

FP&A - All Capital Requests

Capital Planning Step 4



The FP&A—All Capital Requests page shows all Capital Requests. The VUMC User can add details and pro forma to each Capital Request. The Master User can delete a Capital Request. Follow the steps below to review details of all Capital Requests in Workday.

From the Workday Homepage:

1. Type **Capital Planning** into the **search bar** and press **enter** on your keyboard.

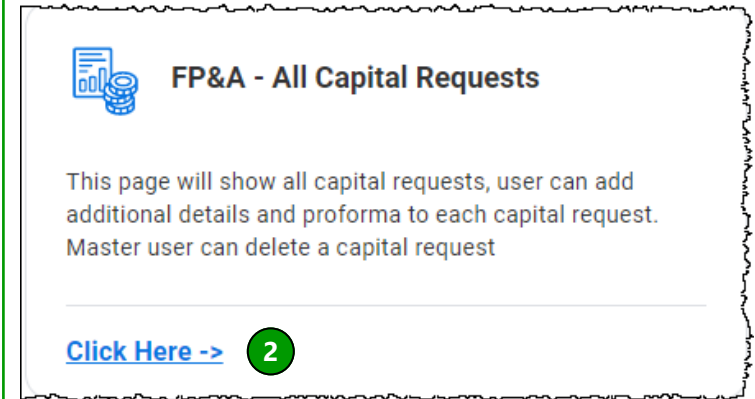
Note: Capital Planning will be found under **Tasks and Reports**.

2. Under **FP&A - All Capital Requests**, select **Click Here ->**.

3. Under **FP&A - All Capital Requests**, a table appears with all existing Capital Requests. On the right side of the table, you can **View Capital Request**, **Edit Capital Request**, **Edit Additional Details**, **Edit Proforma**, **View Proforma**, or **Delete Capital Request**.

Note: The user's role determines what options are visible. Only Master Users access the **Delete Capital Request** column. Only FP&A and Master Users can access the **Edit Capital Request**, **Edit Proforma**, and **View Proforma** columns.

4. Select **Take me home** to return to the Capital Planning Task page.



FP&A - All Capital Requests			
Take me home 4			
All Capital Requests 12 items			
Capital Request ID Number	Capital Request Name	Area	Operating Entity
1	CRM Plan (Capital Portion Only)	Clinical Enterprise	Vanderbilt University Adult Hospital-VUAH (OEVUH)
252	CONVERSION,*H * MONITOR, FETAL (8 EACH)	Clinical Enterprise	Vanderbilt University Adult Hospital-VUAH (OEVUH)
1,190	CONVERSION,*H * ULTRASOUND SYSTEM, POC, SonoSite CVICU	Clinical Enterprise	Vanderbilt University Adult Hospital-VUAH (OEVUH)

Project ID	Cost Center	View Capital Request	Edit Capital Request	Additional Details	Edit Proforma	View Proforma	Delete Capital Request
123	CC1548	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
1091		<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
80		<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

QUESTIONS?

Please email BusinessEducation@vumc.org.