

Allocation Rankings

Capital Planning Step 8



At VUMC, the Operating Entity Leader can rank routine Capital Requests from their respective Operating Entity against the allocated budget. Follow the steps below to update the Allocation 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 **Allocation Rankings**, select **Click Here ->**.
3. Use the prompt icon to apply filters for **Operating Entity** and **Fiscal Year**.
Note: Apply additional filters if necessary. The required filters are marked with a red asterisk (*).
4. Select **Apply Filters**.
5. After filters are applied, a list of Capital Requests will appear. Select the items you wish to reorder using the checkboxes under **Rank+1** and **Rank-1**. You can also update the rankings using the **Update Entity Ranking** fields by inputting the numerical ranking of an item.
6. Select **OK** to save the new rankings.

Operating Entity Rank	PCC Rank	Update Entity Ranking	Rank +1	Rank -1	Capital Request
0	11	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONVERSION SYSTEM, PC
0	12	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONVERSION EACH

QUESTIONS?

Please email BusinessEducation@vumc.org.