



# Adaptive Planning User Guide

**June 7, 2023**

## Table of Contents

Adaptive Planning – Background .....	2
Technical Requirements.....	2
Logging into Adaptive Planning .....	3
User Security – Roles and Levels .....	5
Dashboards.....	6
Navigating Dashboards .....	8
Locating Home Dashboard.....	8
Budget Office Links.....	8
Accessing Reports .....	9
Viewing Reports.....	9
Reports Toolbar .....	11
Unit Reports .....	14
Budget vs Actual Over 4 Years .....	14
Unit History .....	15
Unit Report YTD Operating.....	15
Viewing the FY23 Budget in Adaptive.....	15
Viewing Transaction Detail .....	17
Viewing Banner screens FGIBDST, FGIBAVL, and FGITBSR.....	21
FGIBDST – Drilling into Transactions.....	24
Budget Requests.....	26
Capital Requests report.....	26
Budget Change Requests report .....	26
SPIF Requests report .....	26
Help & Contacts .....	27

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## Adaptive Planning – Background

Adaptive is a comprehensive, web-based budgeting and planning tool, which allows for more efficient reporting and streamlines the annual budget process for all units. The same Funds, Organizations (called Levels in Adaptive), Accounts, and Programs located in Banner are used in Adaptive.

With Adaptive, you will be able to oversee and manage your Unit’s budgeted and actual expenditures, find data such as detailed and summary reports detailing the following:

- changes between the current fiscal year and the last fiscal year
- approval of Budget Change/Capital/SPIF requests approved and distributed
- budget, actual expense, and encumbrance transactions
- budget availability (as of 6:30 am every morning, the scheduled time at which Adaptive syncs with Banner)

Unless otherwise noted, Banner will still be used to enter requisitions, view PO balances at a glance, process journal entries, etc.

## Technical Requirements

Adaptive Planning supports the following browsers and platforms:

Browser and Platform Support			
	Windows	Mac	Mobile
	Windows 8, 8.1, 10	OS X 10.11 and higher	
Internet Explorer	11	n/a	Microsoft Surface Pro 4
Edge	Latest Version	n/a	Microsoft Surface Pro 4
FireFox	Latest Version	Latest Version	n/a
	Latest ESR*	Latest ESR*	
Chrome	Latest Version	Latest Version	Samsung Galaxy S2
Safari	n/a	Latest Version	iPad Pro

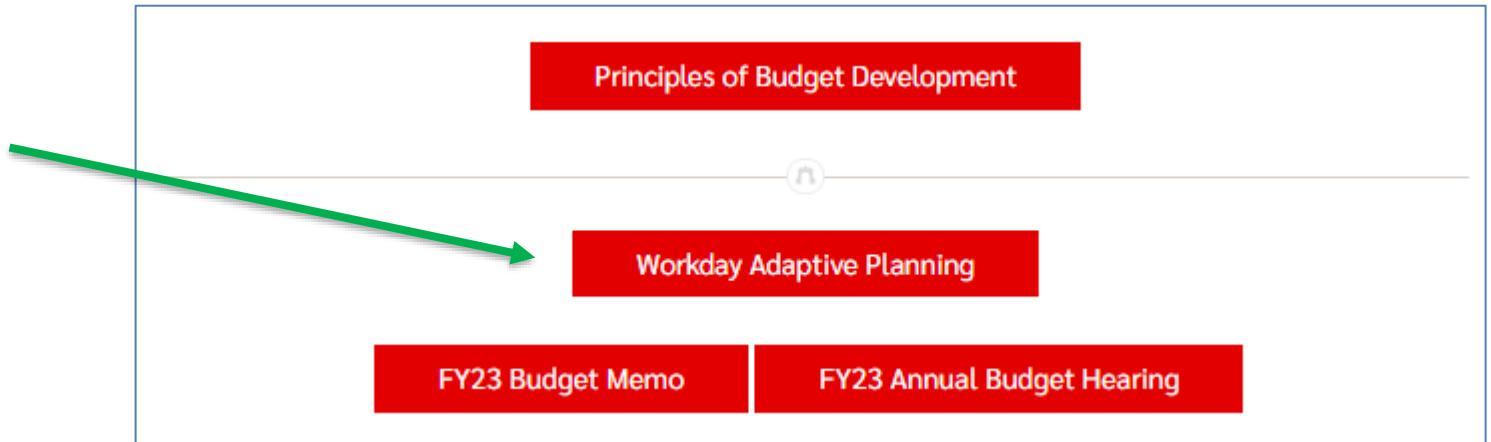
### Tablet Supported Pages:

- Only the following pages are supported on tablets: Home, Welcome, Sheets, Assumptions, Report Viewer, Dashboards, Consolidations, Processes, Workflow, Model Overview, Integration Task, and Integration Task Detail.

Call Ramapo **ITS** Support at Ext. 7777 for issues with Internet browsers; **do not** call Adaptive or the Budget Office.

## Logging into Adaptive Planning

1. Go to <https://login.adaptiveinsights.com/app> OR to the Budget Office webpage at [www.ramapo.edu/budget](http://www.ramapo.edu/budget) and click on the “Workday Adaptive Planning” button.



Log in with your Ramapo email address and password. If this is the first time logging in, the password to your login is the first half of your email address (without @ramapo.edu).

Example: Username: budget@ramapo.edu  
Password: budget

- If a user has forgotten their password, please contact Chris Tredici at [ctredic1@ramapo.edu](mailto:ctredic1@ramapo.edu) to reset the password. **NOTE: Do not click on the “Forgot your password?” link.**

2. Once you log in, you will be directed to reset your password. Simply fill in the textboxes under the “Password” section. Your old password is the first half of your email address (without @ramapo.edu). Enter your new password of preference in the “New password” textbox, and again in the “Verify new password” textbox.

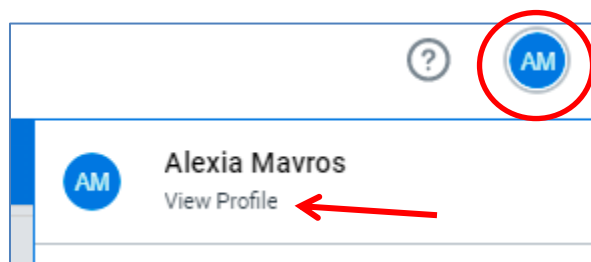
Password

Old password:

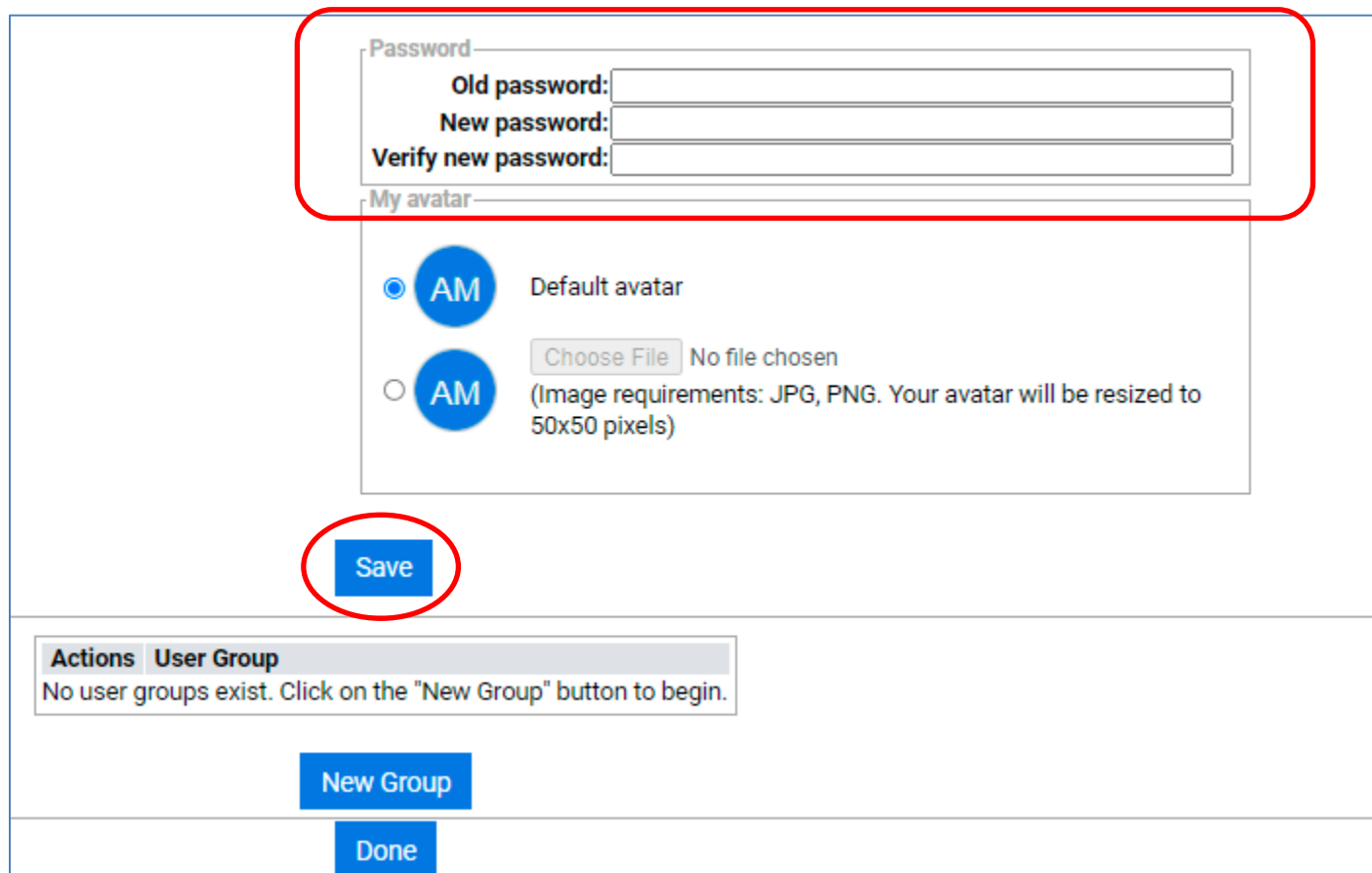
New password:

Verify new password:

- To change a password after logging in, go to the upper right corner of the home page. Click on your icon and select View Profile.



