

## FIN How-to: Sample Worklist <sup>[1]</sup>

A Worklist is a prioritized list of work items awaiting action by you, such as review or approval. It can be accessed from your Home page.

### Sample Worklist

The From/Date columns indicates who sent you something and when.

You can identify each worklist item as high, medium, or low priority, and you can sort your worklist in priority order.

Worklist Item					
From	Date From	Work Item	Worked By Activity	Priority	Link
Schubert-Martin, Vickie Lynn	08/18/2015	Approval Routing	Approval Workflow	1-High ▼	<a href="#">GL JournalApproval_2015-02-01.N</a> <a href="#">GL JournalApproval_1902-02-01.N</a> <a href="#">0 BUSINESS UNIT UCOLORADO</a> <a href="#">JOURNAL ID:0001095323</a> <a href="#">JOURNAL DATE:2015-08-14</a> <a href="#">BUSINESS UNIT LN:UCOLORADO</a> <a href="#">RDC:RA.0.A.</a>
Le, Vy Th	08/20/2015	Approval Routing	Approval Workflow	1-High ▼	<a href="#">GL JournalApproval_421</a> <a href="#">GL JournalApproval_1902-03-02.N</a> <a href="#">0 BUSINESS UNIT UCOLORADO</a> <a href="#">JOURNAL ID:0001095504</a> <a href="#">JOURNAL DATE:2015-08-20</a> <a href="#">BUSINESS UNIT LN:UCOLORADO</a> <a href="#">RDC:RA.0.A.</a>
Coming, Marilyn Marie	08/25/2015	Approval Routing	Approval Workflow	1-High ▼	<a href="#">GL JournalApproval_521</a> <a href="#">GL JournalApproval_1902-04-03.N</a> <a href="#">0 BUSINESS UNIT UCOLORADO</a> <a href="#">JOURNAL ID:0001095598</a> <a href="#">JOURNAL DATE:2015-08-25</a> <a href="#">BUSINESS UNIT LN:UCOLORADO</a> <a href="#">RDC:RA.0.A.</a>

The Work Item will indicate what type of action is needed by you, and the Worked By Activity indicates how the transaction was routed to you.

Selecting the link to a work item will take you to a detail view, where you can view attachments, or access a page to review or approve the transaction.

Have a question or feedback?

## Questions & Feedback <sup>[2]</sup>

Feedback or Question \*

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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**Source URL:** <https://www.cu.edu/controller/fin-how-sample-worklist>

### Links

[1] <https://www.cu.edu/controller/fin-how-sample-worklist> [2] <https://www.cu.edu/controller/forms/questions-feedback-0>