



Backwards Pos in Workday

Reverse Quantity “Backwards POs”:

In RIFANS, “**reverse quantity**” purchase orders enabled partial receiving to facilitate invoice payments. The corresponding process in Workday involves establishing an award with one or more **service** lines, as applicable. **Service lines** allow for receipt and payment based on quantity or price, supporting partial payments. In contrast, **goods lines** require full quantity (no decimals) receipt before payment can be processed.

For instance, when selecting “Service” as the request type during the Workday requisition process, quantity and unit of measure fields are not available. Instead, the full dollar amount of the engagement should be entered as the “Price.” This setup provides the flexibility to process partial receipts once the purchase order (PO) is issued. When invoices are received under this arrangement, the requisitioner can enter the exact invoice amount directly in the Price field.

New Purchase Orders/Contracts in Workday:

Going forward in Workday, **Contract Catalogs** (Blanket Purchase Agreements) must be reserved exclusively for goods-related purchases. For any service-based engagement, an award must be issued as a **Contract**. When issuing a new **Purchase Order**, please refrain from using the “Backwards PO” process previously mentioned. If applicable, submit the order using service lines to ensure proper processing. Please utilize the **Create a Requisition Guide** found on the Division of Purchases website: [Enterprise Resource Planning \(ERP\) | Rhode Island Division of Purchases](#).

Existing Reverse Quantity “Backwards POs”:

For **migrated Contract Catalogs** submitted as “reverse quantity,” please initiate an **Amendment** to formally close the existing **Contract Catalog**. Subsequently, submit a new \$0 requisition to establish a replacement **Contract**, ensuring all pertinent documentation from the previous award is included as supporting materials.

- Ex: Migrated Contract Catalogs (formerly RIFANS Blankets) set up as \$1 line must be canceled with an Amendment as described above and reissued as a new Contract.

For migrated **Purchase Orders** submitted as “reverse quantity”, please initiate a **Change Order** to close the existing **Purchase Order**. Subsequently, submit a new requisition as service lines to establish a replacement **Purchase Order**, ensuring all pertinent documentation from the previous award is included as supporting materials.