Banner Finance End User Forms

We recommend that you use Banner when completing your work for Purchasing and Receiving equipment or services. The Seven Screens you should be familiar with are:

- **FPAREQN**: Enter a Requisition
- **FPARCV**: Enter Receiving
- **FOIDOCH**: Document Inquiry REQs, POs, Receiving, Invoices, Checks
- **FAIVNDH**: Vendor History
- **FGIBDST/FGIBAVL**: Budget Inquiry
- **FGIENC**: Encumbrance/PO History
- **FPIOPOV**: Show all POs for a specific vendor

Two other forms that are useful and can be used are:

- **FGIOENC**: Open Encumbrance screen
- **FGITRND**: Transaction Detail

These screens work off the fiscal year. They default to the current Fiscal Year, but you can change to see previous Fiscal Years. In addition, Self Service Banner can be used for comparison of two years and other reports.