DATE: 3/29/2021 03:50 PM

SUBJECT: RealSource Info-Sessions for New Software Release

In March’s Fiscal Administrator Newsletter, we alerted you of a new RealSource software release that will go live on April 12th.

This release, dubbed the “New User Experience,” does not change or add new functionality to RealSource, however, it does change the look and feel of the Requisition, Purchase Order and Invoice screens. In addition, it simplifies the way that users link eCatalog requisitions to the appropriate eCatalog contract.

To help you adequately prepare for the April 12th changes, several one-hour info-sessions have been scheduled from April 5th through April 15th. We highly encourage Shoppers, Requesters and Approvers to attend one of the info-sessions. You can register at training.vcu.edu or from the RealSource News/Events (Events) page.

In addition to the info-sessions, the RealSource User Help-Guide will be republished in its entirety with new screens shots, added content and improved user instructions.

We hope to see you at an upcoming info-session. If you have questions in the meantime, please contact the RealSource Help-Desk.

Email - RealSource@vcu.edu
Phone - 8-1077, Option 6