FIN How-to: Sample Worklist [1]

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 Ite...					P
From	Date From	Work Item	Worked By Activity	Priority	Link
Schubert-Martin,Vickie Lynn	08/18/2015	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 201, GLJournalApproval, 1902-02-01, N 0, BUSINESS_UNIT:UCOLO JOURNAL_ID:0001095323 JOURNAL_DATE:2015-08-14 BUSINESS_UNIT_LN:UCOLO RDC:RA,0,A,
Le, Vy Th	08/20/2015	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 421, GLJournalApproval, 1902-03-02, N 0, BUSINESS_UNIT:UCOLO JOURNAL_ID:0001095504 JOURNAL_DATE:2015-08-20 BUSINESS_UNIT_LN:UCOLO RDC:RA,0,A,
Coming, Marilyn Marie	08/25/2015	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 521, GLJournalApproval, 1902-04-03, N 0, BUSINESS_UNIT:UCOLO JOURNAL_ID:0001095598 JOURNAL_DATE:2015-__-25 BUSINESS_UNIT_LN_____LO RDC:RA,0,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 wor... item will take you to a det... view, where you can vie... attachments, or access a ... to review or approve th... transaction.

Have a question or feedback?

Questions & Feedback [2]

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

Controller

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