

## **Budget Allocation**



## **Capital Planning Step 7**

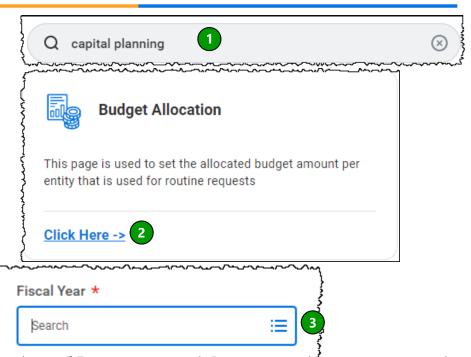
The Budget Allocation page is used to set the allocated budget amount per entity that is used for Routine Requests. Follow the steps below to review the Budget Allocation page.

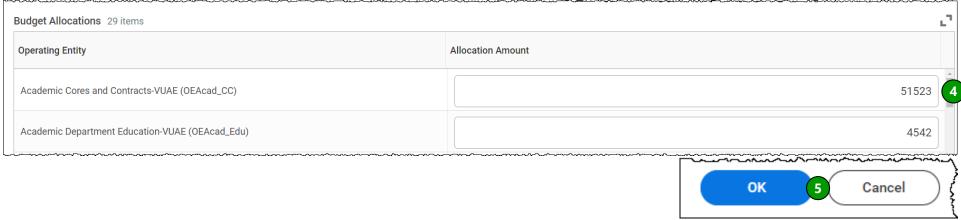
## From the Workday Homepage:

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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