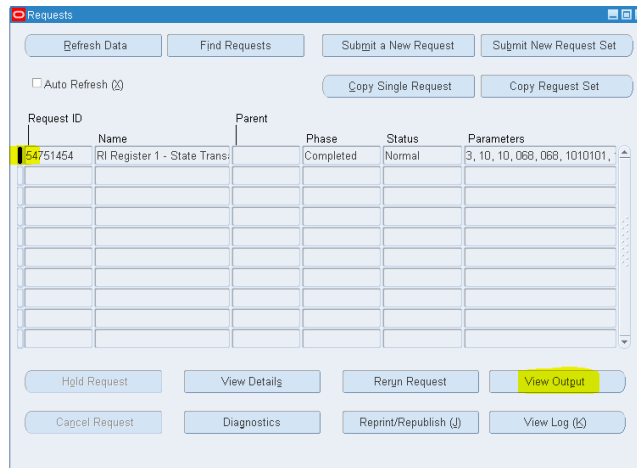
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- A few things to keep in mind when running your report:
 - Anything in yellow is required
 - Anything in white is not required, but can be used to refine the request
 - You can click the LOV button of any parameter to see the full list of allowable values
 - You can also search in that screen, using the wild card if needed, by words or numbers
 - If you are looking to run an entire fiscal year worth of information, the dates will be 01-JUL-XXXX through 30-JUN-XXXX and periods will be JUL-XXXX through GASB-XXXX
 - When querying ranges, you must use valid ranges
 - Full valid ranges include:

- Fund: 10 through ZZ
- Agencies: 000 through T
- Naturals:
 - Revenue: 410000 through 599900
 - Expenses: 600000 through 699999
- Projects: 00000 through ZZZZZ

3. Once you submit your report, you will be taken to the Requests screen to retrieve the report
 - You can also navigate to this screen at anytime by going to View -> Requests from your menu bar



- Your request will first show highlighted in green (Pending, Normal)
 - Click 'Refresh Data' after a minute to see if it finished executing
 - If yellow or red, there was an error with the parameters used
- Once it shows "Completed", click into any cell in the row of your report, and click View Output
 - There will be blue line on that row once you select it, that signals which report will open



- Depending on the report, it will open in Excel or Internet Explorer

Contact Sandra Morgan with any questions regarding specific reports
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