

DATE: 6/23/2021 2:53 PM

SUBJECT: FY21 Fiscal Year-End Closure Process and RealSource

To accommodate the FY21 fiscal year-end closure process, starting Friday, June 25, 2021 at 5pm, the RealSource system will not push any pending Change Requests, POs, One-Time Payment Requests, or any Invoices, through the approval cycle until Banner reopens on July 1st (or once Banner is back online).

Requisitions

RealSource Users can continue to enter new requisitions for Change Requests, POs and One-Time Payments in RealSource throughout the closure process; however, they will not travel through the approval workflow until Banner reopens on July 1st (or once Banner is back online).

When Banner reopens or is back online, all requisitions held in RealSource will be released for approval and when approved, will post to FY22.

Invoices

Invoices will continue to be processed in RealSource throughout the FY21 fiscal year-end closure process; however, starting Tuesday, June 29 20201 at 5pm, invoices will not be pushed to Banner until Banner reopens on July 1st or once Banner is back online.

Receipts

Receipts are not impacted by the FY21 fiscal year-end closure process and can be keyed at any time.

Other Requests

Users can also continue to submit Vendor, Ship To, User, Contract and other RealSource requests throughout the FY21 fiscal year-end closure process.

If you have any further questions, please let us know.

Best regards,
The Procurement Services Team.