Instructions: Tab Wizard / Alaska State Reporting:

- **Exporting to Excel format**

Exporting the State report to a USB Backup drive disk:

1. Plug in a USB thumb drive into the computer
2. Select: **Reports > State Reports > Schedule D**
3. Enter the **Report Starting Date > OK**
4. Enter the **Report Ending Date > OK**
5. Select: **Export Report** (a Browse to Save window appears)
6. In the list of items, *Select your USB drive*. Each drive is labeled accordingly but could differ on each computer. *You will need to select the correct drive. Typically Drive letter (E:) or (F:)*, followed by **> OK**
7. Tab Wizard will prompt where the report file has been located (Example: E:\Folder). Select **> OK > Exit**

Converting the Exported State report to Excel format:

1. **Unplug the USB thumb drive from the Tab Wizard computer** and take the drive to a computer which has both *Microsoft Excel* as well as an *internet connection*.
2. You will first need to first download and obtain the currect Alaska State Reporting template(s) from the Alaska Department of Revenue Tax Division. (*These templates are not Tab Wizard templates. Any questions or problems are the responsibility of Alaska Department of Revenue*). **Download the currect templates here**:
3.
   http://www.tax.alaska.gov/programs/programs/forms/index.aspx?54165

After downloading the correct template(s), there are two separate procedures to follow:

1. **Converting** the Tab Wizard Exported report to an Excel format
2. **Uploading** to the Excel template to the state. This step is done solely with the responsibility of the accountant or person of management. Tab Wizard has no access to the web uploading process and therefore does not have instruction to this step. Please contact your local Pull Tab Distributor.

Converting the Tab Wizard Export report to Excel Format:

1. After plugging in your USB drive into the computer with Microsoft Excel and an internet connection, Locate your USB drive by **double-clicking My Computer** on the **Desktop**.
2. **Double-click** the Drive letter of your USB drive.
3. Locate and **double-click** the Folder in which the reporting files are located. *Typically the folder name will be State Reporting or New Folder*.

4. There will be a few Microsoft Text files located within. (Permittee and/or Operator files)
5. **Double-click** the report file needed
6. From the toolbar above the report, select: **Edit > Select All**
7. Again, on the toolbar above, select: **Edit > Copy**
8. **Close this window** (*Select the red X located on the top right corner*)

9. **Locate the Excel template** downloaded from the Alaska State reporting website from above and open it.
10. **This step is very important:**

    a. Select Cell **A2** (A-Two) of the Excel template
    b. **Right-click the mouse** on this same cell and select **Paste**
    c. All the data will then appear correctly on the report.
    d. The last column of the Permittee template is labeled: **Sold by (Vendor or Self)** will need to be manually entered for each cell down the column. The easiest solution is to select the desired option from the drop down menu. (Vendor or Self) for the first item.
    e. After making the selection, you can **Right-click** that cell and select **Copy**.
    f. Place your mouse on the **cell just below it** and **hold your right mouse button while dragging** down the entire list and highlighting to the last item.
    g. With your keyboard, select **Enter**. (*All the cells will then be filled in automatically*)
    h. If you need verify all numbers before submitting your report to the state.

11. **Save the file changes**.   From the **Toolbar** above, select **File > Save**. Then close the template.
12. **Upload the state report** to the designated Alaska site. *You may need to contact your local Pull Tab distributor for this information.*