

Banner 7 Finance

Creating a Requisition

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Banner Finance

Creating a Requisition

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Check List

Before proceeding, have the following information available:

1. The **preferred delivery date** for the goods/services ordered.
2. The **Organization** (Department) the order is for.
3. The **vendor code** or **vendor name** that exists in the Banner table. If the vendor code does not exist; suggest one on form FOATEXT.
4. Determine if the requisition needs to be processed with **Document Level Accounting** or **Commodity Level Accounting**
5. The **description** of the good/service.
6. The **quantity** of the good/service.
7. The **price** of each good/service.
8. The **FOAP** string(s) to charge.

Opening the FPAREQN Form

- Open the Banner INB gateway web page with the browser:
 - In the **Address** field of the browser, type

<http://banner.uncc.edu/inb/FORMS?config=banprod> and then press






- Select the database to connect to and log in.
- When the general menu (GUAGMNU) appears, open the **FPAREQN** form.

- **Go** method:

a. Type **FPAREQN** in the **Go To** field.

b. Press . The **FPAREQN** form appears.

- **Menu Navigation** method – click  in front of the following items to open them:

Note: When clicking  in front of a menu name, the menu opens. Click  to close a menu.

a. **Banner**

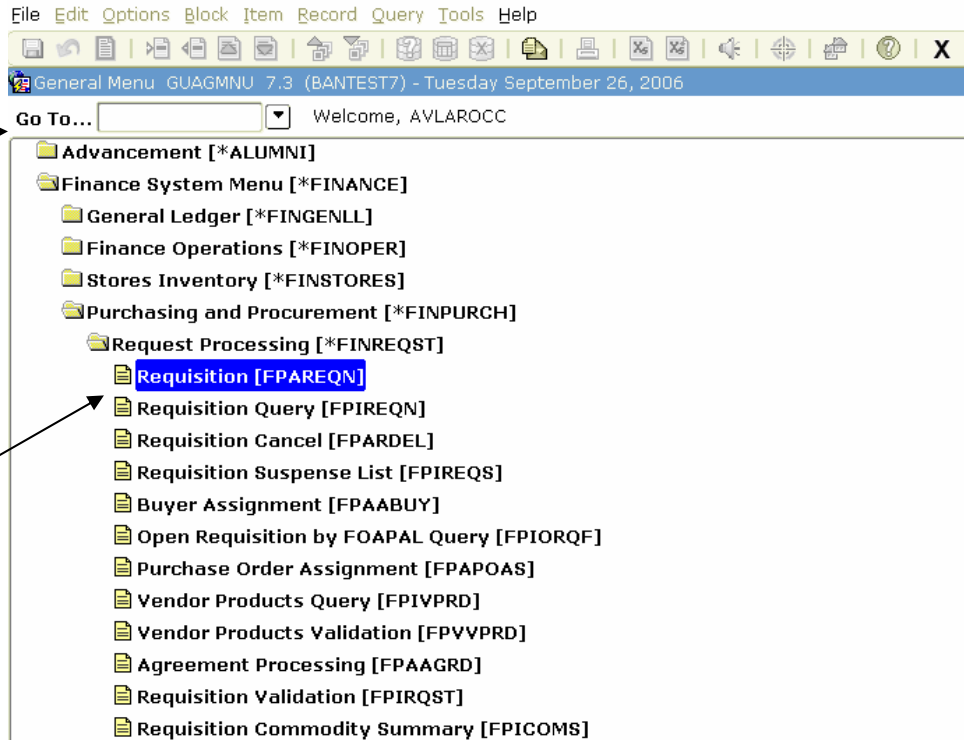
b. **Finance System Menu [*Finance]**

c. **Purchasing and Procurement [*FINPURCH]**

d. **Request Processing [*FINREQST]**

e. Double-click **Requisition [FPAREQN]**. The key block of the **FPAREQN** form appears.

