

## **How to check the approval status of a requisition:**

Cardinal Financials>Reporting Tools>Query Manager>Search for 9\_1\_REQ\_Approval\_STATUS then click on HTML>enter Requisition ID number in field with the leading zeros>then click View Results

9_1_REQ_APPROVAL_STATUS	Req Approval Status - Amt & CF	Public
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The following information will display:

### **9\_1\_REQ\_APPROVAL\_STATUS - Req Approval Status - Amt & CF**

Req ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First  [1-2 of 2](#)  Last

	Req ID	Amount Approval (Manager)	ChartField Approval	Manager (Can Approve Amount)
1	0000040893	Approved	Approved	SAWYERJ
2	0000040893	Approved	Approved	TORRES

## **Below are 2 queries that you can use to track receipts and payments.**

9\_PO\_RECEIPTS

8\_9\_VOUCHERS\_BY\_PO