DATE: 4/20/2021 9:57 AM

SUBJECT: How to Properly Close POs in RealSource / Banner

Good morning,

As the fiscal year end winds down, please be reminded when liquidating or unencumbering POs, that departments should NOT PROCESS JVs IN BANNER unless the PO cannot first be cancelled, changed or closed in RealSource. POs that are properly cancelled or changed in RealSource will automatically adjust the corresponding Banner and eVA PO records through pre-established integrations.

When a PO is liquidated/unencumbered in Banner by JV without first processing a PO Cancel, Change Request or PO Close action in RealSource....

* Banner, RealSource and eVA PO will be forever out of sync,
* Realsource POs will always appear to be Open, allowing Receipts and Invoices to be inappropriately keyed (although not paid), and
* eVA fees charged both to VCU and the vendor will not be automatically adjusted. Manual adjustments to vendor eVA fees are time consuming and credits given to the vendors are charged back to (paid by) VCU.

The RealSource Help-Guide includes information on the proper methods to "liquidate/unencumber" POs in RealSource/Banner. They include PO Cancellation, PO Change Request or PO Closure. The Help-Guide can be accessed from the Quick Links section of the RealSource homepage. See Section XI (subsections C and D) and especially Section XII.

If you need help, please email the RealSource Help-Desk at RealSource@vcu.edu.

Thank you,

Procurement Services