In the **Go To** field, type **FPAREQN** and then press

File Edit Options Block Item Record Query Tools Help

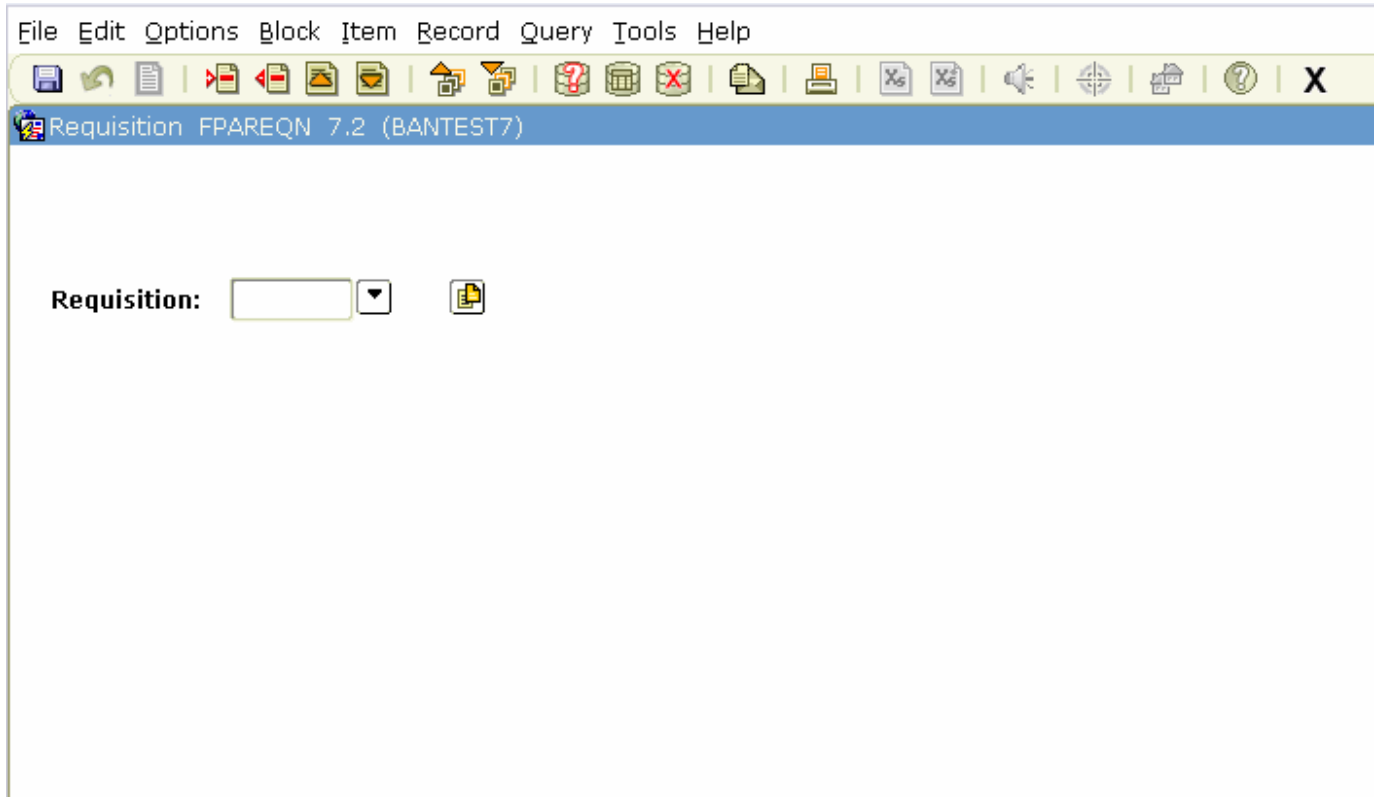
General Menu GUAGMNU 7.3 (BANTEST7) - Tuesday September 26, 2006




Go To... Welcome, AVLAROCC

- Advancement [*ALUMNI]
- Finance System Menu [*FINANCE]
 - General Ledger [*FINGENLL]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]
 - Purchasing and Procurement [*FINPURCH]
 - Request Processing [*FINREQST]
 - Requisition [FPAREQN]**
 - Requisition Query [FPIREQN]
 - Requisition Cancel [FPARDEL]
 - Requisition Suspense List [FPIREQS]
 - Buyer Assignment [FPAABUY]
 - Open Requisition by FOAPAL Query [FPIORQF]
 - Purchase Order Assignment [FPAPOAS]
 - Vendor Products Query [FPIVPRD]
 - Vendor Products Validation [FPVVPRD]
 - Agreement Processing [FPAAGR]
 - Requisition Validation [FPIRQST]
 - Requisition Commodity Summary [FPICOMS]

Menu Navigation method,
Open menus and double-
click **Requisition**
[FPAREQN].

The FPAREQN Key Block



- Create or open a requisition.
 - Type **NEXT** in the **Requisition** field blank, to start a new requisition
or
 - Type a requisition number to modify an incomplete requisition.
- **Next Block** (click  or press  + ) to move to the next block.

When opening a new requisition, the next block appears with some of the fields populated.

Requisition Entry: Requestor/Delivery Information Block

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Requestor/Delivery Information FPAREQN 7.2 (BANTEST7)

Requisition:
Order Date:
Transaction Date:
 In Suspense

Delivery Date:
Comments:
 Document Text

Commodity Total:
Accounting Total:
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

Requestor:
COA: UNC Charlotte

Organization: Controller

Phone:
Extension:
Email:

Ship To:
Fax:
Extension:

Street Line 1:

Street Line 2:

Street Line 3:

Building:
Floor:

City:

State or Province:
Zip or Postal Code:


Nation:

Telephone:
Extension:

Contact:

Attention To:

The **Order Date**, **Trans Date**, **Requestor**, **Organization**, **COA**, **Email**, **Phone**, **Ship To** and **Attention To**: fields will be populated when the block appears.

Note: Use  to navigate through the form.

- Select **Document Level Accounting** option: The **Document Level Accounting** field is used to designate the type of distribution the system will use when allocating charges on this requisition. The two options for allocating funds are explained below.
 - a. **Document Accounting** – Charges for all line items will be allocated to the designated FOAPAL(s) in the manner in which they were entered into the FOAPAL block, including dollar and/or percent split allocations. *This is system default.*
 - b. **Commodity Accounting** – Charges will be allocated line-by-line to the designated FOAPAL(s). Dollar and/or percent allocations are also allowed with commodity accounting. To implement commodity accounting, remove the check mark from the **Document Level Accounting** box. *Requisitions for Fixed Assets must use Commodity Accounting.*

- Complete and/or verify information in other fields:


Order Date – This **Order Date** will default to today’s system date. This date should not be changed.


Trans Date – The **Trans Date** determines the date the encumbrance transaction for this requisition will occur. The **Trans Date** should only be changed when completing a requisition that has crossed months.

Delivery Date – The **Delivery Date** is a required field. Indicate the date the goods/services are needed by typing the date in the DD-MON_YYYY format.




Comments – The **Comments** field is limited to 30 characters and should be used to notify the Buyer of special instructions. Examples are “Standing Order”, “Next Day Delivery”, “Rush Order”, “Overnight”, and “Air Freight”. If this is a confirming requisition, enter the PO number in this field.

Requestor – The **Requestor** area defaults the name, chart of accounts, organization, email, phone and fax information for the requisition creator. Do not change this information. Contact the Help Desk at 7-3100 if any information is incorrect.

Ship To – The **Ship to** code for the requestor will default. If the purchased goods are to be shipped to a different location, click the **Search Button**  and double-click the desired **Ship to** code.

