

Process:	System Access Request (SAR) & Workflow Administration		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	08/22/23

### **System Access Request (SAR):**

A System Access Request (SAR) modifies user access to university computer applications principally in Financials, Human Resource, and Student Information System (SIS). To modify your financial system access, please consult with your [department financial services liaison](#).

Financial system access impacts the following processes:

- Advance Alumni & Donor Database
- AM Coordinator (Per IT Director request)
- Billing
- Interdepartmental Entries
- Journal Entries
- Marketplace
- Non-student Accounts Receivable
- Purchase Requisitions
- Travel Approver administration
- Vouchers
- WRS payroll reports

### **Workflow Administration:**

Workflow administration coordinates the automatic routing of financial transactions for approval or review based on criteria-defined rules. These rules can be established for the entire unit, or a specific group within a unit, and control all transactions or a specific type of transaction. The approval-routing of some transactions are based upon the initiator's home department, such as travel and MarketPlace transactions.

Workflow administration includes email notifications for those who approve transactions, as well as updates to the individual's financial worklist. Please consult with your [department financial services liaison](#) if it becomes necessary to modify the routing of your financial transactions.

### **Additional References:**

System Access Request (SAR):  
<https://oit.ncsu.edu/sar>