HOW TO FIND YOUR LEGACY (EVA/BANNER) PO IN REALSOURCE

**Historical/Closed POs**

Historical/Closed POs were not migrated to RealSource and can only be accessed:

- In Banner (for Banner Users)
- In the state’s eVA Public Transparency Website

**POs Migrated to RealSource**

- In late April, your fiscal manager provided a list of eVA/Banner (Legacy) POs to migrate to RealSource. These POs are being keyed the week of May 6th based on a system of priority, also established by your fiscal manager. Because of the volume of records, the keying of Legacy POs may extend beyond May 13th.

- If you cannot locate your Legacy PO in RealSource and have an **urgent need** to process a transaction against it (i.e., Change Order, Invoice, or Receiver), please send an email to RealSource@vcu.edu. Otherwise, please check again later in the week as Legacy POs will be added throughout the week of May 13th.

- Please do not “key” Legacy POs into RealSource. Legacy POs require special handling to ensure the state does not charge a 2nd fee to the vendor. Rather see the instructions in the bullet above.

- To check to see if a Legacy PO is in RealSource, you can conduct a search in RealSource. To do so, there are instructions for four different methods below. If one method does not work, please try the others.
Method 1: Search by orders under your name

Click on your name in the top right of any RealSource screen. Select “My Recently Completed Purchase Orders.”
Method 2: Alternate method of searching orders by your name

Click on the Documents icon on the left-hand side of the RealSource home screen, then select Search Documents:

Next click on “my purchase orders”:
Method 3: Search by existing eVA PO number

Go to “Search Documents” as described above in Method 2. Click on “advanced search”:

From the Advanced Search screen, scroll down to the bottom and find the “Legacy PO” field. Enter your eVA PO number MINUS THE EP. Example: EP1234567 should 1234567. Then hit Search.

Method 4: Search by Vendor name and/or your Department name

Go to the “Advanced Search” as described in Method 3 above.

Enter either the Vendor name or your Department name, or both, then hit Search at the bottom.
All POs migrated to RealSource are assigned a “new” RealSource PO number. The PO record, however, will “always” include both the old and new numbers. Any invoices you receive from May 13th forward will need to include the “new” RealSource PO number to be processed.

**eVA’s Public Transparency Website**

- The state’s public transparency website can be located at: [https://eva.virginia.gov/index.html](https://eva.virginia.gov/index.html)
- Towards the top-center of the screen, select Transparency, then Public Reports.
- Report #s 700, 701 and 702 may prove useful.
- eVA PO attachments are no longer available. If you have concerns/questions about this, please send a message through the web form on the RealSource website or send an email to RealSource@vcu.edu