At the top right of your screen, enter the old password, a new password, and then verify the new password. Click save at the bottom of the page.



A screenshot of a password change form. The 'Password' section is highlighted with a red box and contains three input fields: 'Old password:', 'New password:', and 'Verify new password:'. Below this is the 'My avatar' section, which has two radio button options: 'Default avatar' (selected) and 'Choose File' (with 'No file chosen' text). A note below the 'Choose File' option states: '(Image requirements: JPG, PNG. Your avatar will be resized to 50x50 pixels)'. A blue 'Save' button is circled in red below the avatar section. At the bottom of the form, there is a 'User Group' section with a message: 'No user groups exist. Click on the "New Group" button to begin.' Below this message are two buttons: 'New Group' and 'Done'.

## User Security – Roles and Levels

Each user is assigned both a Role and a Level or a series of Levels, depending on how many units the user is managing. Due to a limited number of seats, each unit can only have a maximum of two users.

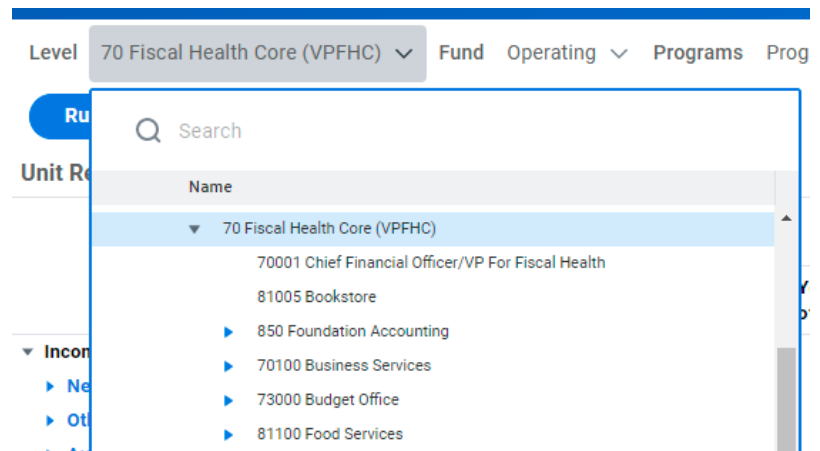
**Seat Types** enable a user to perform certain functions such as entering data in sheets or accessing reports.

- **Contributor Seat:** users can enter and save data on planning sheets (budgets, forecasts, workforce plans or other models); and create, view and share web-based reports, access OfficeConnect, create, view, and share dashboards
- **View Seat:** users can view planning sheets (budgets, forecasts, workforce plans); view reports; create and save personal reports, view dashboards, drill down from reports

**Levels** (also known as “orgs” or “organizations” in Banner, and the “O” in “FOAP”) provide access to data for the appropriate areas of the College. Some users may have access to more than one Level.

- Access to reports is granted by Level.
- If a user tries to drill into data they normally do not have access to, the system will not allow a user to drill any further and will display an error message or show no data.
- Access cannot be granted by folder, nor can reports be assigned to an individual user.

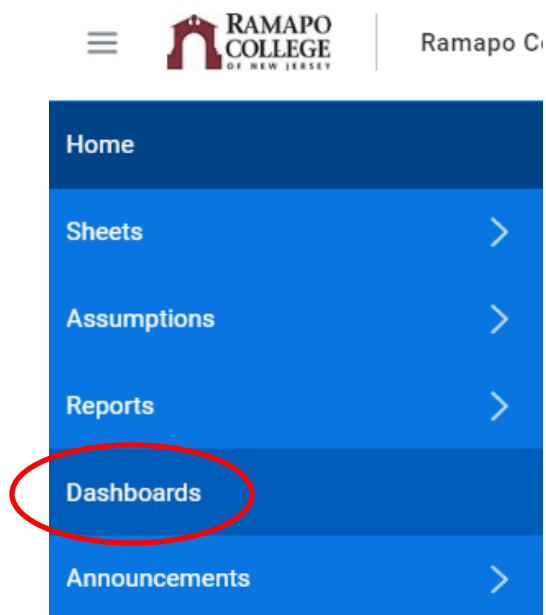
**Users will only see those Levels that they have been given access to in the drop-down selectors in reports.**



## Dashboards

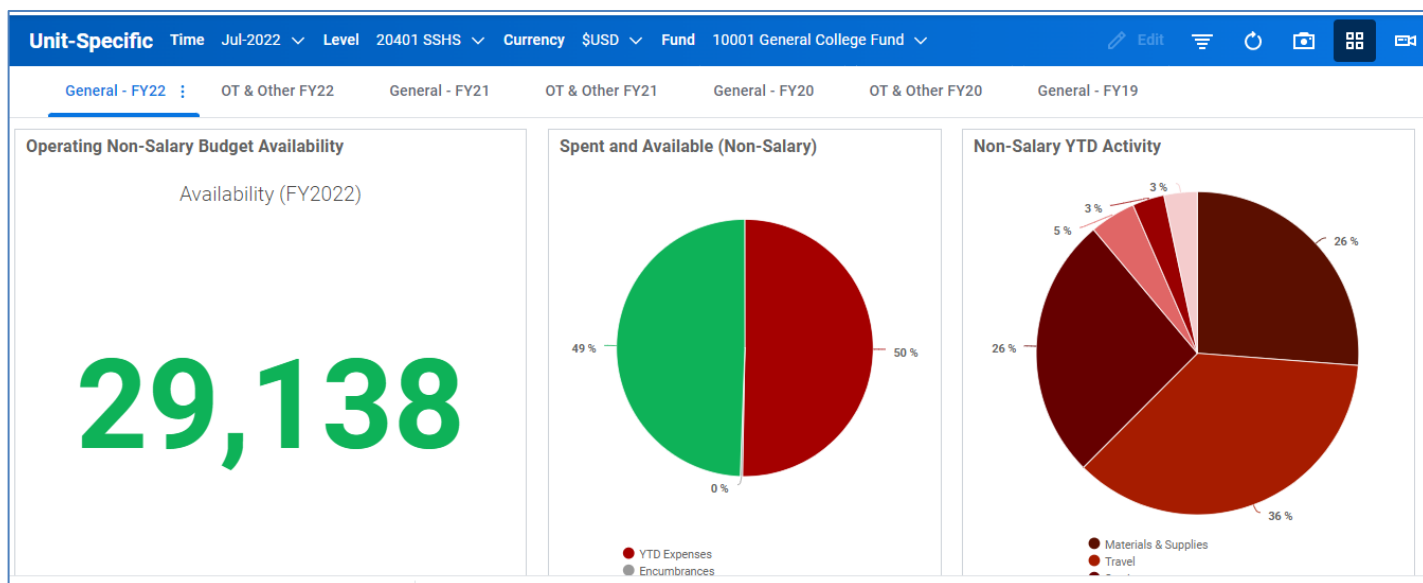
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Dashboards are available to all users and can be accessed from the navigation menu (Ramapo College icon, top left corner) at any time.



All dashboards are categorized and grouped within certain perspectives based on the nature or purpose of it. For example, all Deans have access to the Dean perspective. This perspective reflects general financial information for which Deans are responsible to review on a timely basis.

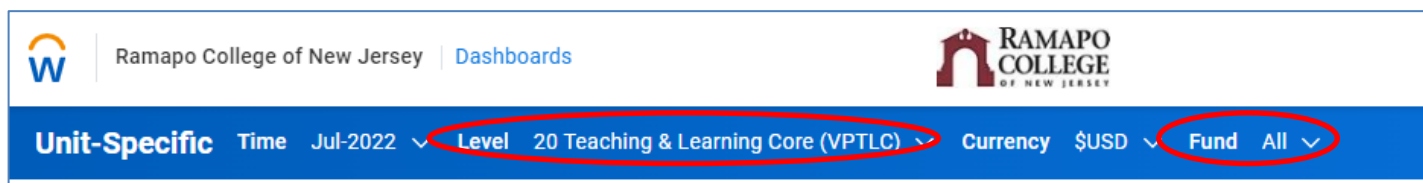
The main perspective that is available to all users is the Unit Specific perspective. It shows availability, budget vs. actual, and any outstanding budget requests with their available balances. This particular perspective provides more of a visual in correspondence to the reports created for transactions and forecasting.



To access the Unit Specific perspective:

1. Go to Dashboards and click Shared.
2. You may have to scroll Down to view the Unit Specific perspective

Once the perspective loads, be sure to enter the correct level and fund combination based on the FOAP of your unit. Also be sure the level selected is not a rollup level (org/fund code ending in a 0, with few exceptions). The example below reflects a rollup view of the dashboard.



To fix, click on the drop down menu for both the org and the fund to make a selection.



For more information on Dashboards and how to view them, please contact the Budget Office at [budget@ramapo.edu](mailto:budget@ramapo.edu).



## Navigating Dashboards

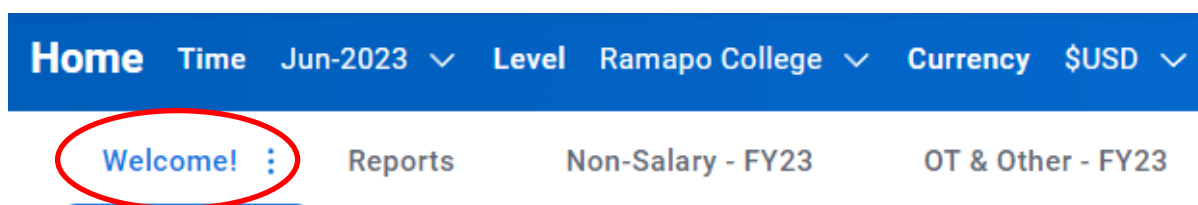
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### Locating Home Dashboard

- Click on the Ramapo College icon in the top left corner.



