



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

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May 13th, 2021

TO: Chief Financial Officers

FROM: Peter Keenan, CPA, State Controller

RE: **RIFANS General Ledger I & II Training** – May 25th & 26th, 2021
CFO 21-07

The Office of Accounts and Control is pleased to announce we will resume training sessions for RIFANS General Ledger I & II this month on **Tuesday, May 25TH and Wednesday, May 26th**. The sessions will cover RIFANS General Ledger Accounting and RIFANS GL Reports and Inquiries. The classes will be offered **online via Teams** (new). Agency personnel who previously expressed an interest are already registered and will be receiving an invite to attend the training.

Updated training material to support the classes referenced in Attachment A can be found on the Accounts and Control website. Please review the related training material found at : <http://controller.admin.ri.gov/Training/index.php> prior to attending each session. Please note: The RIFANS General Ledger Manual in the ‘training’ section along with all the topics in the Webinar section, except for the iSupplier Invoice Tutorial, are relevant to both GL classes.

Agency CFOs who wish to register additional personnel should contact Deborah Poirier no later than Thursday, May 20th, 2021. She can be reached by email at Deborah.L.Poirier@doa.ri.gov or in the Office of Accounts and Control at 222-2273.

RI Office of Accounts and Control

TRAINING AGENDA: May 2021

Attachment A

OFFICE OF ACCOUNTS AND CONTROL

Session One

- | | | |
|----|---|--------------------------------------|
| I. | RIFANS General Ledger Part One ¹ | Tuesday, May 25 th , 2021 |
| | a. Navigating in Oracle | 9:00 a.m. – 12:00 p.m. |
| | b. Introduction to RIFANS General Ledger | via Microsoft Teams |
| | c. General Ledger Processing Issues | Online |
| | d. Agency-Specific Questions and Answers | |

Session Two

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| I. | RIFANS General Ledger Part Two ¹ | Wednesday, May 26 th , 2021 |
| | a. General Ledger Reports and Inquiries | 9:00 a.m. – 12:00 p.m. |
| | | via Microsoft Teams |
| | | Online |

¹ [RIFANS General Ledger Training Manual](#)