We recommend that you use INB (internet native banner) when completing your work for Purchasing and Receiving equipment or services. The Seven Screens you should be familiar with are:

- FPARREQN (enter a requisition)
- FPARCVD (enter receiving)
- FOIDOCH (document inquiry Req’s, PO’s Receiving, Invoices, Checks)
- FAIVNDH (Vendor History)
- FGIBDST/FGIBAVL (Budget Inquiry)
- FGIENCD (Encumbrance/PO Inquiry)
- FPIOPOV (Shows open PO’s for a specific vendor)

Two other screens that are useful and can be used directly or from the options tab on FGIBDST are:

- FGIOENC (open encumbrance screen)
- FGITRND (transaction detail)

These screens work off the fiscal year. It may be changed from addition history. In addition, self service banner can be used for comparison of two years and other reports.