- Click on the desired page.



### Budget Office Links

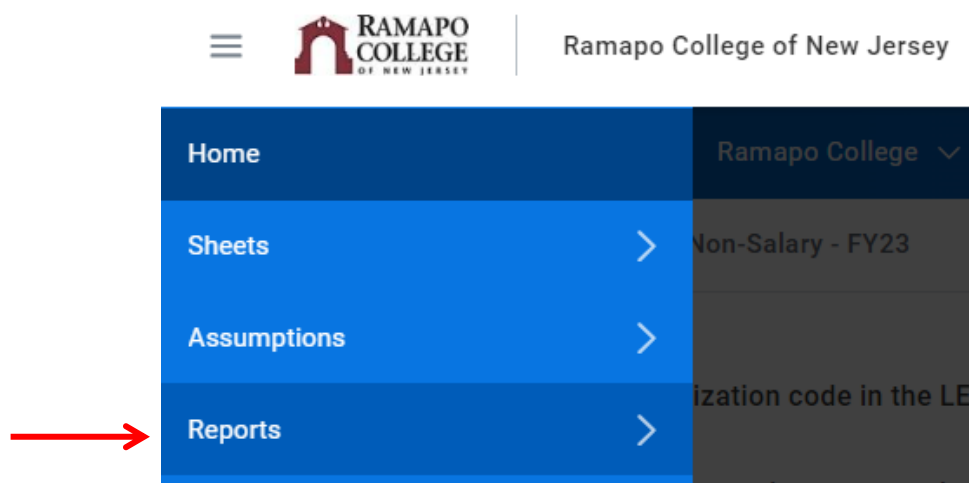
The Home Dashboard contains links to [the Budget Office files](#) including the Budget Office Homepage, Adaptive Planning/Banner Finance Resources, Account Codes, RCNJ Fringe Rates, Adaptive User Manual, the Budget Calendar, and much more. The Budget Office also has an intranet site which hosts all budget training and instructional videos pertaining to the annual budget process and Adaptive.

## Accessing Reports

- Click on the Ramapo College icon in the top left corner.



- From the navigation menu, click on Reports.

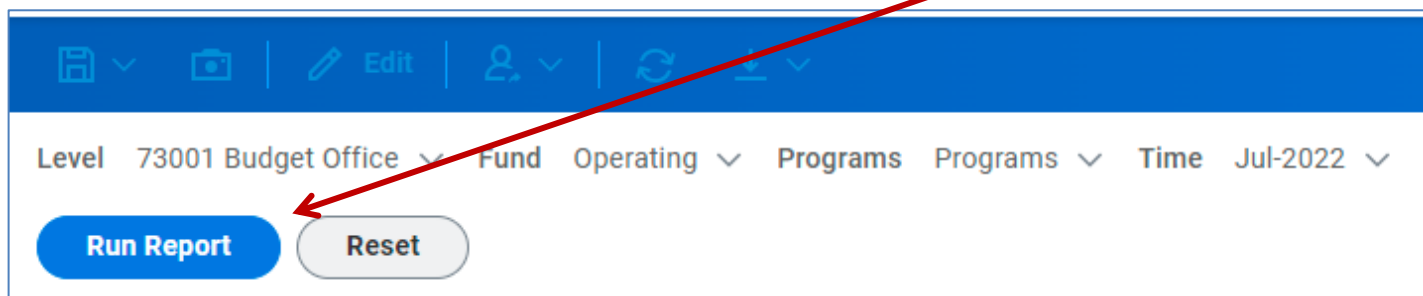


## Viewing Reports

To view more than one report simultaneously, there are two options:

- Hold down the CTRL key and click on “Reports” next to the Navigation Icon. A new tab to the Reports page will open. From there, you may open a new report without affecting the old one.
- Click & Hold the “Reports” link next to the Navigation Icon. Keep holding and drag the link to the top of the browser to open a new tab. Open a report in the new tab.

**NOTE:** If you adjust the parameters of the report, be sure to click “Run Report” in order to refresh the report.



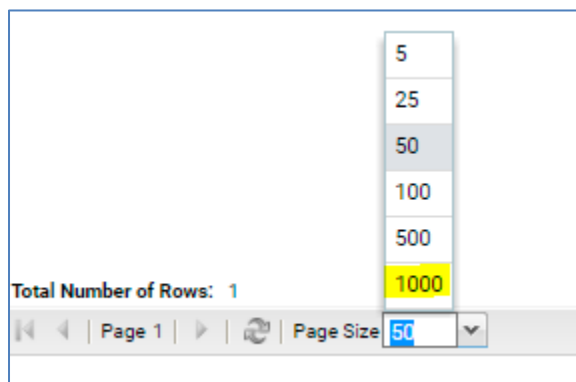
Some reports may have **Rollups**, or consolidations of multiple accounts. To view details of Rollups:

- Click on the blue arrow next to the Rollup to see a breakdown of the Rollup.
- Click on the gray arrow next to the Rollup to see only the total of that account category.
  - a. **NOTE:** Rollups can be broken down more than once

<ul style="list-style-type: none"> <li>▼ Non-Salary Expenditures           <ul style="list-style-type: none"> <li>▶ 70A1 Non-Salary Pool</li> <li>▶ 70A2 Materials And Supplies</li> <li>▶ 70A3 Fuel And Utilities</li> <li>▶ 70A4 Travel</li> <li>▶ 70A5 Services</li> <li>▶ 70A6 Dues Membrships &amp; Subscriptions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▼ Non-Salary Expenditures           <ul style="list-style-type: none"> <li>▶ 70A1 Non-Salary Pool</li> <li>▼ 70A2 Materials And Supplies               <ul style="list-style-type: none"> <li>7011 Office Supplies</li> <li>7014 Copier Charge</li> <li>7016 Medical Supplies</li> <li>7019 Signage</li> <li>7022 Supplies &amp; Materials</li> </ul> </li> </ul> </li> </ul>
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Some reports may have a **page size drop down menu** at the bottom. Change the size to 1000 to ensure all data is shown in the report. After clicking on a page size, the report should automatically reload and should show the total number of rows.

**NOTE:** All reports default to a page size of 50 rows. This is to reduce load time and congestion within the system. The default setting cannot be changed.

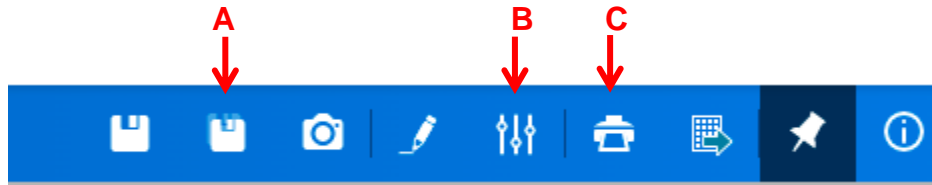


To return to the reports folder, click on “Reports” next to the Navigation Icon. To return to the main reports page, go to the navigation menu and select “Reports”.

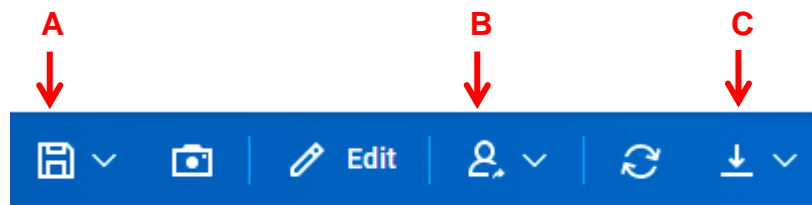
## Reports Toolbar

At the top right of each report is a set of icons and buttons to help breakdown reports. The picture below displays the buttons discussed in this section, in order from left to right.

### Transaction Report:



### Other reports:



#### A. Save As

- Used to save reports as personal reports.
1. Filter the report to your preference using user-defined parameters (level/org, fund selection) or the Filter button (discussed next in this section).
  2. Click on the Save As icon
  3. In the Save Report pop up window, name the new report to your preference. Then, click on the radio button next to “Sharing” labelled “Personal Report.” Click Save.

Save Report
✕

**Name\***

**Description** [Add description](#)

**Default output**

**Sharing**  Personal report  Shared report

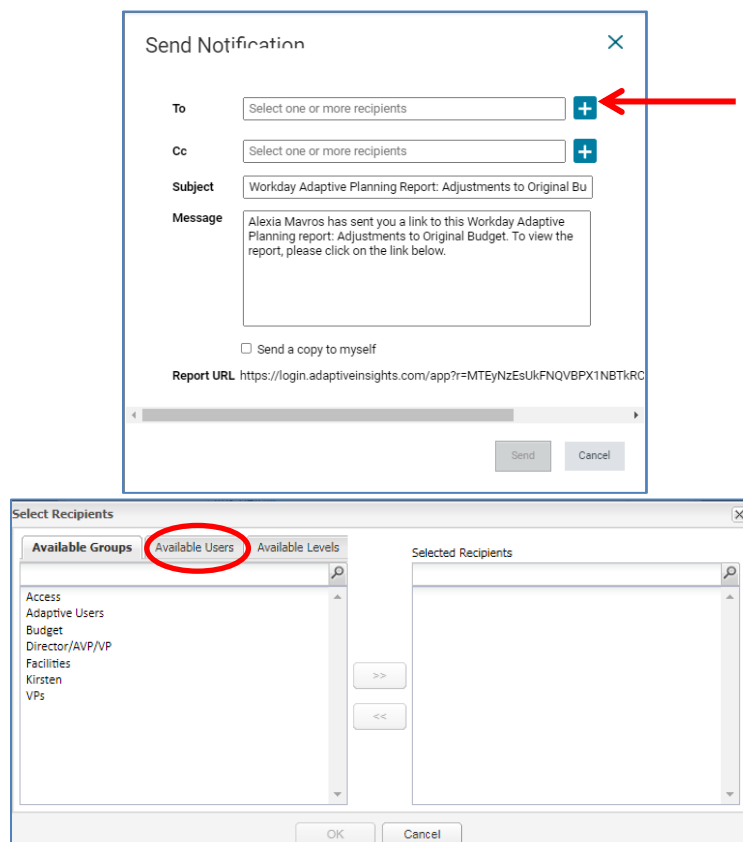
**Save in**

**NOTE:** If a user leaves a filtered report, the filter will be lost when the user goes back to the report. Save Reports in Personal Folders by selecting the “Save As” icon to keep filters for later use of the report (see next section regarding the Reports Toolbar). Be sure not save over the original report. Should this happen, please contact [budget@ramapo.edu](mailto:budget@ramapo.edu) for assistance.

