

Leadership Rankings

Capital Planning Step 5



Under Leadership Rankings, the Leadership/Executive Team at VUMC can rank Capital Requests across all entities and departments. Follow the steps below to update the Leadership 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 **Leadership Rankings**, select **Click Here ->**.

3. Use the prompt icon to apply filters for **Fiscal Year**.

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**.

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

Q capital planning **1**

Leadership Rankings

Leadership/Executive Team can rank Capital Requests across all entities and departments

[Click Here ->](#) **2**

Exec/Leadership Ranking | Capital Requests

Org Area

Capital Request Status

/Strategic

PCC/Department

Fiscal Year * **3**

Apply Filters **4**

11 items

Exec/Leadership Rank	Operating Entity Rank	PCC Rank	New leadership Rank	Rank +1	Rank -1	Capital Request Name
103	0	11	103	<input type="checkbox"/>	<input type="checkbox"/>	CONVERSION_*H * ULTRASOUND SYSTEM, POC, Sonosite CVICU 5
105	0	22	105	<input type="checkbox"/>	<input type="checkbox"/>	CONVERSION_*H * PURCHASED - Blood Bank Jewett High Performance Plasma Freezer

OK **6** Cancel

QUESTIONS?

Please email BusinessEducation@vumc.org.