Note: If the Ship To code information is not accurate, close the requisition by clicking  to exit the requisition (user will be asked if changes should be saved, choose No) and then contact Purchasing at Purchasing@email.uncc.edu to have it updated. Once the Ship To code information has been updated by Purchasing, return to the FPAREQN form and start the requisition process over.

Attention To – The **Attention to** field defaults to the Contact name on the selected **Ship-To**. This information can be changed if needed.

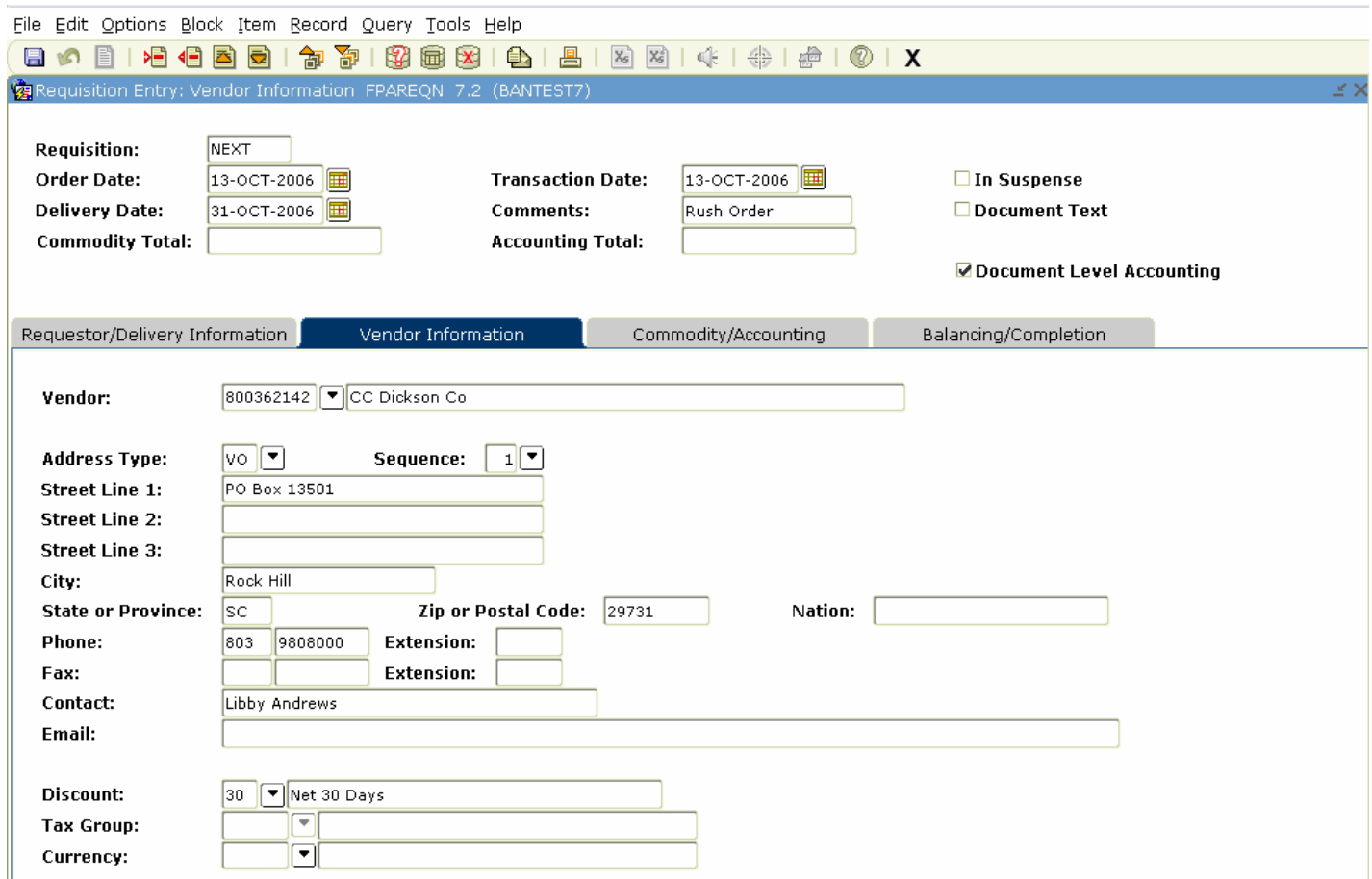
- **Next Block** (click  or press  + ) to proceed to the **Vendor Information** block.





Requisition Entry: Vendor Information Block

The Vendor Information block will be used to add a vendor name and address to the requisition. This block can be left blank if the vendor is unknown or the requisition is for a bid order.



If Vendor UNC Charlotte ID Number is known:

- When the **Vendor Information block** opens, the cursor will be in the **Vendor** code field. Enter the UNC Charlotte ID number.



-  to the **Contact** and **Email** fields and complete them, if necessary.
 - Next Block** (click  or press  + ) to move to the **Commodity** block.
- Skip to [page 14](#) to continue the requisition process.


If Vendor UNC Charlotte ID Number is not known:

- Press  or click the Search icon  while the cursor is in the **Vendor** code field, to open the **Entity Name/ID Search (FTIIDEN)** form. See [page 18](#) for instructions on using FTIIDEN.)




If vendor is found on FTIIDEN:

- Double-click the chosen vendor or press  +  to automatically populate the **Vendor Information block** of the **FPAREQN** form.

Note: If vendor address information that defaults for the vendor selected is not correct or does not match what has been provided to the department, click on the **Search**

Button  beside of the **Address** field and double click the desired address. If the desired address is not available, enter the correct address on Document Text (FOAPOXT) to add address information. See [page 20](#) for instructions on using Document Text.

If vendor is not found on form FTIIDEN, enter the vendor's name, address, telephone number, and contact name in Document Text (FOAPOXT). See [page 20](#) for instructions on using Document Text.

