

# RIFANS TO WORKDAY: REQUISITION TYPES

- Processing will be similar; however, Workday does have some nuances that will require some modifications to process steps.
- Job Aids (user guides) will be shared and posted to assist with the transition.

RIFANS	Workday	Workday Details
Contract Purchase Agreement	Contract	<ul style="list-style-type: none"><li>• Does <u>not</u> encumber funds</li><li>• Long term engagement</li><li>• No line items</li><li>• Release Req Type = Release PO from Award</li></ul>
Blanket Purchase Agreement (RIFANS 'Store')	Contract Catalog	<ul style="list-style-type: none"><li>• Does <u>not</u> encumber funds</li><li>• Line items</li><li>• Hosted and roundtrip catalogs</li><li>• Release Req Type = Release PO from Award</li></ul>
Standard Purchase Order	Purchase Order	<ul style="list-style-type: none"><li>• Encumbers funds</li><li>• Mostly one time purchase</li><li>• Release Req Type = Release PO from Award</li></ul>

# RIFANS TO WORKDAY: TRANSACTION TYPES

RIFANS	WorkDay	Transaction Types	
<div>Contract Purchase Agreement</div>	<div>Contract</div>	<ul style="list-style-type: none"><li>• RFP</li><li>• MPA Mini Bid</li><li>• Sole Source</li><li>• MPAs</li></ul>	<ul style="list-style-type: none"><li>• Grants</li><li>• RFI (results in cancellation)</li><li>• Agency Contract</li></ul>
<div>Blanket Purchase Agreement (RIFANS 'Store')</div>	<div>Contract Catalog</div>	<ul style="list-style-type: none"><li>• RFQ (some with longer terms or multi-release)</li><li>• MPA Mini Bid</li></ul>	<ul style="list-style-type: none"><li>• MPAs</li><li>• MPA Contract with Catalog</li><li>• Agency Contract with Catalog</li></ul>
<div>Standard Purchase Order</div>	<div>Purchase Order</div>	<ul style="list-style-type: none"><li>• RFQ (most common)</li><li>• SPDA</li><li>• MPA Mini Bid</li></ul>	<ul style="list-style-type: none"><li>• Sole Source</li><li>• Request from Contract (release)</li><li>• Grants</li></ul>