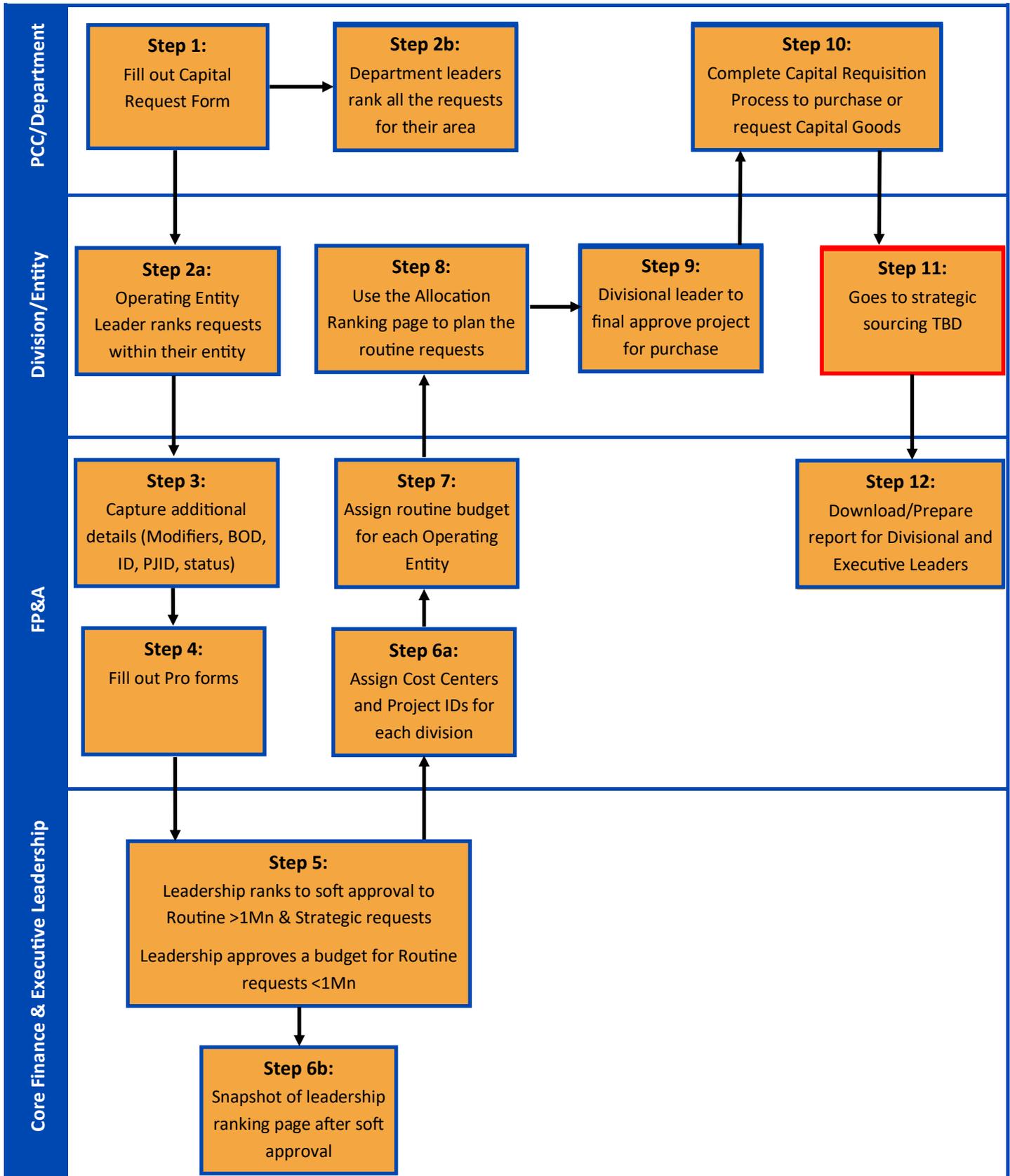# Capital Planning Flow Chart

Below is the flow chart for the Capital Planning process at VUMC. Please note the sections in blue on the left side of the table to recognize your specific role in this process and the tools you will have access to in Workday.

PCC/Department

Step 1: Fill out Capital Request Form

Step 2b: Department leaders rank all the requests for their area

Step 10: Complete Capital Requisition Process to purchase or request Capital Goods

Division/Entity

Step 2a: Operating Entity Leader ranks requests within their entity

Step 8: Use the Allocation Ranking page to plan the routine requests

Step 9: Divisional leader to final approve project for purchase

Step 11: Goes to strategic sourcing TBD

FP&A

Step 3: Capture additional details (Modifiers, BOD, ID, PJID, status)

Step 7: Assign routine budget for each Operating Entity

Step 12: Download/Prepare report for Divisional and Executive Leaders

Step 4: Fill out Pro forms

Step 6a: Assign Cost Centers and Project IDs for each division

Core Finance & Executive Leadership

Step 5: Leadership ranks to soft approval to Routine >1Mn & Strategic requests

Leadership approves a budget for Routine requests <1Mn

Step 6b: Snapshot of leadership ranking page after soft approval

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Capital Planning

The table below includes information about all of the tools under Capital Planning. Depending on your specific role at VUMC, not all items may be visible. Go to the **Resources Tab** of this course to view the specific processes for each section.

Step	Section Title	Audience/Description
1	Capital Request Form	User can access this page to create a new Capital Request.
1a	My Capital Requests	Shows all Capital Requests where you are listed as the primary contact.
2a	Operating Entity Rankings	Operating Entity Leader can rank Capital Requests from the respective Operating Entity.
2b	PCC Rankings	Department/PCC leader can rank Capital Requests from their respective Department/PCC.
3	Organization Mapping	Used for establishing mapping between Org Area, Entity, Department, and Responsible FP&A Person.
4	FP&A—All Capital Requests	Shows all capital requests. User can add additional details and pro forma to each capital request. Master user can delete a capital request.
5	Leadership Rankings	Leadership Team can rank Capital Requests across all entities and departments.
6a	PJID and CC Assignment	Used to create the Project ID and Cost Center Mapping.
6b	Create Snapshot	Create snapshots of the current data to refer to at a later point of time.
6b	View Snapshot	View the saved version of the snapshots that have been created.
6b	Review Snapshots	View and/or delete saved snapshots.
7	Budget Allocation	Used to set the allocated budget amount per entity that is used for Routine Requests.
8	Allocation Rankings	Operating Entity leader can rank routine Capital Requests from their respective Operating Entity against allocated budget.
9	Operating Entity Approval	Used to grant the final approval for Capital Request purchases from the Operating Entity leader.
10	Capital Requisition	Used to create Capital Requisitions in Workday.
12	Check Book Report	View utilization of budget (includes breakdown of funds that has been planned, purchased, etc.).

QUESTIONS?

Please email BusinessEducation@vumc.org.

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