- If the vendor is offering a promotional discount (such as – 10% off for a \$5,000.00 purchase), the code in the **Discount** field must be removed.
- **Next Block** (click  or press  + ) to move to the **Commodity** block.

Requisition Entry: The Commodity/Accounting Block

The Commodity/Accounting Block is used to:

- a. designate document accounting or commodity accounting
- b. enter line item information
- c. assign FOAPAL(s)

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.2 (BANTEST7)

Requisition: R0702861
Order Date: 13-OCT-2006
Delivery Date: 31-OCT-2006
Commodity Total: 940.45

Transaction Date: 13-OCT-2006
Comments: Rush Order
Accounting Total: .00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price	Extended
2 of 2	EA		7 X	69.72	488.04

Commodity **Description**

	CONTROLLER CSC-2003 (12-2692)
	THERMOSTATS TP970A-2004 (12-0662)

Commodity Text
 Item Text
 Add Commodity
 Distribute

Commodity Line Total: 488.04
Document Commodity Total: 940.45

FOAPAL of Remaining Commodity Amount: 940.45 NSF Override % USD

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj

NSF Suspend **Extended:**
Discount:
Additional:
Tax:
FOAPAL Line Total:
Document Accounting Total:

- Notes:**
- The **Requisition** field is now populated with a **Requisition Number**. Please write down the Requisition number! It will be required when contacting the Purchasing Dept.
 - There is no limit to the number of commodities that can be entered.

- Complete the following fields:

Commodity – The cursor will be flashing in the **Commodity** field. Commodity numbers are not required on a requisition and should only be assigned by a Purchasing Agent. Disregard this field.

Quantity – Enter the quantity needed.

Unit Price – Enter the unit price of the item. A unit price cannot be lower than \$1:00. Enter any free items in Document Text (FOAPOXT).

Extended – The system will generate the extended cost (Quantity X Unit Price).

Discount – Enter the discount amount in the **Discount** field; this includes a percentage, lump-sum, or trade in discount. Discount amount must be entered as a dollar amount. A percentage will not be accepted. Note: If a vendor has been entered on the Vendor Block, the discount amount must be removed from this form.







Additional – Any additional charges that may be associated with this line should be entered in the **Additional** field.

Tax – UNC Charlotte is tax-exempt. Tab through this field.




Commodity Line Total and **Document Commodity Total** – The **Commodity Line Total** field will display the total for the highlighted line. The **Document Commodity Line Total** will display the total for all lines on the requisition.




Important Note – If **Document Accounting** is being used, continue to add any additional line items. To enter additional lines, tab to the **Description** field, arrow down from the yellow highlighted to the next blank line. Enter the pertinent information as described in **Description** through **Document Commodity Line Total** above until all line items have been entered.

If **Commodity Accounting** is being used, *make certain the Document Level Accounting*

field is unchecked and **Next Block** (click  or press  + ) to enter the appropriate FOAPAL(s). After completing the FOAPAL block, **Previous Block** (click  or press  + ) to add the next line item. Repeat the process of entering line items and immediately entering the FOAPA until all line items and associated FOAPA(s) are entered.

Note: If a new blank description line has been selected and the **NEXT BLOCK** Command is performed; the system will give you an error message “Commodity Code or Description Should Be Entered”. The system assumes that a new line item is being created. To clear this error, arrow up to the last line item entered and then **NEXT BLOCK**.

Once the last line item has been created, click **Next Block** (click  or press  + ) to the FOAPAL block of the Commodity/Accounting window.

Note: If you are in the FOAPAL block and realize that the allocation should be **Commodity Accounting**, click **Previous Block** (click  or press  + ) and uncheck the **Document Level Accounting** box. If the FOAPAL has been entered, highlight the FOAPAL and click **Record, Remove**. This will remove the FOAPAL; click **Previous Block** and uncheck the **Document Level Accounting** box. Enter the FOAPAL information again as needed.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Commodity/Accounting FPAREQN 7.2 (BANTEST7)

Requisition: R0702861
Order Date: 13-OCT-2006
Delivery Date: 31-OCT-2006
Commodity Total: 940.45

Transaction Date: 13-OCT-2006
Comments: Rush Order
Accounting Total: .00

In Suspende
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item	U/M	Tax Group	Quantity	Unit Price		Extended:
1 of 2	EA		7	X 64.63	=	452.41
Commodity	Description					
	CONTROLLER CSC-2003 (12-2692)				<input type="checkbox"/> Commodity Text	Discount: .00
	THERMOSTATS TP970A-2004 (12-0662)				<input type="checkbox"/> Item Text	Additional: .00
					<input type="checkbox"/> Add Commodity	Tax: .00
					<input type="checkbox"/> Distribute	Commodity Line Total: 452.41
						Document Commodity Total: 940.45

FOAPAL 1 of 1 Remaining Commodity Amount: 940.45 NSF Override
 NSF Suspende

COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Extended:
1	07	118120	118120	14300	930500	18000				940.45
										Discount: .00
										Additional: .00
										Tax: .00
										FOAPAL Line Total: 940.45
										Document Accounting Total: .00


C - The chart of account code "1" will default.

Yr - The current fiscal year will default. Do not change.

Index – Enter the appropriate index code or click on the **Search Button**  to find a fund.

Fund – The fund will automatically populate from the **Index**.

Orgn – The default organization will be displayed. Do not change.

Acct – Enter the appropriate account code or click on the **Search Button**  to find an account.

Prog - The program will automatically populate from the **Index**.

Actv – Not used at UNC Charlotte.

Locn – Only used for fixed assets.

Proj - Not used at UNC Charlotte.

