

## **Elevate: FIN Overview Learning Resources - Workflow** <sup>[1]</sup>

### **Notifications**

PeopleSoft FIN 9.2 allows the system to send email notifications via a defined workflow criteria, such as for journal entry approvals.

### **Worklists**

Worklists are prioritized lists of work items that are awaiting action by you.

- [How-To Video](#) <sup>[2]</sup>
- [Quick Reference Guide](#) <sup>[3]</sup>

### **Viewing Attachments from a Worklist**

As an approver, you can view attachments from a transaction on your Worklist.

- [How-To Video](#) <sup>[4]</sup>
- [Step by Step Guide](#) <sup>[5]</sup>

#### **Groups audience:**

Controller

#### **Right Sidebar:**

OUC - Elevate: FIN - Overview Learning Resources

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**Source URL:** <https://www.cu.edu/controller/elevate-fin-overview-learning-resources-workflow>

#### **Links**

[1] <https://www.cu.edu/controller/elevate-fin-overview-learning-resources-workflow>

[2] <https://www.cu.edu/controller/elevate-fin-92-how-worklists> [3] <https://www.cu.edu/node/73904>

[4] <https://www.cu.edu/controller/elevate-fin-92-how-viewing-attachments-worklist>

[5] <https://www.cu.edu/node/73905>