The electronic budget files should be submitted by **October 20, 2006**.

For those institutions in cohort 2 or electing to use the crosswalk to submit:

You must run the error program (FBAT20) and correct all errors prior to submission.
Any files submitted with errors will be returned to the institution for correction.

Please copy the following files to your TBR directory:

      1. F1FILE and F5FILE using the following format:

                <system><inst><cycle><year><file>.dat

      2. If your Institution's name has changed, send your NAMEFL using the following format:

                <system><inst><file>.dat

      3. A copy of your completed Form I (FBAT15). Use the following format:

                <system><inst><cycle><year><report>.txt

where:

      system = 3 character system abbreviation (FRS,HRS,SIS, …)
      inst   = 3-5 character abbreviation for the institution (APSU, TTU, VSCC, …)
      cycle = 1 character abbreviation for budget cycle (J for July and O for October)
      year   = 2-digit value for the calendar year
      file   = The first 2 characters of the filename (NA for Namefl)
      report = The 2-digit number tied to the program name (15 for FBAT15)

For example, MTSU's files for this cycle will be:

      F1FILE = FRSMTSUO06F1.DAT
      F5FILE = FRSMTSUO06F5.DAT
      NAMEFL = FRSMTSUNA.DAT
      FBAT15 = FRSMTSUO0615.TXT