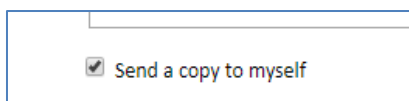
## B. Email Report

You may also email reports to other Adaptive users. **NOTE:** To share Adaptive Reports, the email recipient must be an Adaptive User and will only view data they have access to, no matter what the report is filtered to.

1. Open the desired Shared Report (any report not saved as a personal report).
2. Click on the Share Report icon. Then, click on the plus sign next to the “To” textbox to select a contact or contacts. Click on the “Available Users” tab. **NOTE: DO NOT MAKE A SELECTION FROM THE AVAILABLE GROUPS TAB.** You may also change the body and subject of the email if you wish. Double-click on a user from the list, then click “OK”.



3. Be sure to check the box to send a copy of the email to yourself. This is because the email is not connected to your Ramapo Gmail account, and will not be recorded in your sent mailbox.

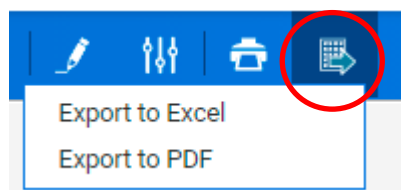


4. Click send.

The recipient will receive an email from [no-reply@adaptiveinsights.com](mailto:no-reply@adaptiveinsights.com). If the recipient cannot locate the email, please ask that they check their Spam or Junk folder. Should you have any questions or concerns, please contact Chris Tredici at [ctredic1@ramapo.edu](mailto:ctredic1@ramapo.edu).

### C. Printable View & Download Report

- Both used to export reports to Excel. **Download Report** can also export to a PDF file:
1. Filter a report to the correct Level/Org. Be sure to press the play button to refresh the report. Open all account rollups by clicking the expand (+) button next to each. Once the report is in Excel, the option to expand roll-ups is not possible.
  2. Either click on the printer icon or the arrow for the export icon. If a user clicks the Download Report button, select “Download to Excel” or “Download to PDF”. Please be advised that exporting to PDF has limited formatting and will only export in Portrait orientation. For this reason, Excel is the recommended format.



3. Choose a location to save the Excel or PDF file and click save. Open the file. **NOTE:** Every browser works differently, so saving options may vary. The report may also open automatically.
4. The Excel file will display the report uploaded from Adaptive.
  - a. **NOTE:** To see a breakdown of Rollups in Excel, Rollups must be broken down in Adaptive before the export. Once the report is uploaded to Excel, hiding or revealing Rollups is not possible.

## Unit Reports

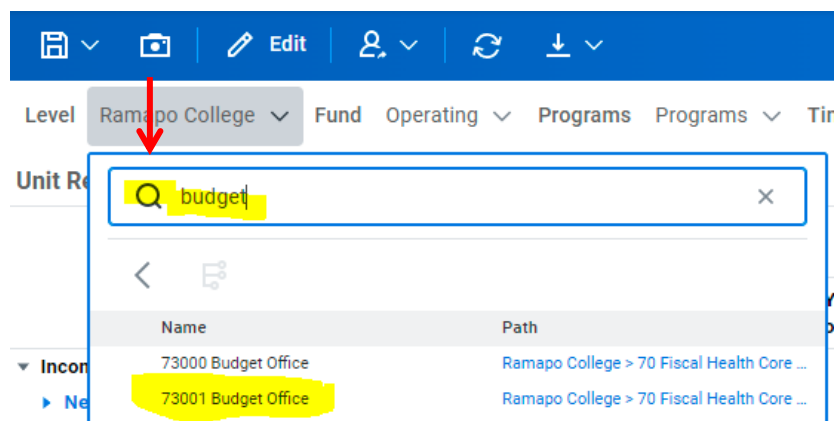
Report data provides information based on the Level access assigned to each user. After going to the reports page, click on “Reports” under the Unit Reports folder to view reports such as:

- A. Budget vs Actual Over 4 Years
- B. Unit History Operating or Unit History All Funds
- C. Unit Report YTD Operating or Unit Report YTD All Funds

1. Go to Reports.
2. Go to Shared Reports>Unit Reports.

Almost every report can be filtered by Fund, Level/Org, or Program. Search accordingly (as used in Banner). (Ex: Budget Office = 73001)

- o Be sure to click “Run Report” to refresh the report



## Budget vs Actual Over 4 Years

- Displays Original Budget in comparison to the Actual Budget for current and previous years
- Filter by Level/Org or Program

	FY2020				FY2021				FY2022				FY2023			
	Original Budget 2020	Actuals	\$ Variance	% of Budget	Original Budget 2021	Actuals YTD	\$ Variance	% of Budget	Original Budget 2022	Actuals YTD	\$ Variance	% of Budget	Original Budget 2023	Actuals YTD	\$ Variance	% of Budget
<b>Income</b>																
Net Tuition & Fees	0	(18,432)	(18,432)	0.0%	0	(27,197)	(27,197)	0.0%	0	(7,900)	(7,900)	0%	0	0	0	0%
Other Income	0	0	0	0.0%	0	0	0	0.0%	180,000	93,107	(86,893)	52%	100,000	0	(100,000)	0%
Auxiliary Enterprise Revenue	7,931,500	7,114,173	(817,327)	89.7%	3,084,346	1,002,694	(2,081,652)	32.5%	7,266,000	5,924,984	(1,341,016)	82%	6,819,692	0	(6,819,692)	0%
<b>Total Income</b>	<b>7,931,500</b>	<b>7,095,742</b>	<b>(835,758)</b>	<b>89.5%</b>	<b>3,084,346</b>	<b>975,497</b>	<b>(2,108,849)</b>	<b>31.6%</b>	<b>7,446,000</b>	<b>6,010,191</b>	<b>(1,435,809)</b>	<b>81%</b>	<b>6,919,692</b>	<b>0</b>	<b>(6,919,692)</b>	<b>0%</b>
<b>Expenses</b>																
Salaries & Wages	3,472,064	3,794,426	(322,362)	(109.3%)	(517,809)	3,884,174	(4,401,982)	750.1%	4,419,738	4,738,743	(319,005)	(107%)	5,268,264	0	5,268,264	0%
Non-Salary Expenditures	14,051,068	15,964,371	(1,913,363)	(113.6%)	10,064,242	9,087,289	976,953	(90.3%)	20,594,493	14,275,453	6,319,040	(69%)	16,507,942	(5,103)	16,513,045	0%
<b>Total Expenses</b>	<b>17,523,072</b>	<b>19,758,797</b>	<b>(2,235,725)</b>	<b>(112.8%)</b>	<b>9,546,433</b>	<b>12,971,462</b>	<b>(3,425,029)</b>	<b>(135.9%)</b>	<b>25,014,232</b>	<b>19,014,196</b>	<b>6,000,035</b>	<b>(76%)</b>	<b>21,776,205</b>	<b>(5,103)</b>	<b>21,781,308</b>	<b>0%</b>
<b>Statement of Net Position</b>	<b>(9,591,572)</b>	<b>(12,663,056)</b>	<b>(3,071,484)</b>	<b>132.0%</b>	<b>(6,462,087)</b>	<b>(11,995,965)</b>	<b>(5,533,878)</b>	<b>185.6%</b>	<b>(17,568,232)</b>	<b>(13,004,005)</b>	<b>4,564,226</b>	<b>74%</b>	<b>(14,856,513)</b>	<b>5,103</b>	<b>14,861,616</b>	<b>0%</b>
<b>Statement of Net Position %</b>	<b>(120.9%)</b>	<b>(178.5%)</b>	<b>(0.6)</b>	<b>147.6%</b>	<b>(209.5%)</b>	<b>(1,229.7%)</b>	<b>(1,020.2%)</b>	<b>586.9%</b>	<b>(235.9%)</b>	<b>(216.4%)</b>	<b>19.6%</b>	<b>91.7%</b>	<b>(214.7%)</b>	<b>0.0%</b>	<b>214.7%</b>	<b>0.0%</b>

## Unit History

**NOTE:** There are several Unit History reports, all show data from a different perspective.

- Displays Revenue and Expense Rollup for past six fiscal years and current YTD
- Filter by Level/Org or Fund