% - To allocate charges to a FOAPAL by a percentage; click the **%** field (a checkmark will appear). Enter the percentage in the **Extended** field. For example: to allocate 50% of a requisition to a specific FOAPAL, click the **%** box and enter 50 in the Ext box. The system will automatically calculate the dollar amount that should be allocated to the highlighted FOAPAL.

Extended - If all the costs associated with the requisition should be charged to the designated FOAPAL, press the Tab key and the system will calculate the totals. If a specified dollar amount is to be allocated to a specific FOAPAL, the amount should be entered in the Ext. field.

Note: There is no limit to the number of FOAPAL(s) that can be assigned to a requisition regardless of whether document accounting or commodity accounting allocation is used. However, when splitting the costs by dollar amount or percentage, the total of all the allocations must equal the amount of the requisition.

Discount, Additional, and Tax - Tab through these fields; there is no input required. The system will display any discount or additional charges that were entered in the commodity block. Sales tax does not apply.



FOAPAL Line Total and Document Accounting Total - The system will automatically calculate and display the dollar amount allocations for both the line and document. Please verify these totals to make certain the correct information has been entered. If the amounts are incorrect, please make the necessary corrections and Tab through the FOAPAL block to recalculate the charges.

Once all line items and FOAPAL information has been entered, click **Next Block** (click



or press  + ) to the **Balancing/Completion** window.

Requisition Entry: Balance/Completion Blocks

The balancing/completion block will recap information about the requisition. Verify that the status column(s) are balanced. Click the **Complete** icon  to finalize the requisition. If the requisition needs to be saved and processed at a later time, click the **In Process** icon  to hold document.

File Edit Options Block Item Record Query Tools Help

Requisition Entry: Balancing/Completion FPAREQN 7.2 (BANTEST7)

Requisition: R0702861
Order Date: 13-OCT-2006
Delivery Date: 31-OCT-2006
Commodity Total: 940.45



Transaction Date: 13-OCT-2006
Comments: Rush Order
Accounting Total: 940.45

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting **Balancing/Completion**

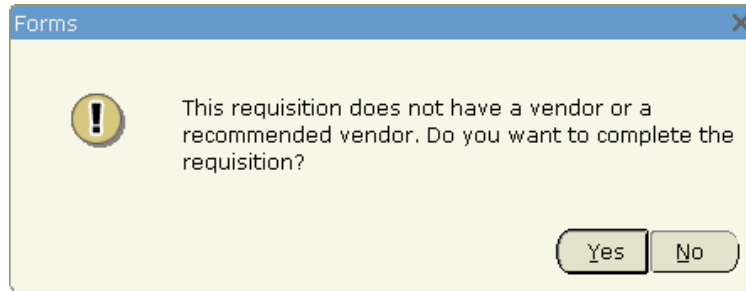
Vendor: 800362142 CC Dickson Co **Requestor:** Gale Helms
COA: 1 UNC Charlotte
Organization: 11600 Controller
Currency:
Exchange Rate: **Commodity Record Count:** 2
Input Amount: 940.45 **Converted Amount:**

	Input	Commodity	Accounting	Status
Approved Amount:	940.45	940.45	940.45	BALANCED
Discount Amount:	.00	.00	.00	BALANCED
Additional Amount:	.00	.00	.00	BALANCED
Tax Amount:	.00	.00	.00	BALANCED

Complete:  **In Process:** 

If a vendor was selected from the vendor file, the document will display the message “Document Req # completed and forwarded to the Approval process” at the bottom of the first FPAREQN window.




If a vendor was not selected from the vendor file (entered as document text) and there are sufficient funds, the system will display the following message after clicking the **COMPLETE** button.



This is for information only. Click **YES** and the system will display the message “Document Req # completed and forwarded to the Approval process” at the bottom of the first FPAREQN window.

Note the **Requisition Number** before leaving the form.

Once the requisition has been completed, form **FPIREQN** must be used to view the document.

- Press  to place the cursor in the **Last Name** field.
- Type percent sign (%), followed by a portion of the vendor name, followed by another percent sign (%). Leave off the first letter of the name so that case sensitivity does not return false results.
- **Execute Query** (press  or click ) to display all vendors containing the characters enclosed in percent signs.

File Edit Options Block Item Record Query Tools Help

Entity Name/ID Search FTIIDEN 7.0 (BANTEST7)

Vendors
 Grant Personnel
 Financial Managers
 Agencies
 Terminated Vendors
 Proposal Personnel
 Terminated Financial Managers
 All

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
800000860	Central Piedmont Community Coll			C		Y	N	Y	N	N	
800382473	Piedmont Biomedical Inc			C		Y	N	N	N	N	
800002208	Piedmont Chlorinator Sales Inc			C		Y	N	N	N	N	
800002144	Piedmont Door Automation			C		Y	N	N	N	N	
800002147	Piedmont Farm & Yard Equipment			C		Y	N	N	N	N	
800433752	Piedmont Fasteners Inc			C		Y	N	N	N	N	
800386827	Piedmont Garden & Florist Supply			C		Y	N	N	N	N	
800424401	Piedmont Ice Inc			C		Y	N	N	N	N	
800360858	Piedmont Instruments & Controls			C		Y	N	N	N	N	
800361514	Piedmont Natural Gas			C		Y	N	Y	N	N	
800367038	Piedmont Plastics Inc			C		Y	N	N	N	N	
800374316	Piedmont Primary Academy			C		Y	N	N	N	N	
800367594	Porta-Jon of the Piedmont Inc			C		Y	N	N	N	N	
800360134	Western Piedmont Community Co			C		Y	N	N	N	N	

V - Vendors F - Financial Managers A - Agencies G - Grant Personnel P - Proposal Personnel

ID. Press Edit to change Ordering of Records.

