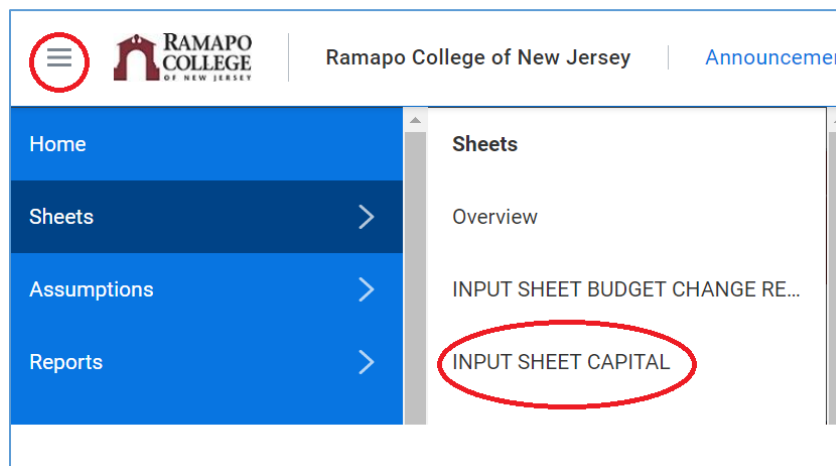


Entering a Capital Request for the Next Fiscal Year

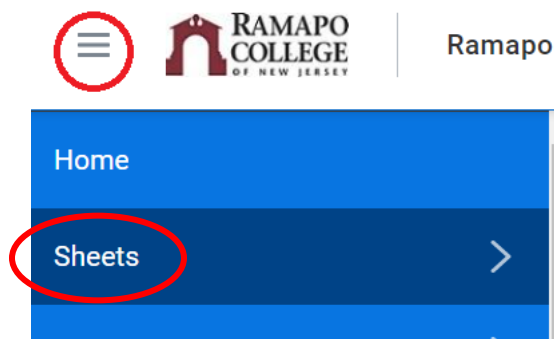
To enter requests into Adaptive, you will need access to edit sheets. Some Adaptive seats are unable to edit sheets, so your Adaptive settings will have to be temporarily changed for the requests to be entered. If you cannot edit the sheet, please contact Chris Tredici (ctredic1@ramapo.edu) to have your access changed.

In addition to submitting the request via Adaptive, units are required to submit a capital request proposal for each request. The template for the proposal can be found [here](#) (Excel format). Note: only the first tab needs to be filled out. Please send the completed proposal via email to budget@ramapo.edu as an Excel attachment (do not send a Google Sheet link).

1. Click on the Global Navigation Icon. Highlight Sheets, choose "INPUT SHEET CAPITAL".



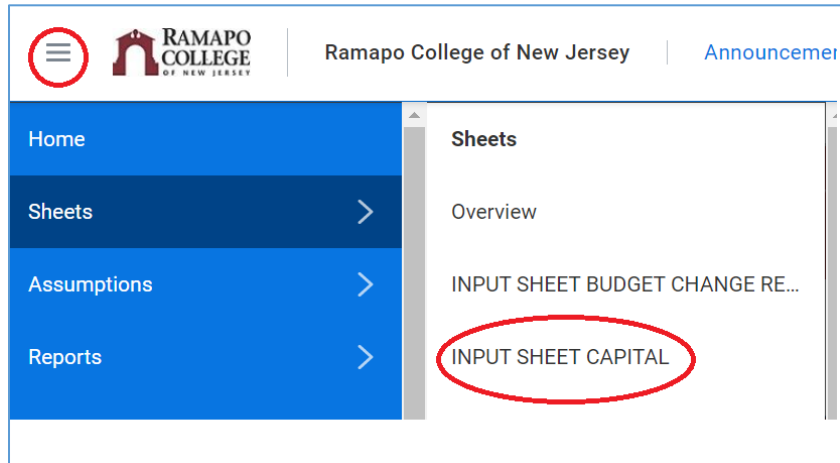
- If you do not see the sheet, it may be because of the version you have selected. Click on the word "SHEETS" to go to the Sheets Overview.