	Actuals														
	FY2016	FY2017	% Change	FY2018	% Change	FY2019	% Change	FY2020	% Change	FY2021	% Change	FY2022	% Change	YTD FY2023	% Ch...
<b>Income</b>															
▶ Net Tuition & Fees	1,178,432	1,212,416	3%	20,745	(98%)	(37,425)	(280%)	(18,432)	(51%)	(27,197)	48%	(7,900)	(71%)	0	(100%)
▶ Other Income	0	0	0%	0	0%	(1,370)	0%	0	(100%)	0	0%	93,107	0%	0	(100%)
▶ Auxiliary Enterprise Revenue	8,063,041	8,041,635	0%	8,183,067	2%	14,893,533	82%	7,114,173	(52%)	1,002,694	(86%)	5,924,984	491%	0	(100%)
▶ Government Appropriations	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
▶ Grants	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
▶ Athletics	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
▶ Interest	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
▶ Foundation Payments	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total Income</b>	<b>9,241,473</b>	<b>9,254,051</b>	<b>0%</b>	<b>8,203,813</b>	<b>(11%)</b>	<b>14,854,739</b>	<b>81%</b>	<b>7,095,742</b>	<b>(52%)</b>	<b>975,497</b>	<b>(86%)</b>	<b>6,010,191</b>	<b>516%</b>	<b>0</b>	<b>(100%)</b>
<b>Expenses</b>															
▶ Salaries & Wages	3,045,926	3,268,691	7%	2,990,967	(8%)	3,241,889	8%	3,794,426	17%	3,884,174	2%	4,738,743	22%	0	100%
▶ Non-Salary Expenditures	11,690,563	11,816,230	1%	12,011,153	2%	19,592,749	63%	15,964,371	(19%)	9,087,289	(43%)	14,275,453	57%	(5,103)	100%
▶ Plant Bond Trustee	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Total Expenses</b>	<b>14,736,488</b>	<b>15,084,921</b>	<b>2%</b>	<b>15,002,121</b>	<b>(1%)</b>	<b>22,834,638</b>	<b>52%</b>	<b>19,758,797</b>	<b>(13%)</b>	<b>12,971,462</b>	<b>(34%)</b>	<b>19,014,196</b>	<b>47%</b>	<b>(5,103)</b>	<b>100%</b>
<b>Statement of Net Position</b>	<b>(5,495,015)</b>	<b>(5,830,869)</b>	<b>6%</b>	<b>(6,798,308)</b>	<b>17%</b>	<b>(7,979,899)</b>	<b>17%</b>	<b>(12,663,056)</b>	<b>59%</b>	<b>(11,995,965)</b>	<b>(5%)</b>	<b>(13,004,005)</b>	<b>8%</b>	<b>5,103</b>	<b>(100%)</b>
<b>Statement of Net Position %</b>	<b>(59.5%)</b>	<b>(63.0%)</b>	<b>6.0%</b>	<b>(82.9%)</b>	<b>31.5%</b>	<b>(53.7%)</b>	<b>(35.2%)</b>	<b>(178.5%)</b>	<b>232.2%</b>	<b>(1,229.7%)</b>	<b>589.1%</b>	<b>(216.4%)</b>	<b>(82.4%)</b>	<b>0.0%</b>	<b>(100...)</b>

## Unit Report YTD Operating


- Displays Revenue and Expense Rollup for previous 5 years, current year starting budget, and next 3 years forecasted budget
- Revenue and expenses are broken down into more specific Rollups
- **Unit Report** can be filtered by Fund or Level/Org
- **Unit Report YTD** can be filtered by Level/Org or Prog

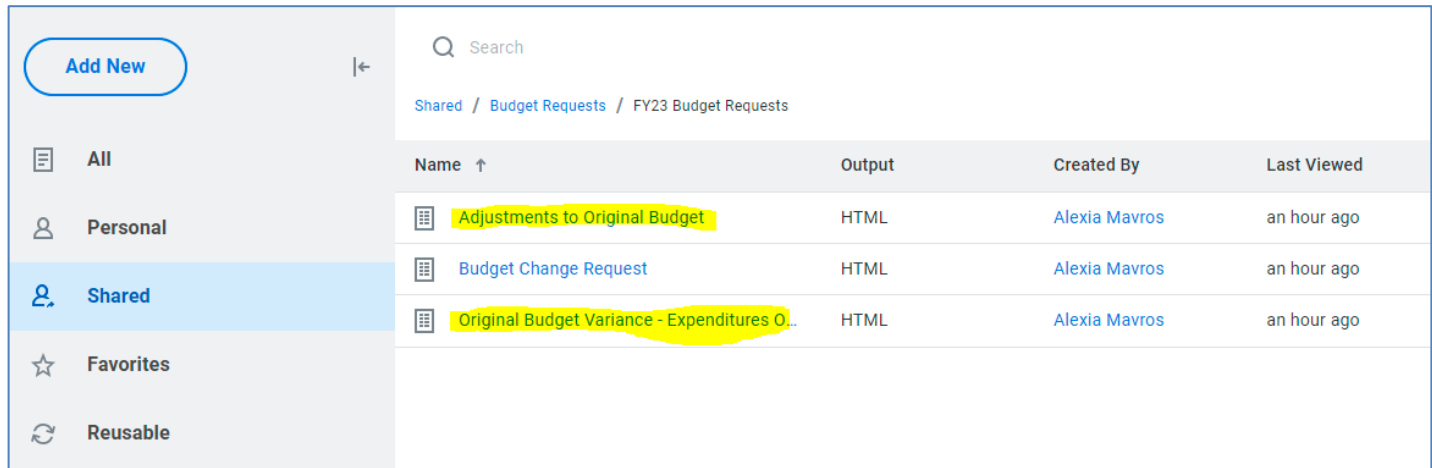
	Actuals					YTD FY2023	Original Budget 2023	Revised Budget 2023						
	Year to date as of Jul-2018	Year to date as of Jul-2019	Year to date as of Jul-2020	Year to date as of Jul-2021	Year to date as of Jul-...			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<b>Income</b>														
▶ Net Tuition & Fees	(3,425)	0	(5,122)	0	0	(37,425)	(18,432)	(27,197)	(7,900)	0	0	0	0	150,000
▶ Other Income	0	0	0	0	0	(1,370)	0	0	93,107	0	100,000	150,000	150,000	150,000
▶ Auxiliary Enterprise Revenue	3,670,300	3,918,683	2,469,771	2,211,518	0	14,893,533	7,114,173	1,002,694	5,924,984	0	6,819,692	7,019,692	7,019,692	7,019,692
<b>Total Income</b>	<b>3,666,875</b>	<b>3,918,683</b>	<b>2,464,649</b>	<b>2,211,518</b>	<b>0</b>	<b>14,854,739</b>	<b>7,095,742</b>	<b>975,497</b>	<b>6,010,191</b>	<b>0</b>	<b>6,919,692</b>	<b>7,169,692</b>	<b>7,169,692</b>	<b>7,169,692</b>
<b>Expenses</b>														
▶ Salaries & Wages	175,317	188,474	126,364	156,111	0	3,241,889	3,794,426	3,884,174	4,738,743	0	5,268,264	5,161,617	5,281,007	5,406,400
▶ Non-Salary Expenditures	1,066,807	223,138	8,335	2,037,581	(5,103)	19,592,749	15,964,371	9,087,289	14,275,453	(5,103)	16,507,942	15,909,858	15,973,298	15,903,700
<b>Total Expenses</b>	<b>1,242,124</b>	<b>411,612</b>	<b>134,699</b>	<b>2,193,692</b>	<b>(5,103)</b>	<b>22,834,638</b>	<b>19,758,797</b>	<b>12,971,462</b>	<b>19,014,196</b>	<b>(5,103)</b>	<b>21,776,205</b>	<b>21,071,475</b>	<b>21,254,305</b>	<b>21,310,200</b>
<b>Statement of Net Position</b>	<b>2,424,752</b>	<b>3,507,071</b>	<b>2,329,951</b>	<b>17,826</b>	<b>5,103</b>	<b>(7,979,899)</b>	<b>(12,663,056)</b>	<b>(11,995,965)</b>	<b>(13,004,005)</b>	<b>5,103</b>	<b>(14,856,513)</b>	<b>(13,901,783)</b>	<b>(14,084,613)</b>	<b>(14,140,533)</b>
<b>Statement of Net Position %</b>	<b>66.1%</b>	<b>89.5%</b>	<b>94.5%</b>	<b>0.8%</b>	<b>0.0%</b>	<b>(53.7%)</b>	<b>(178.5%)</b>	<b>(1,229.7%)</b>	<b>(216.4%)</b>	<b>0.0%</b>	<b>(214.7%)</b>	<b>(193.9%)</b>	<b>(196.4%)</b>	<b>(197.2%)</b>

## Viewing the FY23 Budget in Adaptive

To view changes between FY23 & FY22




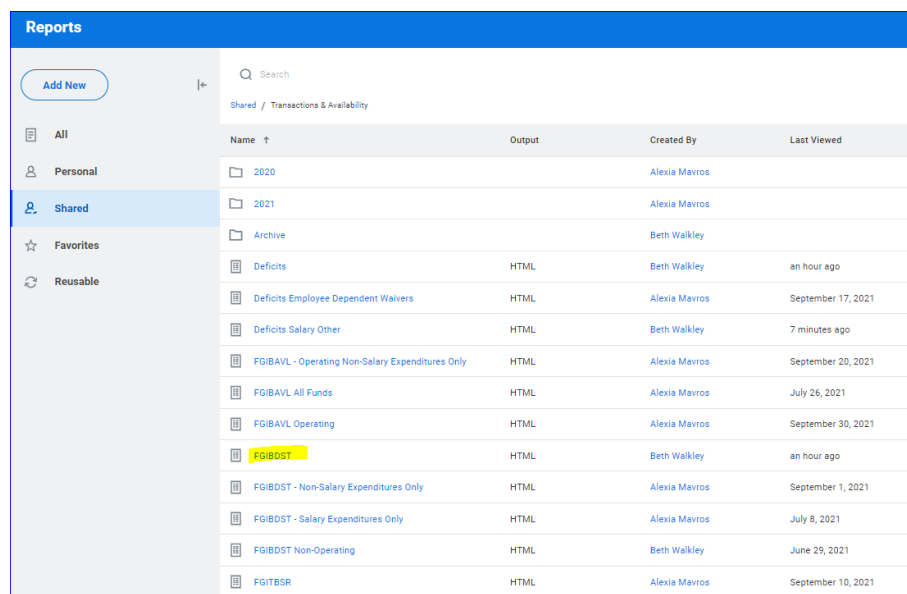
- a. From the Navigation menu , click on Reports
- b. Click Shared
- c. Click on the Budget Requests folder
- d. Click on the FY23 Budget Requests folder
  - To view detail, Click on **Adjustments to Original Budget**
  - To view Summary at a glance, click on **Original Budget Variance – Expenditures Only**



Name ↑	Output	Created By	Last Viewed
Adjustments to Original Budget	HTML	Alexia Mavros	an hour ago
Budget Change Request	HTML	Alexia Mavros	an hour ago
Original Budget Variance - Expenditures O...	HTML	Alexia Mavros	an hour ago

