

DATE: 7/20/2021 10:20 AM

SUBJECT: 21.2 JAGGAER Release Deployment

RealSource will be down on Friday, July 23rd at 9pm through Sunday, July 25th at noon to deploy a new software release (21.2). This is not a major release; therefore, InfoSessions are not planned, however, the RealSource User Help-Guide will be republished to reflect the changes. They include:

1. Change Requests (Pg. 70). Only one Change Request can be processed at a time. If a Change Request is "in Draft or Returned status" and another Change Request is initiated, the request in Draft/Returned status will be automatically cancelled.
2. Receipt Screens (Pgs. 95-104). Receiving screens will be updated with a new appearance (New User Experience) that matches the Requisition, Purchase Order, Change Request and Invoice screens.

Please also be reminded that when users transfer to a new department or terminate their employment with VCU, an Approver from the originating department is responsible for reassigning all orphaned POs to a new PO Owner within the department. To do so, an Approver must submit a User Request form, both to inactivate the employee and designate who the orphaned POs should be reassigned to. RealSource staff will promptly process all requests.

If you have any questions or concerns, please refer to the User Help-Guide, email RealSource@vcu.edu or call us at 8-1077, Option 6.