

IMPORTANT UPDATE: Purchase orders are rolling into ERP as SFY25. We will have 3 business days to process FY25 invoices before we roll over remaining POs to FY26.

MIGRATION/TRANSITION OF AWARDS FROM RIFANS TO WORKDAY

The following will be migrated from RIFANS to Workday on the night of Monday, June 30, 2025:

- All open/active Contract Purchase Agreements and Blanket Purchase Agreements with remaining/unspent balances;
- All open/active standard Purchase Orders with remaining/unspent balances; and
- **NEW:** All open/active Contract/Blanket Releases with remaining/unspent balances will be migrated into Workday (different from prior years).

REQUIRED AGENCY ACTION:

- **All agencies** must close out any Purchase Orders or releases that have been paid down in full and are no longer needed. If any Purchase Orders or releases are left open, the encumbrance will transfer to the **SFY25** budget when migrated into Workday.
- Converted Purchase Orders and releases migrated to Workday will retain their original, RIFANS-assigned Purchase Order numbers.

SFY25 PROCESSING AND SUBMISSION DEADLINES

Monday, June 23, 2025:

- New requisitions including but not limited to Grants/Delegateds (must be fully approved at agency level in RIFANS)
- Paper Change Orders
- Change Order Requisitions (must be fully approved at agency level in RIFANS)

Friday, June 27, 2025:

- Electronic Change Orders (must be fully approved at agency level in RIFANS)
- Blanket/Contract Releases (must be fully approved at agency level in RIFANS)

Requisitions for New Solicitations:

* Above-referenced requests must be submitted to Purchases in “approval-ready” condition for Purchases processing no later than the deadlines noted above; requisitions received after these dates may be returned to the agency for resubmission in Workday.

*No RIFANS submissions for SFY26 account requisitions; they must be submitted in Workday on or after July 1, 2025.

RECAP OF NEW CHANGES/UPDATES IN PROCESS FROM PRIOR FISCAL YEARS

- ETSS will not perform automatic closeout for any releases or Purchase Orders this year. **Agencies must reduce balances/close out Purchase Order balances in RIFANS prior to the 6/30/2025 migration date** or the encumbrance will transfer to the SFY26 budget (see above).
- **No placeholder account number** used this year and going forward (example: 26.10.agency code.CCCCCC.01.699998.0000).
- No SFY26 account requisitions can be pre-submitted in RIFANS; the SFY26 budget is being loaded directly into Workday this year. **All SFY26 requisitions must be held for entry by agencies until Workday goes live on July 1, 2025.**
- Going forward, rollover Purchase Orders will no longer have a fiscal year suffix added to the Purchase Order number (i.e., PO Number 1234567FY25).