### To view your overall FY23 Budget and activity

- a. From the Navigation menu , click on Reports
- b. Click Shared
- c. Click on the Transactions and Availability folder (you may have to scroll down)
- d. Click on **FGIBDST**
- e. Click Run Report

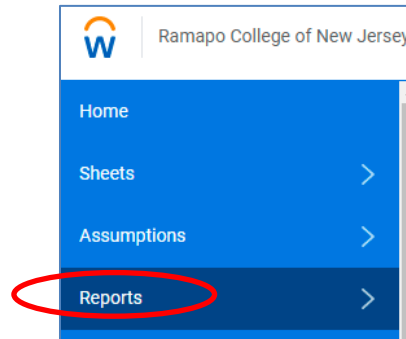


Name ↑	Output	Created By	Last Viewed
2020		Alexia Mavros	
2021		Alexia Mavros	
Archive		Beth Walkley	
Deficits	HTML	Beth Walkley	an hour ago
Deficits Employee Dependent Waivers	HTML	Alexia Mavros	September 17, 2021
Deficits Salary Other	HTML	Beth Walkley	7 minutes ago
FGIBAVL - Operating Non-Salary Expenditures Only	HTML	Alexia Mavros	September 20, 2021
FGIBAVL All Funds	HTML	Alexia Mavros	July 26, 2021
FGIBAVL Operating	HTML	Alexia Mavros	September 30, 2021
FGIBDST	HTML	Beth Walkley	an hour ago
FGIBDST - Non-Salary Expenditures Only	HTML	Alexia Mavros	September 1, 2021
FGIBDST - Salary Expenditures Only	HTML	Alexia Mavros	July 6, 2021
FGIBDST Non-Operating	HTML	Beth Walkley	June 29, 2021
FGITBSR	HTML	Alexia Mavros	September 10, 2021

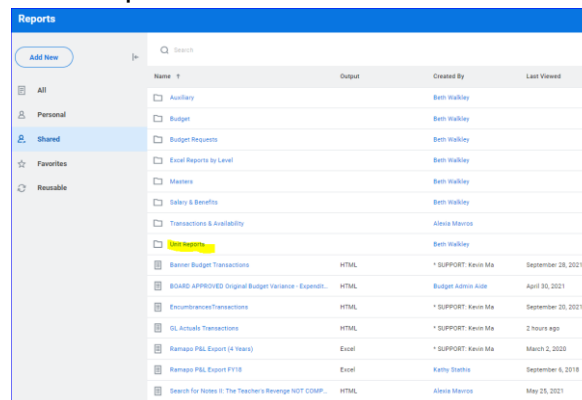
## Viewing Transaction Detail

Users may view details of their unit's expenses by drilling into reports using Transaction Detail in Adaptive. Most reports in Adaptive will allow drilling into transactions for accounts. One of the reports that can be used for Transaction Detail is the Unit Report YTD Operating.

1. Click on Reports from the navigation pane  found at the top left corner of your screen.

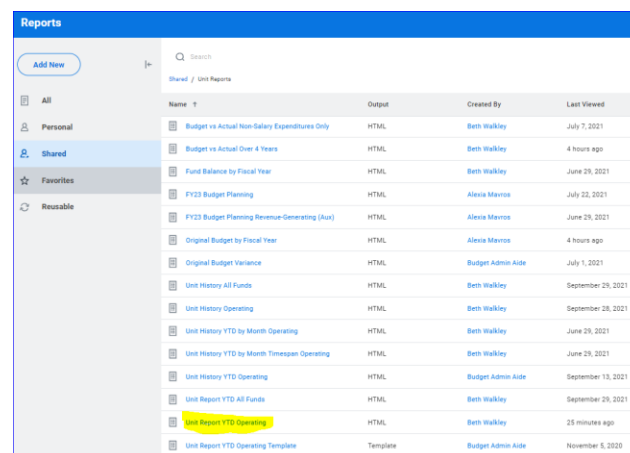


2. Click on Shared then click Unit Reports.



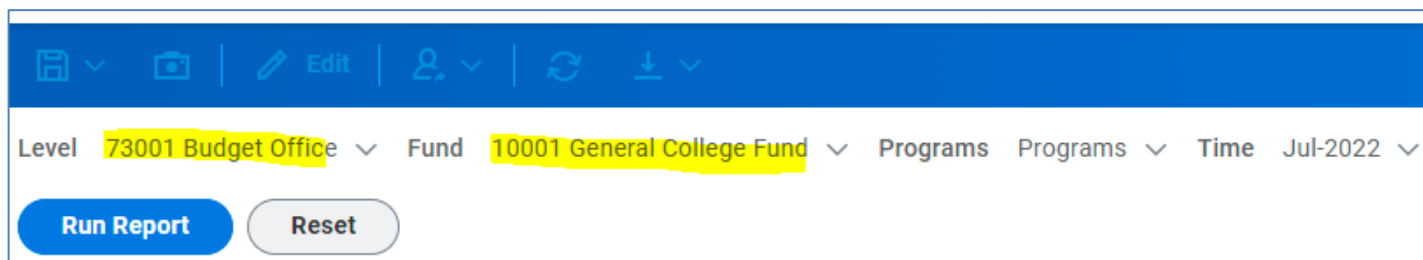
Name	Output	Created By	Last Viewed
Auxiliary		Beth Walkley	
Budget		Beth Walkley	
Budget Requests		Beth Walkley	
Excel Reports by Level		Beth Walkley	
Masters		Beth Walkley	
Salary & Benefits		Beth Walkley	
Transactions & Availability		Alexia Mavros	
<b>Unit Reports</b>		Beth Walkley	
Banner Budget Transactions	HTML	* SUPPORT: Kevin Ma	September 28, 2021
BOARD APPROVED Original Budget Variance - Expend...	HTML	Budget Admin Aide	April 30, 2021
Encumbrance Transactions	HTML	* SUPPORT: Kevin Ma	September 28, 2021
GL Actuals Transactions	HTML	* SUPPORT: Kevin Ma	2 hours ago
Ramapo P&L Export (4 Years)	Excel	* SUPPORT: Kevin Ma	March 2, 2020
Ramapo P&L Export FY18	Excel	Kathy Stofko	September 6, 2018
Search for Notes II: The Teacher's Revenue NOT COMP...	HTML	Alexia Mavros	May 25, 2021

3. Click on Unit Report YTD Operating.



Name	Output	Created By	Last Viewed
Budget vs Actual Non-Salary Expenditures Only	HTML	Beth Walkley	July 7, 2021
Budget vs Actual Over 4 Years	HTML	Beth Walkley	4 hours ago
Fund Balance by Fiscal Year	HTML	Beth Walkley	June 29, 2021
FY23 Budget Planning	HTML	Alexia Mavros	July 22, 2021
FY23 Budget Planning Revenue-Generating (Lux)	HTML	Alexia Mavros	June 29, 2021
Original Budget by Fiscal Year	HTML	Alexia Mavros	4 hours ago
Original Budget Variance	HTML	Budget Admin Aide	July 1, 2021
Unit History All Funds	HTML	Beth Walkley	September 29, 2021
Unit History Operating	HTML	Beth Walkley	September 28, 2021
Unit History YTD by Month Operating	HTML	Beth Walkley	June 29, 2021
Unit History YTD by Month Timespan Operating	HTML	Beth Walkley	June 29, 2021
Unit History YTD Operating	HTML	Budget Admin Aide	September 13, 2021
Unit Report YTD All Funds	HTML	Beth Walkley	September 29, 2021
<b>Unit Report YTD Operating</b>	HTML	Beth Walkley	25 minutes ago
Unit Report YTD Operating Template	Template	Budget Admin Aide	November 5, 2020

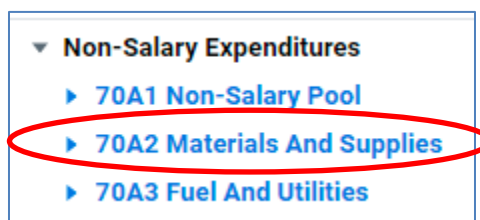
4. On the next screen, click Run Report.
5. Filter by the level, program, and fund for your unit. (Be sure you are not in a rollup level - usually a level code ending in 0, with few exceptions).



6. Click Run Report.
7. To see the actual expenses of a specific account, expand the Account rollup. For example, you may want to see expenses for 7011 Office Supplies, which falls under Non-Salary Expenditures.
  - a. Click on the blue arrow next to Non-Salary Expenditures.



- b. You will then see the various account rollups. Click on the blue arrow next to 70A2 Material and Supplies.



- c. You can now view 7011 Office Supplies.

