

## Approvers Section: Requisition Approval

As an approver, you will review requisitions that have been sent to you for approval and then either approve or reject the requisition based on your review. (The Requisitioner should let you know when a requisition is ready for your approval). An approved requisition will automatically be sent to Purchasing for Purchase Order creation. A rejected requisition will be sent back to the Requisitioner so that it can be modified and then resubmitted for your approval.

**Note:** Once a requisition is approved by you, it cannot be altered or cancelled. You will have to contact Purchasing to make any changes and/or cancel the requisition.

### Business System "Portal"

**System Status:**

Business Intelligence - ACTIVE.

Business System - ACTIVE.

## System Hours of Operation

Business System: 7 a.m. to 7 p.m., Monday through Thursday; 7 a.m. to 5 p.m. Friday

Business Intelligence: 8 a.m. to 7 p.m. every day including Saturday and Sunday except Friday 8 a.m. to 5 p.m.

### Requisitions, POs and Accounts Payable

- [System Sign-on](#)
- [Training Manual](#)
- [Personal Reimbursement Voucher \(PDF\)](#)
- Add a Vendor (email: [supplier-l@listserv.binghamton.edu](mailto:supplier-l@listserv.binghamton.edu))
- [Vendor Listing](#)
- Requisition Questions? email: [cnaccara@binghamton.edu](mailto:cnaccara@binghamton.edu); phone 7-2938
- [NYS Tax Exempt Letter \(PDF\)](#)(.PDF; 136kb)
- [Link to AP Website](#)
- [Link to Purchasing Website](#)

1. Log into the *Business System Portal* at: [www.binghamton.edu/business-office](http://www.binghamton.edu/business-office)
2. Scroll down the page to the **Requisitions, POs and Accounts Payable**.
3. Click **System Sign-on**.



## Faculty & Staff

### Employment Resources

- Human Resources
- Employment Opportunities
- SUNY Benefits
- **Employee Relations**
- SUNY Giving Campaign Form (txt) (pdf)\*
- Faculty & Staff PC Discount Program:  
Apple Dell

### SUNY Secure



Unauthorized use prohibited

4. Click **SUNY Secure Sign On**.
5. Select **Binghamton** campus and click **Login**.

## Central Authentication Service

Sign in with your Binghamton University PODS Computer Account

### PODS Login



**Username:**

**Password:**

**LOGIN**

[Forgot your password?](#)

Blackboard Guest Login  
QuikPAY - Authorized Payer

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

6. Input your **PODS Username** and **PODS Password**.
7. Click **Login**.

SUNY SECURE  
Employee Services Portal

Business Systems Applications | E-Business Services | Enrollment Management | Specialty Websites | More >>

[Finance & Management System](#)  
[Human Resource Systems](#)  
[IDL Inquiry Form](#)  
[SMRT - SUNY Management Resource Tool](#)

**Account Activity Quick View**

Account-Sub Account-Fiscal Year	Total Allocated	Total Expended	Total Encumbered	Balance
There are no accounts assigned at this time.				

\*ALL Fields are Required

Account:   Add  Delete   
 Sub- Account:

8. Click on **Finance & Management System**.

SUNY SECURE SUNY Financials

Workflow | Finance ▾ | Human Resources ▾ | HR Home

Welcome To SUNY Financials

1. On the **SUNY Financials** page, click **Workflow**.

## Workflow

The screenshot displays the Workflow application interface. On the left, there is a navigation menu with links for [Workflow](#), [Finance](#), [Human Resources - TEST](#), and [HR Home](#). The main content area features a table with the following columns: Campus, Type, Description, Last Action / Reason, Resource / Group, Originator, and Date Created. Five requisitions are listed, with the last one (Item Req # 021353) selected. Below the table, there are buttons for 'Check All' and 'Reset'. A summary line indicates 'Number of cases selected: 1'. Under 'Case pages', there are buttons for 'Work On...', 'Forward...', and 'Details...'. The 'Actions' section contains a 'Notes' text field and buttons for 'Approve', 'Reject', 'Cancel', and 'Return to Group'. At the bottom, there is a 'Show document types' dropdown menu set to 'Show All'.

Campus	Type	Description	Last Action / Reason	Resource / Group	Originator	Date Created	
<input type="checkbox"/>	28020	Req	Item Req # 021314		SDINGMAN	SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021313		SDINGMAN	SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021320		SDINGMAN	SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021298		SDINGMAN	SDINGMAN	JAN 22, 2015
<input checked="" type="checkbox"/>	28020	Req	Item Req # 021353		SDINGMAN	SDINGMAN	AUG 28, 2015

2. On the **Workflow** page, select the requisition you are going to approve.
3. Under **Case pages**, click **Work On** to review the requisition.  
**Note:** Please review the requisition before approving. Click on the **Summary** tab to view the Header, Item/Funding and Vendor Information. This ensures accuracy of account numbers, amounts and vendor information.
4. When you are done reviewing the requisition, click on **Workflow** in the upper left corner to return to the **Workflow** screen.
5. Under **Actions**, select either:
  - a. **Approve** to approve the requisition. This will send the requisition directly to Purchasing for Purchase Order creation.
  - b. **Reject** to send the requisition back to the Requisitioner. You can add notes in the **Notes** field to let the Requisitioner know why you are rejecting it.
6. The requisition will then disappear from your tasks list.