
1“Where’s my copy of the PO?”

All Purchase Orders (PO’s) are paperless and entered into the Banner system. To view Purchase Order status online, set up the Banner channel in myCuesta and follow the instructions below.

Setting up the My Banner channel in myCuesta

Refer to the document, “Using the My Banner Channel”, located at http://www.cuesta.edu/deptinfo/elic/training_materials/Using_the_My_Banner_Channel.pdf.

Viewing information in Banner

To view detailed purchase order information:

1. Log into myCuesta and, from the My Banner channel, select **General Menu**.

The Banner General Menu will appear.

2. Enter form code: **FPIPURR** in the Go To field and press **[Enter]**.

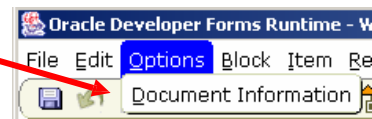
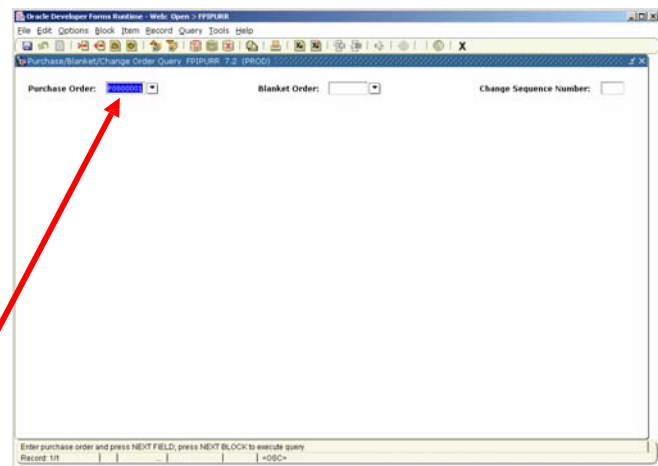
The Purchase/Blanket/Change Order Query form will appear.

3. Enter the purchase order number in the PO field.

4. Select **Options > Document Information** from the menu bar.

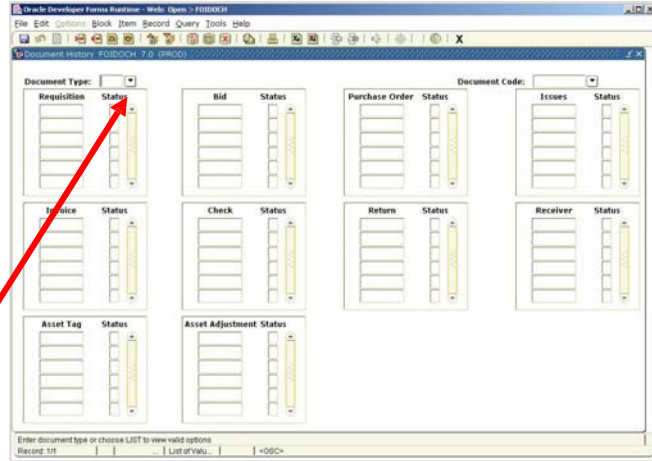
The first of five (5) detailed PO screens will appear.


5. Press the **Next Block**  or **Previous Block**  buttons to scroll through the five (5) detailed PO screens.
6. When finished, exit Banner.



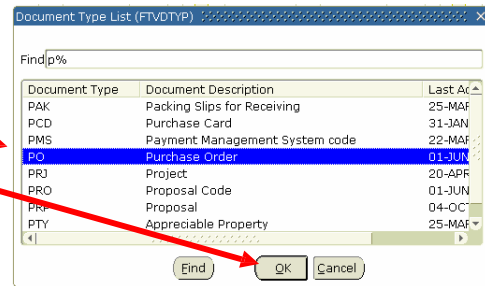
To view all order information:

1. Log into myCuesta and, from the My Banner channel, select **General Menu**.
The Banner General Menu will appear.
2. Enter form code: **FOIDDOCH** in the Go To field and press **[Enter]**.
The Document History form will appear.



3. Click the **Search** icon  by the Document Type field.
The Document Type List will appear.
4. Select the desired document type (i.e. PO) and then click the **OK** button.

NOTE: You may also type the code (i.e. PO) in the Document Type field and press **[Enter]**.



The code will appear in the Document Type field and the insertion point will be in the Document Code field.

5. Type the document number in the Document Code field.

6. Click the **Next Block** icon  (or press **[Ctrl]-[Page Down]**).

The document's information will appear in the appropriate field(s).

7. When finished, exit Banner.