- On the top right of your screen, change the version to Revised Budget 2023.



- From the navigation menu, select Sheets again and the Input sheet should appear



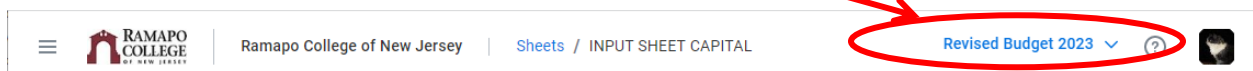
Sample Input Sheet

The screenshot shows the Sample Input Sheet interface. The 'Revised Budget 2023' version is selected, and the '73001 Budget Office' level is selected. The table shows a total of 0 for the amount requested.

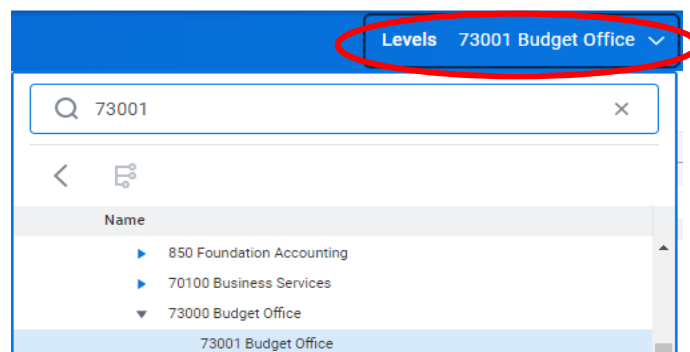
#	CORE	REQUESTING FU...	REQUESTING PROGR...	AMOUNT REQUES...	PROJECT TITLE	LOCATION	DESCRIPTION OF RE...
1	Total			0			

Showing rows 0 of 0.

2. Once in the sheet, make sure you are in the version "Revised Budget 2023".



3. In the top right corner on the blue toolbar, click the "Levels" drop down arrow, which will reveal a search bar and menu.



4. Type the Organization/Level code, press enter, and select it from the list.

Revised Budget 2023 ?

Levels 70 Fiscal Health Core (FHC) ?

ST

<

Name	Path
73001 Budget Office	Ramapo College > 70 Fiscal Health Core ...

5. On the toolbar, click the Add Row icon.



6. Fill in **ALL** fields with the appropriate data and click Save when finished. **Note: PLEASE DO NOT SELECT A ROLLUP LEVEL/FUND.** For example, “Operating” is not an exact fund and should not be selected. “73000” is a rollup to a series of org codes and should not be selected. Please select the exact fund and org codes of the FOAP in which the capital budget should be allocated, if approved.

