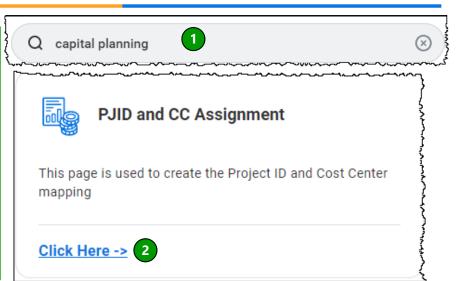# PJID and CC Assignment

Capital Planning Step 6a

The PJID and CC Assignment page is used to create the Project ID (PJID) and Cost Centers (CC) mapping. Follow the steps below to review the PJID and CC Assignments.
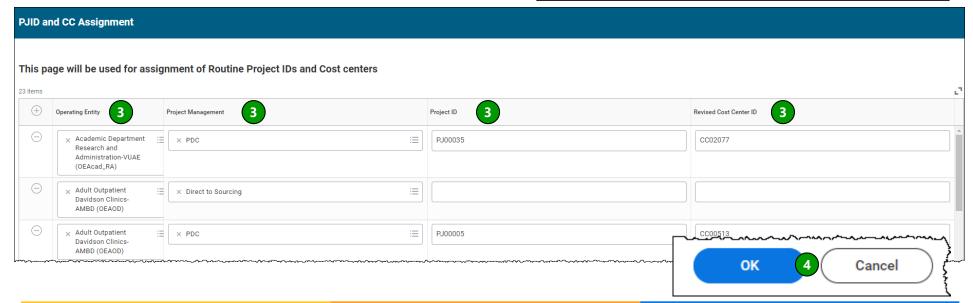
From the Workday Homepage:

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 **PJID and CC Assignment**, select **Click Here ->.**

3. A table appears that for assignment of Routine Project IDs and Cost Centers. The information for **Operating Entity**, **Project Management**, **Project ID***, and **Revised Cost Center ID** can be edited by selecting the **prompt icon** in each field.

4. Select **OK** to save the table.

***Note:** Grant requisitions must use PJ00150

🔍 capital planning (1) ⊗

PJID and CC Assignment

This page is used to create the Project ID and Cost Center mapping

Click Here -> (2)

PJID and CC Assignment

This page will be used for assignment of Routine Project IDs and Cost centers

23 items

Operating Entity (3)	Project Management (3)	Project ID (3)	Revised Cost Center ID (3)
× Academic Department Research and Administration-VUAE (OEAcad_RA)	× PDC	PJ00035	CC02077
× Adult Outpatient Davidson Clinics-AMBD (OEAOD)	× Direct to Sourcing		
× Adult Outpatient Davidson Clinics-AMBD (OEAOD)	× PDC	PJ00005	CC00513

OK (4) **Cancel**

QUESTIONS?
Please email BusinessEducation@vumc.org.