SAMPLE DOI WORK ACTIVITY OUTPUT SPREADSHEET

FISCAL_YEAR	DOI_ACTIVITY_CD	OCT_QTY	NOV_QTY	DEC_QTY	JAN_QTY	FEB_QTY	MAR_QTY	APR_QTY	MAY_QTY	JUN_QTY	JUL_QTY	AUG_QTY	SEP_QTY

When submitting output data via the excel spreadsheet, please ensure that the file name contains the bureau acronym for easy identification, e.g. fws_05_outputs.xls.
Output quantities must be entered under the correct month. Do not enter totals for the fiscal year. The ABC/M system will total output quantities for the fiscal year. automatically. The total will be stored in the YTD_QTY field in the database. The fiscal year field (FISCAL_YR) must be 4 characters long (e.g. 2006, 2007); the DOI Activity Code field (DOI_ACTIVITY_CD) must be 2 characters; and the workload quantity fields (e.g. OCT_QTY, NOV_QTY) are a maximum of 15 characters.

ATTACHMENT TO FORM NO 018