Operating Entity Rankings

Capital Planning Step 2a

The Operating Entity Leaders at VUMC can rank Capital Requests from their respective Operating Entity. Follow the steps below to update the Operating Entity Rankings for Capital Requests 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 **Operating Entity Rankings**, select **Click Here ->**.

3. Use the prompt icon to apply filters for **Operating Entity.**

Note: Apply additional filters if necessary. Required filters are marked with a red asterisk (*).

4. Select **Apply Filters**.

5. After filters are applied, a list of Capital Requests appears. Select the items you wish to reorder using the checkboxes under **Rank+1** and **Rank-1** or input a numerical value under **New Entity Rank**.

6. Select **OK** to save the new rankings.

Q capital planning (1)

Operating Entity Rankings

Operating Entity leader can rank Capital Requests from their respective Operating Entity

Click Here -> (2)

Operating Entity Ranking | Capital Requests

Operating Entity * (3)

Fiscal Year

Modifier

PCC/Department

Intensity Factor

Apply Filters (4)

1 item

Exec/Leadership Rank	Operating Entity Rank	PCC Rank	New Entity Rank	Rank +1	Rank -1	Capital Request Name	Capital Request Description	Operating Entity
0	0	0	0	☐	☐	123	Academic Cores and Contracts-VUAE (OEAcad_CC)	

(5)

OK (6) Cancel

QUESTIONS?
Please email BusinessEducation@vumc.org.