- ▼ Non-Salary Expenditures
  - ▶ 70A1 Non-Salary Pool
  - ▼ 70A2 Materials And Supplies
    - 7011 Office Supplies
    - 7014 Copier Charge

a. Click on the amount within the year that you wish to see transaction details. **NOTE: You can only view transactions for balances found to the left of the grey Original Budget 2023 column, and columns that are not a Year-to-Date column.**

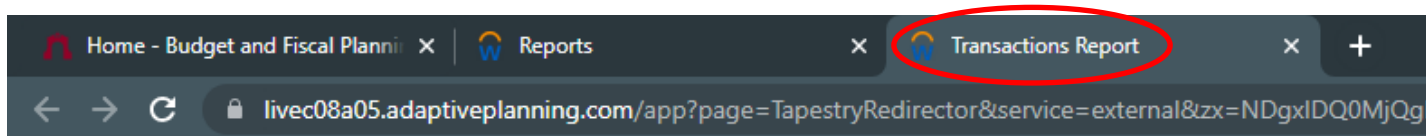
Unit Report YTD 2023 Operating	Actuals					FY2019	FY2020	FY2021	FY2022	YTD FY2023	Original Budget 2023	Revised Budget 2023		
	Year to date as of Jul-2018	Year to date as of Jul-...	Year to date as of Jul-...	Year to date as of Jul-2021	Year to date as of Jul-...						FY2023	FY2024	FY2025	FY2026
▼ Expenses														
▶ Salaries & Wages	175,317	188,474	126,364	156,111	0	3,241,889	3,794,426	3,884,174	4,738,743		5,268,264	5,161,617	5,281,007	5,406,
▼ Non-Salary Expenditures														
▶ 70A1 Non-Salary Pool	0	0	0	0	0	0	0	0	0		3,196,161	2,486,161	2,549,161	2,477,
▶ 70A2 Materials And Supplies	1,059	344	168	(6,411)	(5,232)	17,309	48,766	11,371	18,463	(5,232)	0	0	0	0
▶ 70A3 Fuel And Utilities	5,225	(5,707)	(160,033)	130,461	0	2,638,810	2,721,821	2,460,116	2,993,985		3,399,101	3,296,948	3,296,948	3,296,
▶ 70A4 Travel	0	0	0	0	0	11,552	263	0	0		0	0	0	0
▶ 70A5 Services	28,170	(3,009)	(20,356)	279	0	696,770	1,865,765	123,025	117,413		1,051,100	1,051,100	1,051,100	1,051,
▶ 70A6 Dues Memberships & Subscriptions	0	0	0	0	0	10,676	9,557	9,131	8,660		0	0	0	0
▶ 70A7 Maintenance	0	0	176,061	1,876,061	0	360,107	3,356,950	3,344,704	5,173,874		0	0	0	0

b. A new tab/window will open called Cell Explorer.

c. On the left side of the screen, click Drill Into Transactions.

The screenshot shows the 'Cell Explorer' interface for the account '70A2 Materials And Supplies'. On the left, the value '-5,232' is displayed, with a yellow highlight on the 'Drill Into Transactions' button. Below this, it says 'View Audit Trail' and 'Visible on following sheets: Income Statement'. On the right, account details are listed: Account: 70A2 Materials And Supplies, Code: 70A2, Type: Expense, Rollup type: Sum, and Rolls up to: Non-Salary Expenditures.

- d. A new tab will open called Transaction Detail Report. **NOTE: Every browser opens reports differently. The report may come up as a new tab, window, or a tab on a window you were using previously. If you cannot find the report, be sure to check all browsers windows. Click the tab to view the report.**



- e. The report should look like this:

Actually Amount: 307

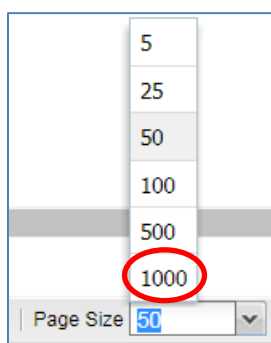
Filters:

Sorted By: Transaction Date in ascending order, Doc Code Key in ascending order, Detail RUCL Code in ascending order, Transaction Description in ascending order, Transaction Amount in ascending order, Debt Credit Ind in ascending order, Fund in ascending order, Org Code in ascending order, Account in ascending order, Fiscal Year in ascending order

Note: These imported transactions may not tie to actuals due to accounting adjustments.

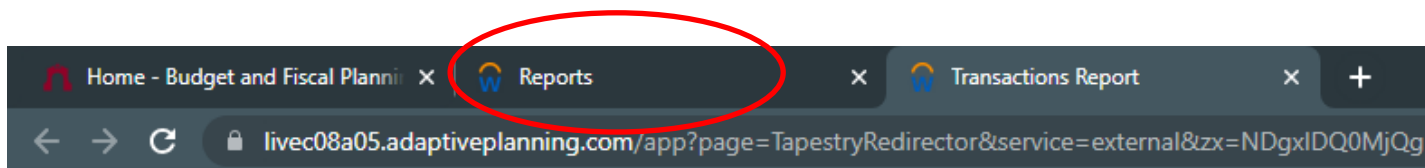
Transaction Date	Doc Code Key	Detail RUCL Code	Transaction Description	Transaction Amount	Debt Credit Ind	Fund	Org Code	Account	Programs	Detail User ID	Posting Period	Fiscal Year
Jul 13, 2016	H0008422	DCSR - Direct Cash receipt	OPRA Deposit	-2.82 USD	C	10001 General College Fund		7011 Office Supplies		KLAUGHTO	01	2017
Jul 20, 2016	F0033613	JE16 - General Journal Entry (Inter-Fund)	070716 3611 WB MASON	95.05 USD	D	10001 General College Fund		7011 Office Supplies		COUME	01	2017
Oct 14, 2016	F0034157	JE16 - General Journal Entry (Inter-Fund)	090016 9917 WB MASON	50.85 USD	D	10001 General College Fund		7011 Office Supplies		COUME	04	2017
Nov 3, 2016	F0034274	JE16 - General Journal Entry (Inter-Fund)	102516 9917 WB MASON	4.49 USD	D	10001 General College Fund		7011 Office Supplies		COUME	05	2017
Jan 13, 2017	F0034736	JE16 - General Journal Entry (Inter-Fund)	010417 9917 WB MASON	-15.06 USD	C	10001 General College Fund		7011 Office Supplies		COUME	07	2017
Jan 13, 2017	F0034736	JE16 - General Journal Entry (Inter-Fund)	010417 9917 WB MASON	59.06 USD	D	10001 General College Fund		7011 Office Supplies		COUME	07	2017
Jan 18, 2017	F0034762	JE16 - General Journal Entry (Inter-Fund)	010517 9917 WB MASON	15.98 USD	D	10001 General College Fund		7011 Office Supplies		COUME	07	2017
May 18, 2017	F0035443	JE16 - General Journal Entry (Inter-Fund)	050517 9917 WB MASON	54.96 USD	D	10001 General College Fund		7011 Office Supplies		COUME	11	2017
Jun 15, 2017	F0035621	JE16 - General Journal Entry (Inter-Fund)	060717 9917 WB MASON	45.32 USD	D	10001 General College Fund		7011 Office Supplies		COUME	12	2017
<b>Total</b>				<b>306.93 USD</b>								

- f. Click on the Page Size drop down menu at the bottom of the report and select 1000.

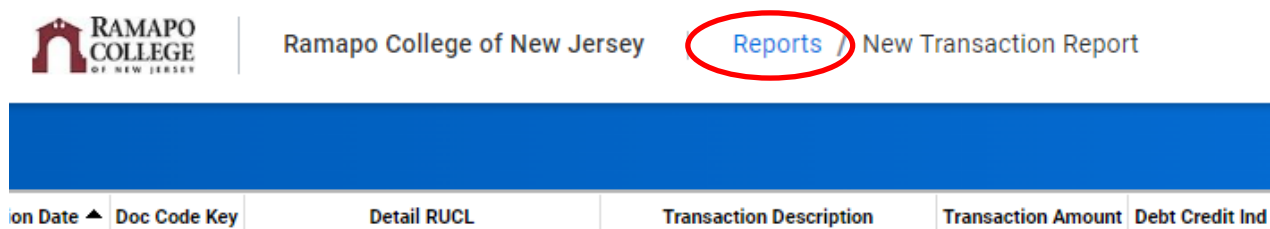


8. To go back to the report,

- a. You may find it in your other tabs...



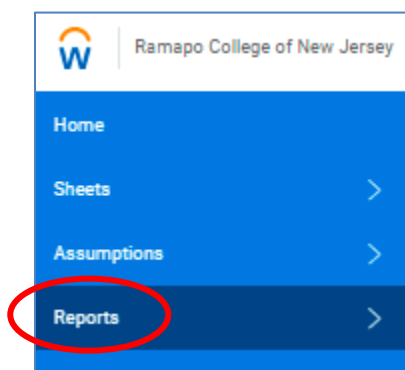
b. ...or click on the Reports link at the top of the page.



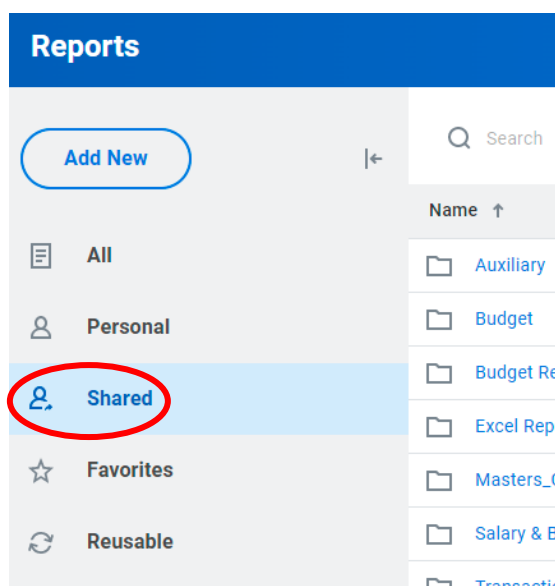
NOTE: Opening a new transaction report will replace the old tab of the previous report. In order to compare transaction reports side by side, it is best to export the reports into Excel, then compare. For instructions on how to export a report, click [here](#) and scroll down to section C.

## Viewing Banner screens FGIBDST, FGIBAVL, and FGITBSR

1.) From the navigation menu, go to Reports.



