PCC Rankings

Capital Planning Step 2b

Department/PCC leaders at VUMC can rank Capital Requests from their respective Department/PCC. Follow the steps below to update the PCC 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 **PCC Rankings**, select **Click Here ->.**

3. Use the prompt icon to apply filters for **Operating Entity** and **PCC/Department.**

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 will appear. Select the items you wish to reorder using the checkboxes under **Rank+1** and **Rank-1** or input a numerical ranking under **New PCC Rank**.

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

🔍 capital planning ① ⊗

PCC Rankings

Department/PCC leaders can rank Capital Requests from their respective Department/PCC

Click Here -> ②

PCC Ranking | Capital Requests

Operating Entity * ③

PCC/Department * ③

Intensity Factor

Routine/Strategic

Capital Request Name

Fiscal Year

Apply Filters ④

1 item

PCC Rank	New PCC Rank	Rank +1	Rank -1	Capital Request Name	Capital Request Description	Operating Entity	PCC/Dept
0	0	☐	☐	A	123 ⑤		

OK ⑥   **Cancel**

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