

Operating Entity Approval

Capital Planning Step 9



The Operating Entity Approval page is used to grant the final approval for Capital Request purchases from Operating Entity Leader at VUMC. Follow the steps below to complete the Operating Entity Approval process.

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 **Operating Entity Approval**, select **Click Here ->**.

3. A new window will appear. Use the prompt icon to apply filters for **Operating Entity**.

Note: Operating Entity will default if the user doesn't belong to OEMCA. Apply additional filters if necessary. The required filters are marked with a red asterisk (*).

4. Select **OK**.

Note: You can use the **Reset Filters** icon to choose new filters or the **Take me home** button to return to the Capital Planning homepage.

5. Use the **Approve** column to approve **Operating Entity Capital Requests**.

6. A **Warning** window will appear. You can add an optional comment to this approval. Select **OK**.

The screenshot shows a search bar with 'capital planning' entered. Below the search bar, a result for 'Operating Entity Approval' is displayed with a 'Click Here ->' link. To the right, a modal window titled 'Apply Filters | Operating Entity Approval' is open, showing various filter fields: 'Operating Entity *', 'PCC/Department', 'Capital Request Name', 'Fiscal Year', 'Intensity Factor', 'Routine/Strategic', and 'Modifier'. Each field has a dropdown menu icon. At the bottom of the modal are 'OK' and 'Cancel' buttons.

~ Take me home
Reset Filters

Operating Entity
Vanderbilt University Adult Hospital-VUAH (OEVUH)

4 Items

	PCC/Dept	Fiscal Year	Capital Request ID	Capital Request Status	Routine/Strategic	Modifier	Intensity Factor	Classification	Construction Cost	Equipment & Furniture Cost	IT Cost	All Other Costs (A&E, Contingency)	Total Capital Request Cost	Approve
Vanderbilt University Adult Hospital-	Pathology, Microbiology, Immunology (Lab)	FY24	67	Planned	Routine		Non-Emergent	New	0	2,500,000	0	0	2,500,000	Approve

Warning

Approve capital request **RESEARCH EQUIPMENT** for entity 'Vanderbilt University Adult Hospital-VUAH (OEVUH)?

Notification Message

OK Cancel

QUESTIONS?

Please email BusinessEducation@vumc.org.