

My Capital Requests

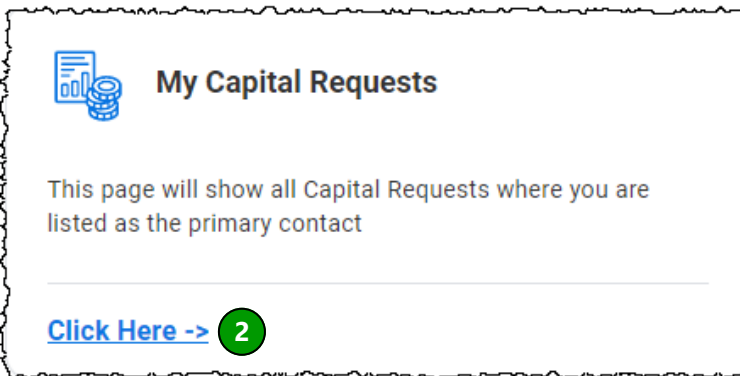
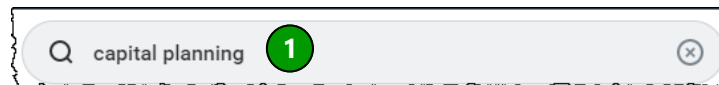
Capital Planning Step 1a



The My Capital Requests page lists all Capital Request assigned to you as the primary contact. Follow the steps below to review the Capital Requests that you have created in Workday.

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 **My Capital Requests**, select **Click Here** ->.
3. Under My Capital Requests, a table appears with all of the Capital Requests that you have created. On the right side of the table, you can to **View Capital Request**, or **Edit Capital Request**.
Note: The Capital Request status can be edited only when NOT listed as **Approved**, **In Progress**, or **Purchased**.
4. Select **Take me home** to return to the Capital Planning Task Page.



Capital Request ID Number	Capital Request Name	Fiscal Year	Operating Entity	Dept/PCC	Capital Request Status	Routine or Strategic	Intensity Factor	Classification	Total Capital Request Cost	View Capital Request	Edit Capital Request
1	CRM Plan (Capital Portion Only)	FY18	Vanderbilt University Adult Hospital-VUAH (OEVUJH)	Access Services	Requested	Routine	Emergency	Upgrade	\$196,341.00	View	Edit
3,004	ABC	FY24	Academic Cores and Contracts-VUAE (OEAcad_CC)	Anesthesiology	Requested	Routine	Non-Emergent	Upgrade	\$15,000	View	Edit
3,005	123	FY18	Academic Cores and Contracts-VUAE (OEAcad_CC)	Anesthesiology	Requested	Routine	Emergency	New	\$20,000	View	Edit

QUESTIONS?

Please email BusinessEducation@vumc.org.