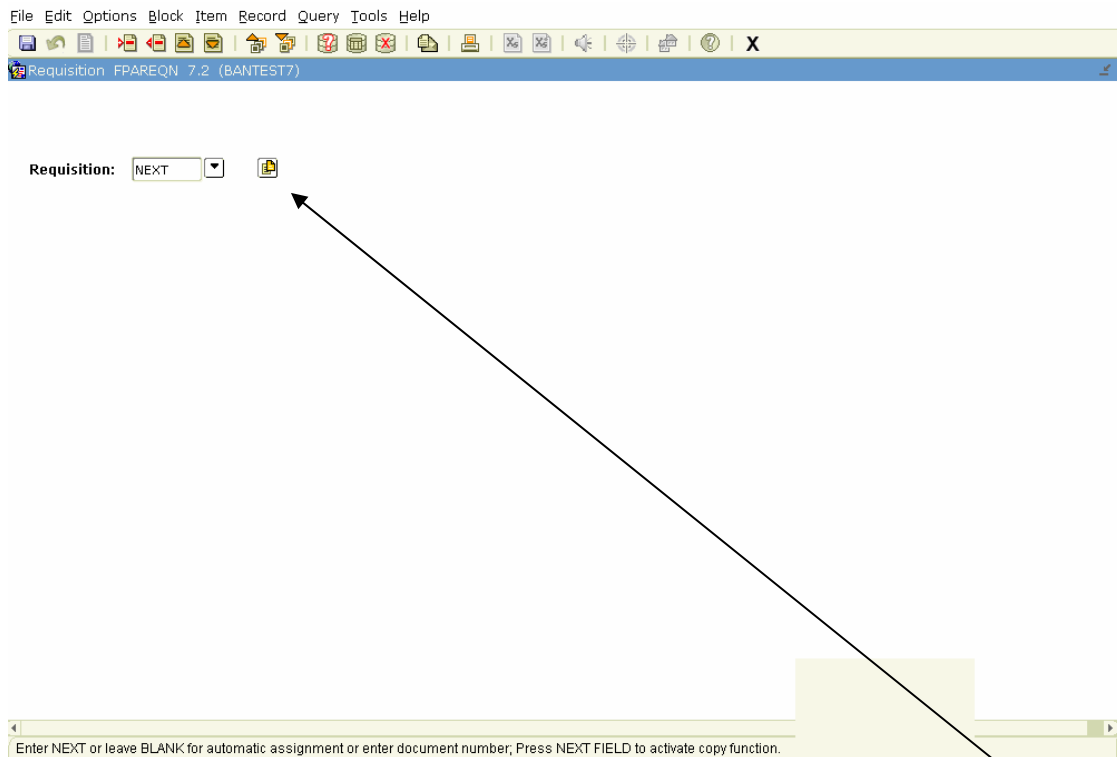
Create a New Requisition from a Copy

FPAREQN provides the user with the ability to create a new requisition from a copy.

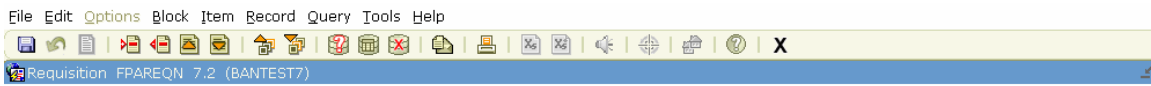
- Navigate to the Requisition form. From the Direct Access box, type in **FPAREQN** and press





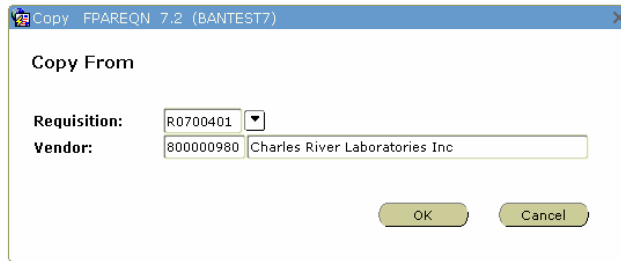
- The following form will display.




- Type **NEXT** in the **Requisition** field blank, to start a new requisition and click on the Copy icon.



Requisition: NEXT  




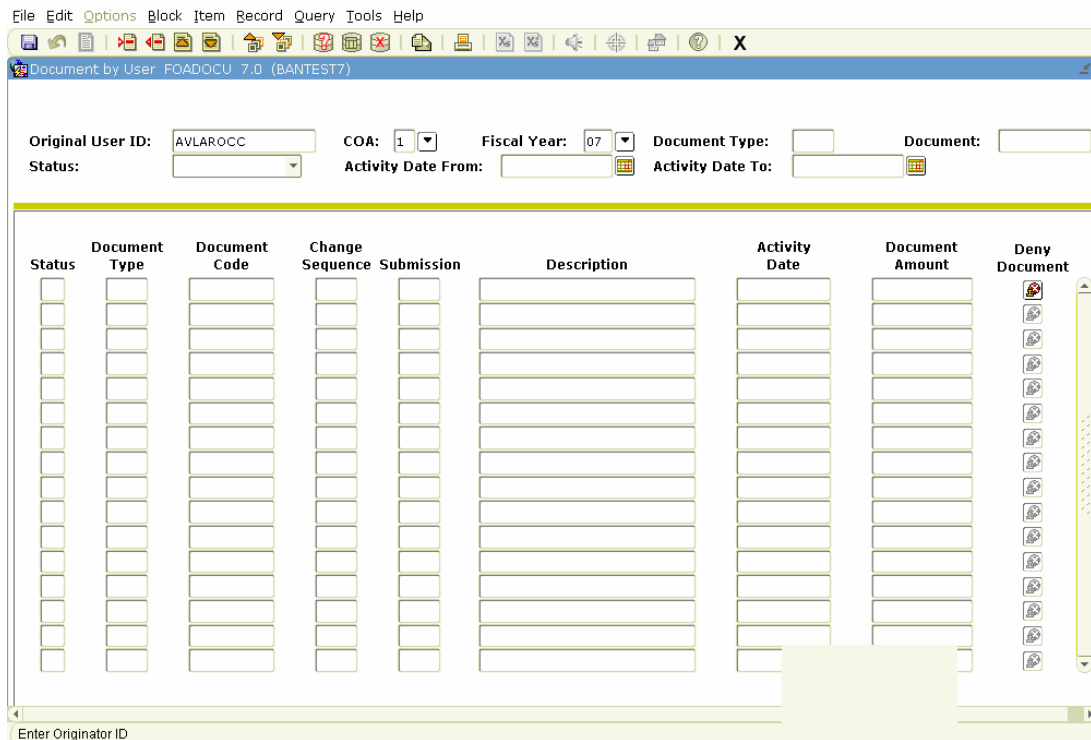
- Enter the Requisition Document Number to copy from and click  .
- A new Requisition is created with all of the information from the other requisition already filled in.
- Make any changes necessary and proceed as instructed above.




