



Prepare to Procure

September 20, 2013

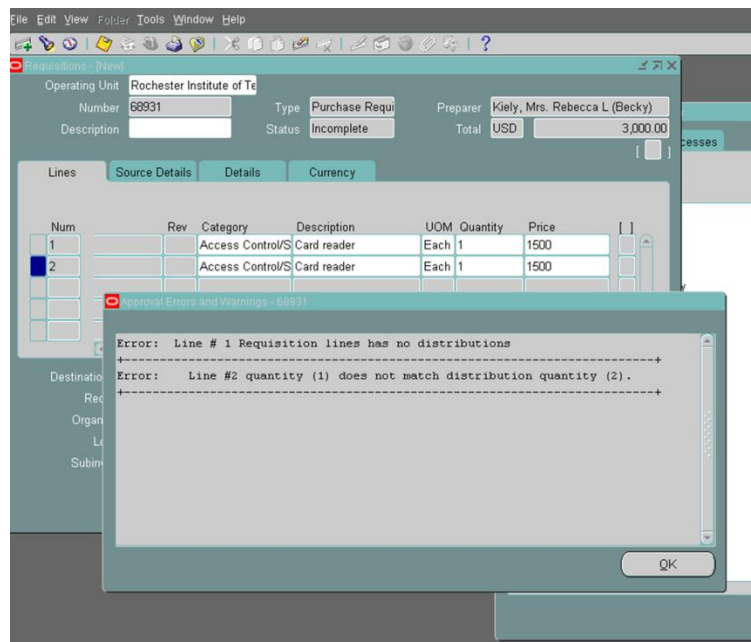
RIT Procurement Services

475-2107

<http://www.rit.edu/fa/procurement/purchase@rit.edu>

Preparing a Requisition Item Line and Account Distributions

Each ITEM LINE on a requisition must have its own "DISTRIBUTION" (24-digit general ledger account number) line. There may be multiple distributions/accounts for each line *provided* that the total quantity of distributions always equals the total quantity on that particular item line. When the distribution quantity does not match the item line quantity, the following error will display:



This error is by far the most common problem requisitioners experience; however, it is easily remedied by following these steps:

- Click on ITEM LINE 1; then Click on DISTRIBUTIONS
- Make sure that the total quantity of distributions is no greater than the total quantity of the first item line. Delete any that are additional (click the red X on the tool bar) and Save
- Repeat this process for each additional ITEM LINES in the requisition

If you have questions about how to enter a requisition, contact PSO at 475-2107 (purchase@rit.edu).

