ERP Job Aid

RI Enterprise Resource Planning



Instructions for Requesting the Recreation of Purchase Orders/Contracts/Contract Catalogs in Workday

Note: Please refer to the step-by-step RIFANS screenshots on page 3 for guidance on downloading attachments and control values.

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Purchase Orders:

Instructions for recreating a RIFANS Standard Purchase Order that did not migrate to Workday.

- 1. Initiate a Requisition in Workday.
 - a. Create a requisition for a Standard Purchase Order using the Requisition Type: Other.
 - b. Add a Service Line reflecting the remaining balance from the original RIFANS Purchase Order.

(Note: Agencies may utilize any of their internal accounts during the invoicing process.)

- 2. Retrieve and Upload Supporting Documentation:
 - a. From RIFANS, download and attach the following documents to your Workday Requisition:
 - i. The most recent version of the RIFANS Standard Purchase Order.
 - ii. All related attachments.
 - iii. The latest RIFANS Change Order or Amendment, if applicable.
- 3. Complete the "Internal Memo" field in Workday.
 - a. Include the RIFANS Purchase Order number and a brief explanation for the recreation.
 - b. If applicable, also include:
 - i. Leg Grant, Grant, Delegated Authority, or RLC number and name.

(Note: When locating attachments in RIFANS, look for the label "Approved Req & Attachments." This designation typically includes all substantive documentation from the original award, which is essential for audit purposes.)

Contracts/Contract Catalogs:

Instructions for recreating a RIFANS Contract/Contract Catalog not migrated to Workday or containing an unusable \$1.00 Catalog/Goods Line Unit of Measure.

- 1. Terminate the Migrated Contract/Contract Catalog.
 - a. Submit an Amendment to Terminate the existing migrated Contract/Contract Catalog.
 - i. Follow the Amendment Job Aid for Termination.

(Note: Amendments must be approved by the Division of Purchases prior to approval of the new Requisition.)

- 2. Initiate a Requisition in Workday.
 - a. Create a requisition for a Contract/Contract Catalog by entering a \$0 Requisition using the Requisition Type: Other.
 - b. Add a Service Line. Using the Memo field, enter the remaining balance from the original RIFANS Contract/Contract Catalog.
- 3. Complete the "Internal Memo" field in Workday.
 - a. Include the following details:
 - i. RIFANS Contract/Contract Catalog number and a brief explanation for the recreation.
 - b. Remaining available Control Value from RIFANS.
 - c. Original contract term dates.
 - d. If applicable, also include:
 - i. APA, Leg Grant, Grant, Delegated Authority, RLC, or Solicitation number and name.
- 4. Retrieve and Upload Supporting Documentation:
 - a. From RIFANS, download and attach the following documents to your Workday Requisition:
 - i. The most recent version of the RIFANS Contract/Contract Catalog.
 - ii. Remaining Control Value balance.

(Note: This should reflect only the unspent funds from the original RIFANS Contract/Contract Catalog. Any payments already processed through Workday must be excluded.)

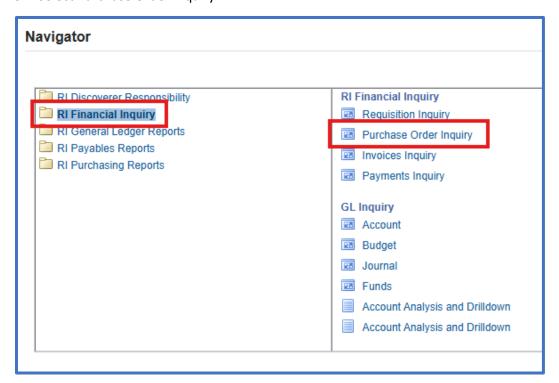
- iii. All related attachments.
- iv. Latest RIFANS Change Order or Amendment, if applicable.
- b. From Workday, download and attach the following documents to your Workday Requisition:
 - i. The Workday Supplier Contract/Contract Catalog being Terminated.
 - ii. For Contract Catalog requests only: Upload the completed Submit Catalog Load Excel Spreadsheet.

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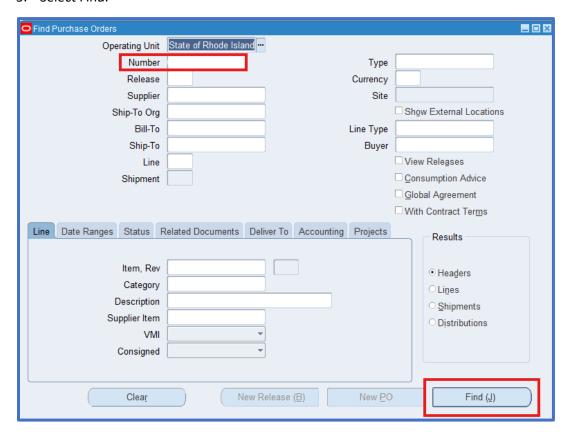
(Note: Once the new Contract/Contract Catalog is established in Workday, a "Release PO from Award" Requisition must be created to initiate payments.)

Download Attachments and Control Value from RIFANS:

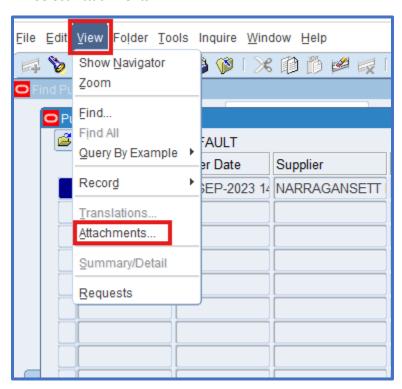
- 1. Login to RIFANS using username and password: Inquiry/Inquiry.
- 2. Select RI Financial Inquiry.
- 3. Select Purchase Order Inquiry.



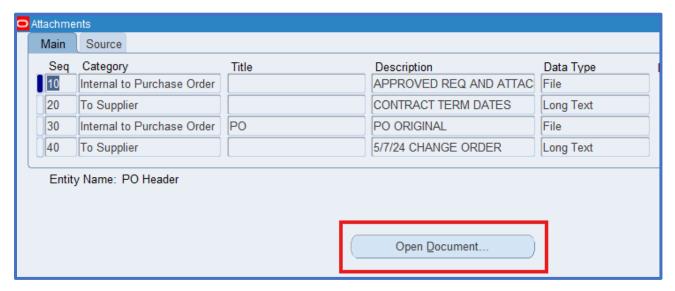
- 4. In the Number field, enter the relevant Purchase Order, Contract, or Contract Catalog number.
- 5. Select Find.



- 6. Select View.
- 7. Select Attachments.



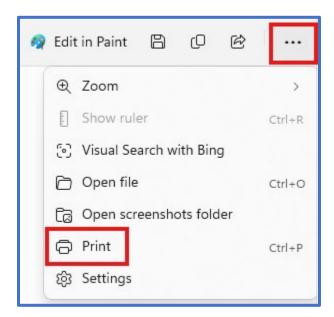
8. Locate and open the relevant attachment(s) by selecting Open Document.



9. Capture a screenshot (snip) of the Amount Agreed, Amount, and Matched Amount fields. (Note: Press the Windows logo key + Shift + S to initiate the snipping tool.)



- 10. In the snip toolbar, select the actions button (three dots).
- 11. Select Print.



- 12. Select Microsoft Print to PDF as the printer.
- 13. Select Print.
- 14. Choose a destination folder, enter a File Name and select Save.