FOADOCU – Document By User Query

FOADOCU provides the user with the ability to query all documents created by a specific user. This form can be used to check for suspended requisitions. Information can be added to the keyblock to allow a query only for requisitions.

Using FOADOCU

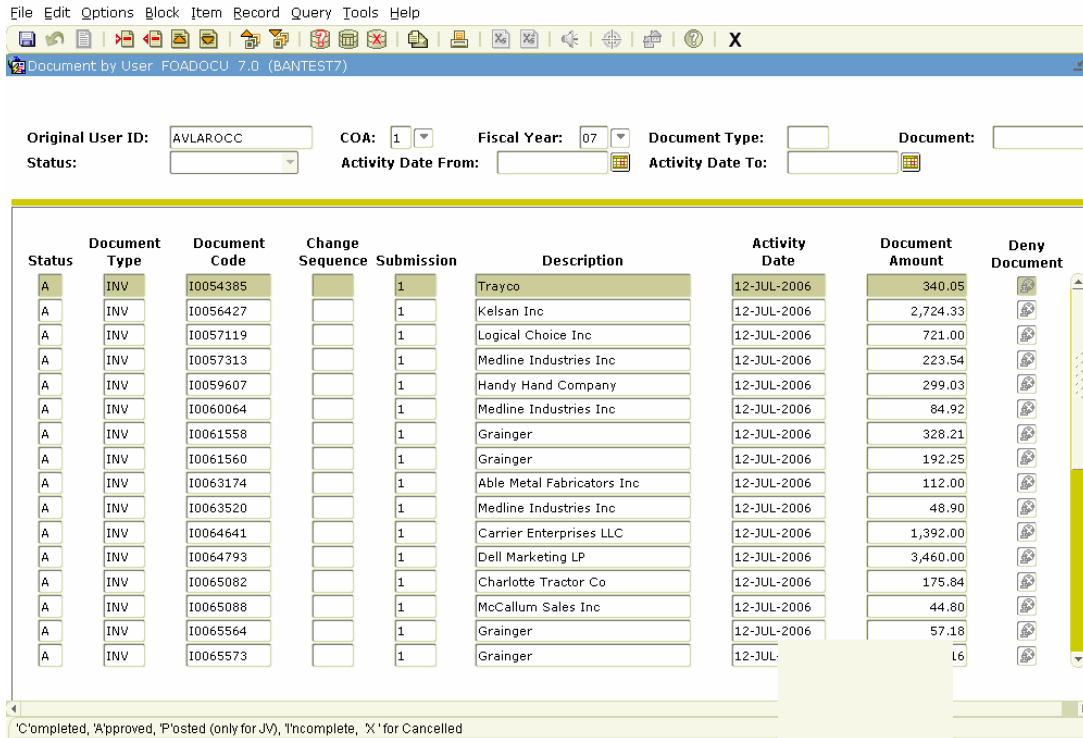
- Navigate to the Document By User Query form. From the Direct Access box, type in **FOADOCU** and press .
- The following form will display.



- The **Orig ID:** field will populate with the user ID of the person logged on to this Banner session. The name can be changed to another user ID of needed.
- To query for only requisitions, type **REQ** in **TYPE:** field.
- Click the **Status** drop down box to choose **Completed, Approved, Incomplete, or Cancelled.** No Status selected will return the documents for all of the above.
- **Next Block** (click  or press  + ) to move to bottom of form.

- The documents will be returned and in the **Sta** (Status) field codes will be displayed.

'C'ompleted, 'A'pproved, 'P'osted (only for JV), 'I'ncomplete, 'X' for Cancelled



File Edit Options Block Item Record Query Tools Help




Document by User: FOADOCU 7.0 (BANTEST7)




Original User ID: AVLAROCC COA: 1 Fiscal Year: 07 Document Type: Document:
 Status: Activity Date From: Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
A	INV	10054385		1	Trayco	12-JUL-2006	340.05	
A	INV	10056427		1	Kelsan Inc	12-JUL-2006	2,724.33	
A	INV	10057119		1	Logical Choice Inc	12-JUL-2006	721.00	
A	INV	10057313		1	Medline Industries Inc	12-JUL-2006	223.54	
A	INV	10059607		1	Handy Hand Company	12-JUL-2006	299.03	
A	INV	10060064		1	Medline Industries Inc	12-JUL-2006	84.92	
A	INV	10061558		1	Grainger	12-JUL-2006	328.21	
A	INV	10061560		1	Grainger	12-JUL-2006	192.25	
A	INV	10063174		1	Able Metal Fabricators Inc	12-JUL-2006	112.00	
A	INV	10063520		1	Medline Industries Inc	12-JUL-2006	48.90	
A	INV	10064641		1	Carrier Enterprises LLC	12-JUL-2006	1,392.00	
A	INV	10064793		1	Dell Marketing LP	12-JUL-2006	3,460.00	
A	INV	10065082		1	Charlotte Tractor Co	12-JUL-2006	175.84	
A	INV	10065088		1	McCallum Sales Inc	12-JUL-2006	44.80	
A	INV	10065564		1	Grainger	12-JUL-2006	57.18	
A	INV	10065573		1	Grainger	12-JUL-	16	

