



VUMC users can view the utilization budget (includes breakdown of funds that have been planned, purchased, etc.). Follow the steps below to view the Check Book Report.

From the Workday Homepage:

1. Type **Capital Planning** into the **search bar** and press **enter** on your keyboard.
Note: Capital Planning will be found under **Tasks and Reports**.
2. Under **Check Book Report**, select **Click Here ->**.
3. A new window will appear to **Choose Check Book Filters**. Select the prompt icon to choose the **Fiscal Year (*)**.
Note: You can also choose the **Operating Entity** if you have it available, but it is not required.
4. Select **OK**.
5. On the Check Book Report, you can review the **Sum of Est. Amounts** and the **Budget Data**.
6. Select **Take me home** to return to the Capital Planning Task page.
Note: You can select **Reset Filters** to review the Check Book Report for another Fiscal Year.

capital planning **1**

Check Book Report

View utilization of budget (includes breakdown of funds that has been planned, purchased etc.)

Click Here -> **2**

Choose Check Book Filters

Fiscal Year * **3**

Operating Entity

OK **4** **Cancel**

Sum of Est. Amounts 5 items **5**

Capital Request Status	Sum of Est. Amount
Requested	\$0.00
Planned	\$0.00
Approved	\$355,559.00
In-progress	
Purchased	

Budget Data 3 items **5**

Field	Value
Allocated Budget for FY18 (Sum of allocated budget for the FY)	\$0.00
Committed Funds for FY18 (Sum of Est. Amounts of approved, in-progress, and purchased requests)	\$355,559.00
Budget Variance	(\$355,559.00)

Take me home **6**

Reset Filters

QUESTIONS?

Please email BusinessEducation@vumc.org.