



To fill in this form, start typing at the location of the first gray box. Press the Tab key to go to the next gray box. Repeat this procedure until the form is completed. Save the form, if needed.

INFORM.PLIB DATAEXPRESS NOTIFICATION FORM	
DataExpress Procedure Name	BA1320R
Group	INFORM
Account	PLIB
Procedure Password	NONE
Database Passwords Required	List names of databases used in procedure here. BDGT, TBL1
Report	Budget module records
Purpose and Description	Extracts budget records in the same format as the template used in the BA1320 upload process. Download data from DataExpress to Excel sylk file. Copy/Paste data (including column headers) into BA1320_template.slk Excel spreadsheet to ensure proper column formatting. Use for Budget Upload Process.
Special Instructions	
Dependencies	Not required/but does partner with BA1320_template.slk Excel file.
Selection Criteria Enter the name of each field used for selection below. Ten fields are provided; fill in as many as are necessary. Field Name 1: FYR Field Name 2: BDGT-STAT Field Name 3: APPR Field Name 4: PRG Field Name 5: ORG Field Name 6: SOBJ Field Name 7: SSOBJ Field Name 8: SRC-REV Field Name 9: SSRC Field Name 10: RVSN-NUM	<i>In this column, type the instructions for entering filtering criteria for each field.</i> Enter desired RVSN-NUM filters. Note that output result will return blanks in the column.
Version (date)	02/04/2009