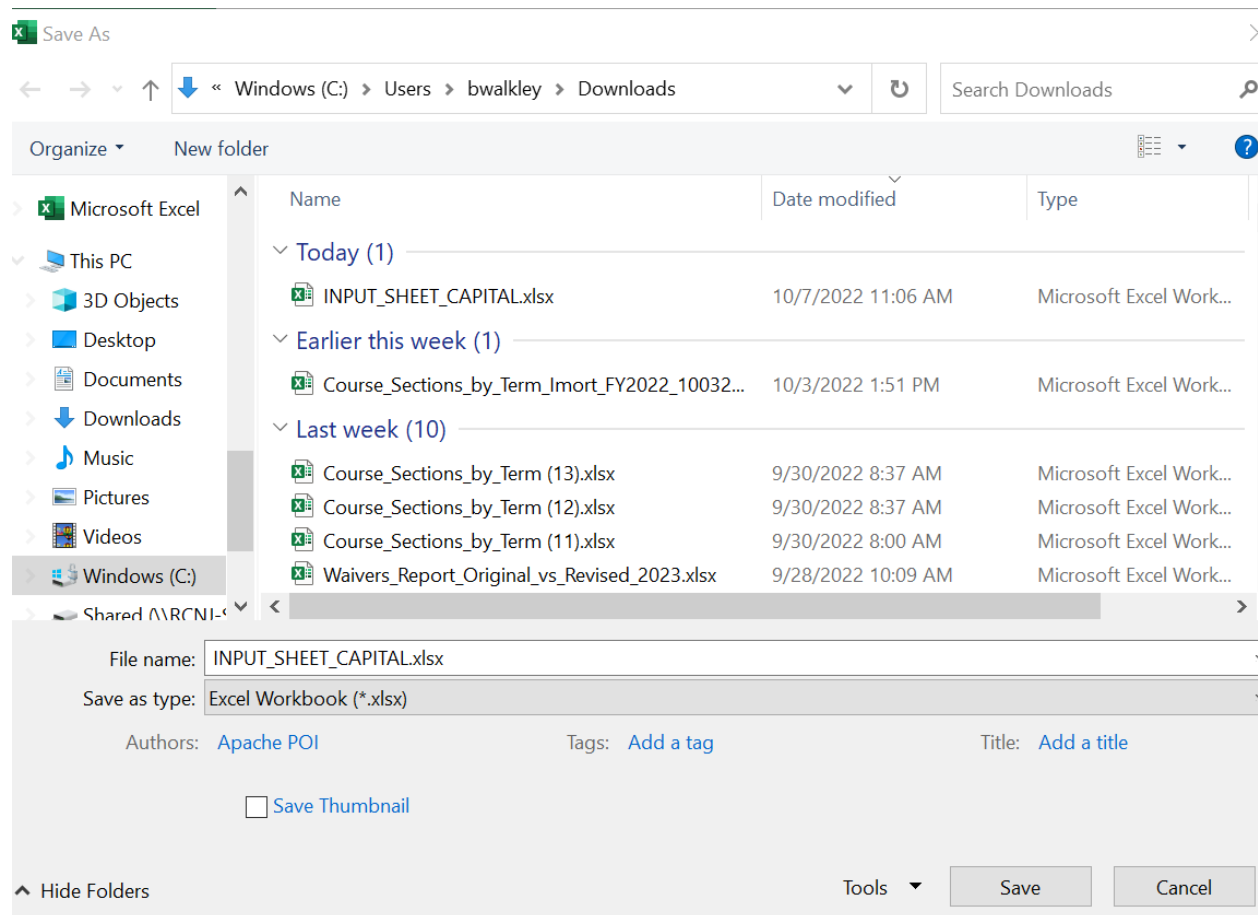


Exporting To Excel

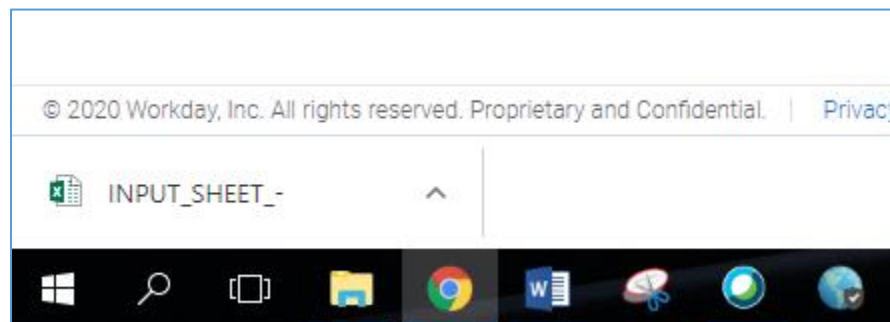
To keep a record of the FY24 Capital Requests from the input sheet in Adaptive, simply click the download button on the toolbar.



Depending on the browser you are using, you may be asked to open or save the file.



- If you are using Chrome, the file may have already downloaded, and you can view it by clicking on the notification on the bottom left corner of your screen.



Should you have any questions or need additional assistance, please contact Beth Walkley at bwalkley@ramapo.edu.