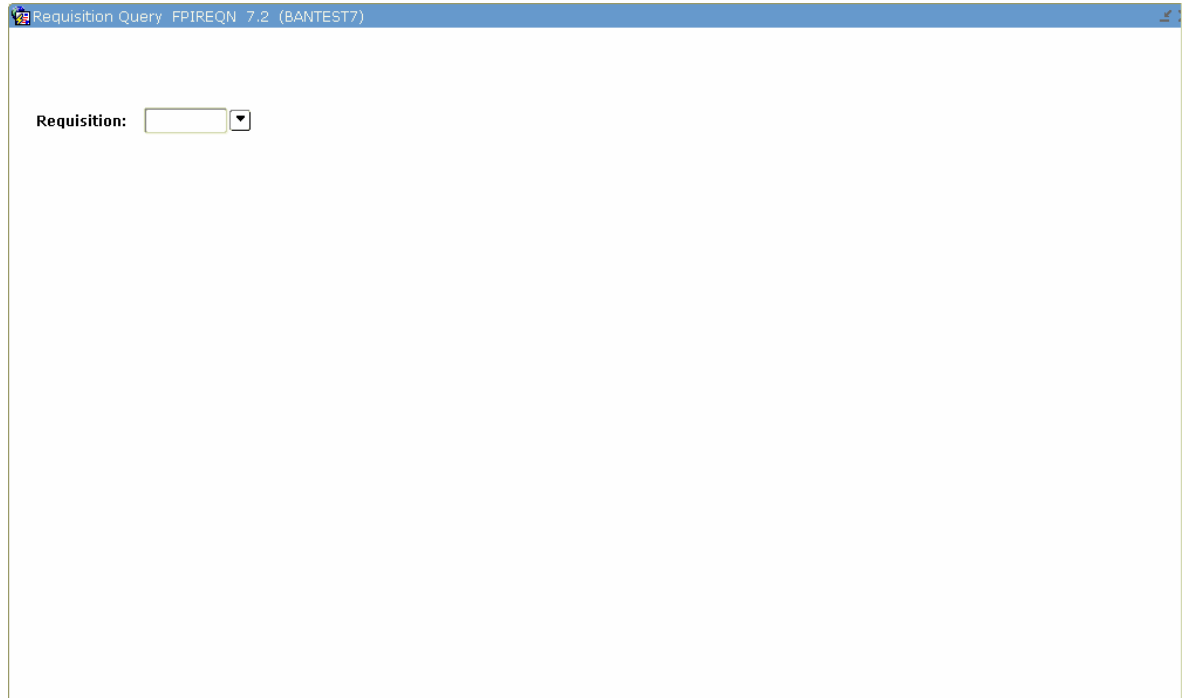
'C'ompleted, 'A'pproved, 'P'osted (only for JV), 'I'ncomplete, 'X' for Cancelled







- Click **Options** to choose **Query Document [by Type]**, or **Document History FOIDOC**.

- Next Block** (click  or press  + ) or the Options menu to review the full details for the Document.



- Click the Exit  toolbar button or press  +  to exit FOADOCU.

Query for Requisition Number (FPIRQST)



- To query for a Requisition number, access form **FPIREQN** or **FPAREQN**. Click Requisition  (Search) or press  to open **FPIRQST**. A list of all requisitions that have been created will be returned.
- Enter a query** (press  or click ) to clear form.
-  to **Requestor Name** and enter requisitioner's name.
-  to **Request Date** and enter the date the requisition was created. The date must be entered in the DD-MON-YYYY format.

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
<input type="text"/>	%Helms%	06-OCT-2006	<input type="checkbox"/>	<input type="text"/>
Organization	<input type="text"/>	Completed	Approved	
Vendor	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Origin		Reference Number
		<input type="text"/>		<input type="text"/>

- Execute Query** (press  or click ) to return all requisitions that match the name/date criteria.

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
<input type="text" value="R0702857"/>	<input type="text" value="Gale Helms"/>	<input type="text" value="06-OCT-2006"/>	<input type="text" value="P"/>	<input type="text" value="06-OCT-2006"/>
Organization		Completed	Approved	
<input type="text" value="11600"/> <input type="text" value="Controller"/>		<input type="text" value="Y"/>	<input type="text" value="Y"/>	
Vendor		Origin		Reference Number
<input type="text" value="800362142"/> <input type="text" value="CC Dickson Co"/>		<input type="text" value="BANNER"/>		<input type="text"/>

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
<input type="text" value="R0702858"/>	<input type="text" value="Gale Helms"/>	<input type="text" value="06-OCT-2006"/>	<input type="text" value="P"/>	<input type="text" value="06-OCT-2006"/>
Organization		Completed	Approved	
<input type="text" value="11600"/> <input type="text" value="Controller"/>		<input type="text" value="Y"/>	<input type="text" value="Y"/>	
Vendor		Origin		Reference Number
<input type="text"/>		<input type="text" value="BANNER"/>		<input type="text"/>

Request Number	Requestor Name	Request Date	Request Type	Deliver by Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization		Completed	Approved	
<input type="text"/> <input type="text"/>		<input type="text"/>	<input type="text"/>	
Vendor		Origin		Reference Number
<input type="text"/> <input type="text"/>		<input type="text"/>		<input type="text"/>