

# Budget Allocation

## Capital Planning Step 7



The Budget Allocation page is used to set the allocated budget amount per entity that is used for Routine Requests. Follow the steps below to review the Budget Allocation page.

### 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 **Budget Allocation**, select **Click Here ->**.
3. Use the prompt icon to select the **Fiscal Year** for the Budget Allocation you wish to view.
4. A table will appear with your chosen FY's Budget Allocations, including the **Operating Entity** and **Allocation Amount** for each item. You can edit the **Allocation Amount** by typing in the field.
5. Select **OK** to save the table.

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**Budget Allocation**

This page is used to set the allocated budget amount per entity that is used for routine requests

[Click Here ->](#) 2

Fiscal Year \*

Search 3

Budget Allocations 29 items

Operating Entity	Allocation Amount
Academic Cores and Contracts-VUAE (OEAcad_CC)	51523 <span>4</span>
Academic Department Education-VUAE (OEAcad_Edu)	4542

OK 5 Cancel

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).