

“Where’s my copy of the PO?”

Effective July 1, 2007, all Purchase Orders (PO’s) will be paperless and entered into the new 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 requisition information:

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

The Banner General Menu will appear.

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

The Requisition Validation form will appear.

3. Enter a valid number in the Request Number field and press the **[F8]** key.

The requisition data will appear.

4. When finished, exit Banner.

- a. Press the **Exit X** button.

The General Menu will appear.

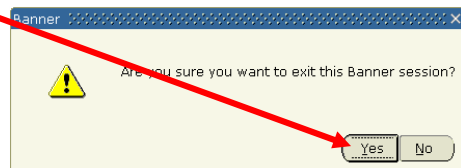
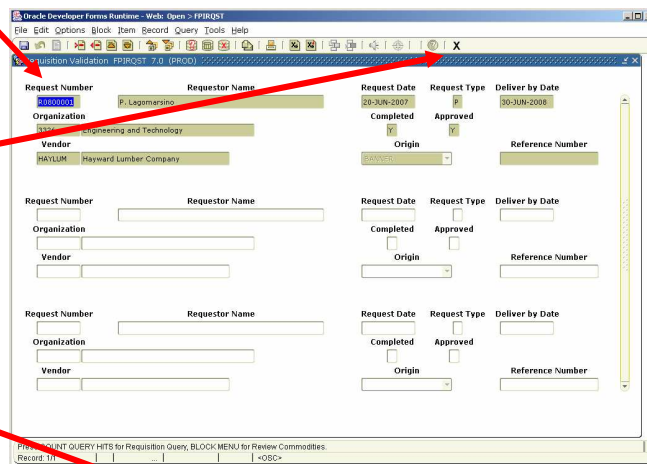
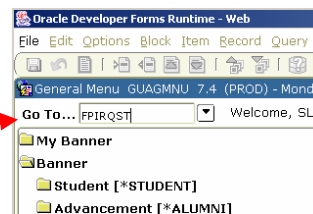
- b. Press the **Exit X** button again.

A confirmation screen will appear.



- c. Click the **Yes** button.

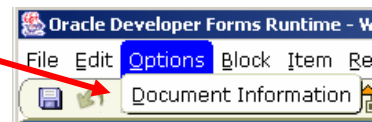
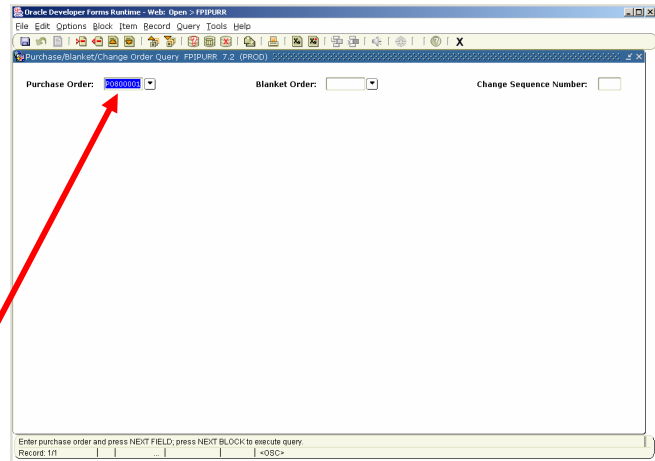
The myCuesta screen will appear.

- d. Click the “back to...” link in the upper left corner to return to the last tab viewed in myCuesta.




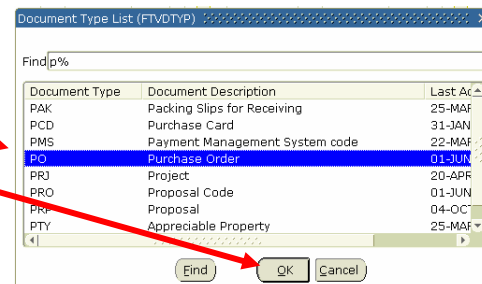
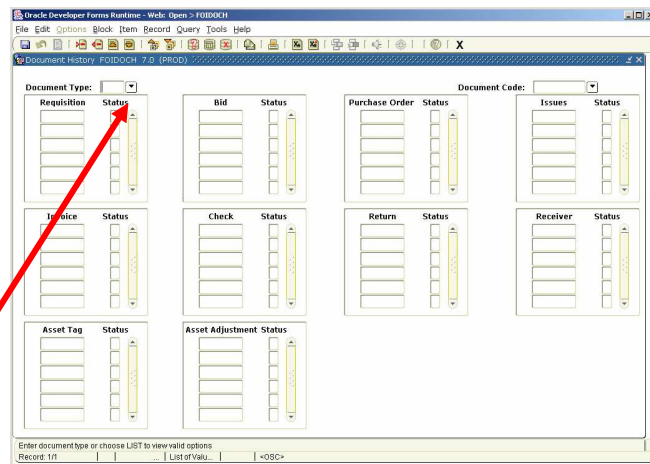
To view detailed purchase order information:

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.
(See step #4 in "To view requisition information" for details.)



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: **FOIDOCH** 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.

