**Adjust the Institutional Planning Spreadsheet – Additional Adjustments (AAP) Tab**

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| Step | Action |
| 1 | Open your saved **IPS file** with all the data copied in from the IR. Click the Additional Adjustments tab. |
| 2 | Identify an adjustment to **include** in the IPS Upload to AAP. |
| 3 | To set up and adjustment, enter the **Business Unit** for the identified adjustment as you would like it to appear in the Additional Adjustments Page, including UW (e.g. UWEAU, UWOSH). |
| 4 | Enter the **Funding Department** (Deptid) for the identified adjustment corresponding to the **Funding Department** within the funding string for the adjustment. The Business Unit and the DeptID fields should be the same as the GL Business Unit and Department fields in the funding string. The first Dept field (DeptID) should not have the letter included. |
| 5 | Enter the **Fiscal Year** in which this Additional Adjustment will take place. |
| 6 | To add a **vacant position**, enter **Position Type**: ‘**Vacant**’. The Jobcode field becomes red as it is required for a Vacant entry. The Pay Basis and Position Number fields are not required. |
| 7 | Enter the **Adjustment Type** and **Job Code** for the vacancy. These are required. |
| 8 | Enter **Pay Basis** and HRS **Position Number**, if desired. These are not required. |
| 9 | Enter **FTE** as you would like it to appear on the Additional Adjustments Page. FTE should not be entered for adjustment types LTE and Student Help. |
| 10 | Enter the **GL Business Unit** (Business Unit), **Fund Code, Department, Program, Project ID, Description,** and **Budgeted Amount** from within the funding string of the desired adjustment. Business Unit and Department must match the values in Columns 1 and 2. |
| 11 | For all **other budget adjustments** (group, lump, and negative), enter **Position Type**: **Bud. Adj.** The **Jobcode, Pay** **Basis**, and **Position Number** fields become gray as they are not applicable to a Bud. Adj. entry. |
| 12 | Enter the **Adjustment Type** from the drop down list for Student Help or LTE. The FTE field becomes gray as it is not applicable to a Bud. Adj. entry. |
| 13 | Leave **Job Code, Pay Basis,** and **Position Number** blank. |
| 14 | Enter **FTE** as you would like it to appear on the Additional Adjustments Page. FTE should not be entered for adjustment types LTE and Student Help. |
| 15 | Enter the **GL Business Unit** (Business Unit), **Fund Code, Department, Program, Project ID, Description,** and **Budgeted Amount** from within the funding string of the desired adjustment. Business Unit and Department must match the values in Columns 1 and 2. |
| 16 | When all AAP adjustments are made, **save the IPS file.** |