2.) Click Shared

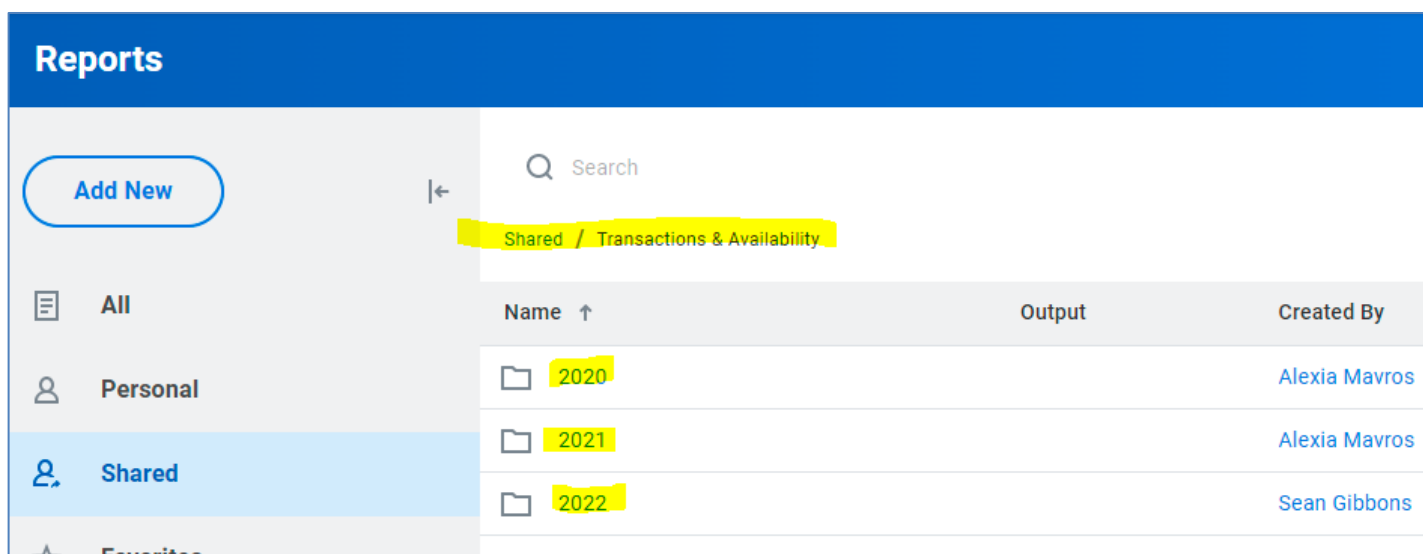


3.) Click the Transactions & Availability folder.

4.) The reports are named after Banner Finance forms.

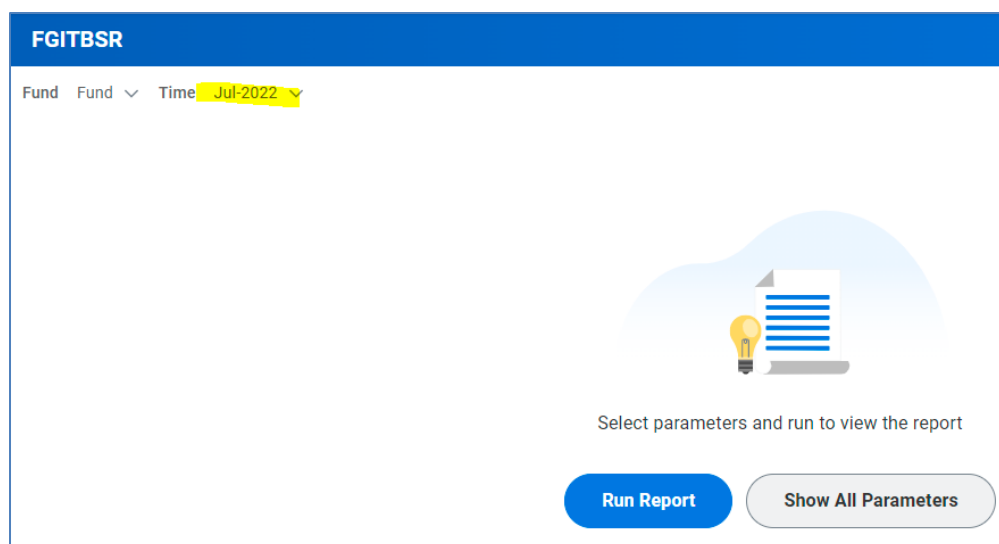
- a. Use **FGIBAVL** to view **availability**.
- b. Use **FGIBDST** to view a summary of **budgets, expenses and encumbrances**.
- c. Use **FGITBSR** to view **fund balances**.

- There are different variations of each form to meet different needs. For instance, there is a variation of FGIBAVL (**FGIBAVL - Non-Salary Expenditures Only**) that shows availability for non-salary expenditures only (the availability of your pool as well as any other budget account not related to salary).
- Both the FGIBDST and the FGIBAVL reports can only be viewed for FY20, FY21, FY22, and FY23. Prior year reports can be found within the Transactions & Availability subfolders



5.) For FGITBSR:

Before viewing, there will be a prompt to filter the Fund and the Time. Select the desired fund from the drop down and select the **current month** as the time filter.



After entering the appropriate filters, click Run Report.

6.) For FGIBDST reports:

In the top left corner, make sure you are in the appropriate Level (organization/unit) and Fund. For any FGIBDST report, users who have access to multiple units will first see the roll-up (overview) of all their units by default, and should modify the report to view data for specific units instead.



Level Ramapo College ▾ Fund Operating ▾ Programs Programs ▾

a. Once a level/fund is selected, click on the orange play button to refresh the report.

Level 73001 Budget Office ▾ Fund 10001 General College Fund ▾ Programs Programs ▾

[Run Report](#) [Reset](#)

## FGIBDST – Drilling into Transactions

1.) Transactions can be viewed for Adjusted Budget, Actuals, and Encumbrances.

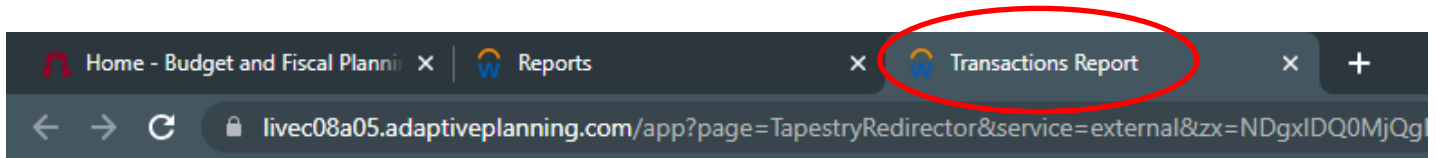
Accounts	FY2023				
	Original Budget	Adjusted Budget	Actuals	Encumbrances	Available

To view transactions in a specific rollup, 70A2 Materials and Supplies for example, click the corresponding amount in one of those three columns for that rollup. To view all accounts' transactions, click on an amount in the **Total Expenses** row.

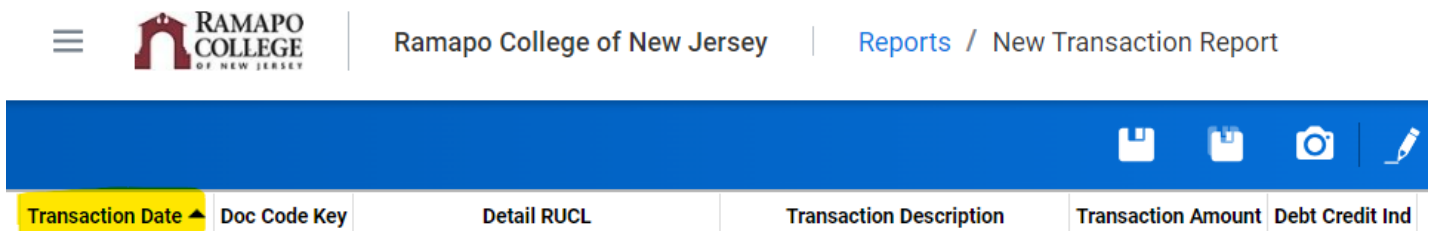
- ▾ Non-Salary Expenditures
  - ▶ 70A1 Non-Salary Pool
  - ▶ 70A2 Materials And Supplies
  - ▶ 70A3 Fuel And Utilities

2.) Upon clicking an amount, a new window will appear called Cell Explorer. Click “Drill Into Transactions”

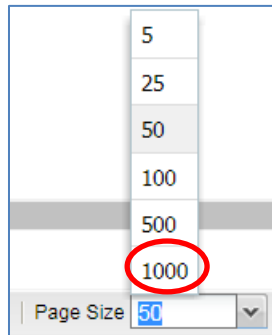
3.) A new tab will open on the previous window called Transaction Detail Report. **NOTE: Every browser opens the reports differently. The report may come up as a new tab, window, or a tab on a window you were using previously. If you cannot find the report, be sure to check all browsers windows.** Click the tab to view the report.



4.) Click on the Transaction Date header to sort the transactions by most recent.



5.) Click on the Page Size drop down menu at the bottom of the report and select 1000.



6.) The transactions can be exported to Excel by clicking the Printable View button



## Budget Requests

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The Budget Requests folder contains information on submissions related to the budget. Use these reports to view availability of requests prior to submitting a transfer request to [budget@ramapo.edu](mailto:budget@ramapo.edu). When requesting release of budget request funds, be sure to include all necessary documentation and the exact name of the request, as appears in Adaptive.

Click on the Unit Reports folder to view more folders. Then, click on the “FY23 Budget Requests” folder to view:

- A. Capital Requests approved amount, distributions, and availability
- B. Budget Change Requests approved amount, distributions, and availability
- C. SPIF Requests approved amount, distributions, and availability

### Capital Requests report

- Displays the disposition of any capital improvement request
- Requests are maintained by the Office of the Provost and reviewed by Strategic Resources Advisory Board (SRAB)

### Budget Change Requests report

- Details the budget increases/decreases requested and the disposition of each request
  - Increases may include increase in software contracts, or any contract/subscription/annual cost
  - Decreases may include a cancellation of a yearly subscription
- Requests are maintained by the Office of Budget & Fiscal Planning
- Requests listed as “recurring” will be built into base for future years
  - Be sure to keep track of what gets built into your Unit’s base budgets

### SPIF Requests report

- Strategic Priorities Incentive Fund
- Displays the disposition of any SPIF request
- Requests are maintained by the Office of the Provost and reviewed by the Strategic Resources Advisory Board (SRAB)
- Requests are never recurring

## Help & Contacts

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Browser Support: Call ITS helpdesk, Ext. 7777.

Adaptive Planning Technical Questions: Do **not** call Adaptive Planning or Workday. If you have any questions about the software, feel free to call Chris Tredici at Ext. 7867 or contact the Budget Office at [budget@ramapo.edu](mailto:budget@ramapo.edu).

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